

# Clock Hour Proposal

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**Directions:** You have two choices. Either make a copy and fill out digitally or print and fill out the paper-pencil form

## Proposal

Title	
Subtitle (School and Subject Area)	
Event Description:	
Documented Need (Optional)	

## Hours/Objectives

Number of Clock Hours (Min 3 hrs)	
Other Credit Types	
Course Objectives (Must have 3)	
1.	
2.	
3.	
Primary Location	
Date Ranges	
Times	

**Agenda:** (Can up printed and attached, email a copy to the administrator so they can copy and paste into PD-enroller.)

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**Presenter:**

If you are new as a presenter please submit a resume along with this clock hour proposal

Name		
Resume Needed? (Circle or Bold)	Yes	No

**Online Course Type (“X” the Appropriate Box)**

	Synchronous - The class is offered real time in a virtual classroom allowing students to ask, and teachers to answer, questions instantly.
	Asynchronous - The class is delivered via web, email and message boards posted to online forums. Students may complete these classes at their own pace.
	Not Applicable

**How is participation monitored/verified?**

(Type of interaction between the instructor and the participant)

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**How is participation monitored/verified? (“X” the Appropriate Box)**

How will the number of hours the participant spends on the class be documented and/or attendance verified?

	Synchronous class - a traditional sign-in sheet where the instructor verifies the attendance/participation or a certificate of class completion showing the date the participant completed the class
	Asynchronous class - a certificate of class completion showing the date the participant completed the class is required.

Verified: (name):	
Submitted: (Date):	
Final approval sent to District office: (Date)	

# Clock Hour Application - TPEP Supplement

# of TPEP Hours Requesting:

\*TPEP Hours will only apply if all criteria are met. TPEP Hours typically matches the number of clock hours and will default to that if left empty.

To qualify for a TPEP training, the course must contain at least one criteria from the following list and evidence for each criteria may be documented either by copying information from the course description, objectives or agenda; or you may add additional information that provides a rationale for the criteria.

## Teacher Evaluation Criteria

- **Criterion 1**
  - Centering instruction on high expectations for student achievement.
- **Criterion 2**
  - Demonstrating effective teaching practices.
- **Criterion 3**
  - Recognizing individual student learning needs and developing strategies to address those needs.
- **Criterion 4**
  - Providing clear and intentional focus on subject matter content and curriculum.
- **Criterion 5**
  - Fostering and managing a safe, positive learning environment
- **Criterion 6**
  - Using multiple student data elements to modify instruction and improve student learning.
- **Criterion 7**
  - Communicating and collaborating with parents and the school community.
- **Criterion 8**
  - Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.

Enter the rationale for each selected Teacher Criteria.

Rationale:

## Principal Evaluation Criteria

- **Criterion 1**
  - Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
- **Criterion 2**
  - Demonstrating commitment to closing the achievement gap.
- **Criterion 3**
  - Providing for school safety.
- **Criterion 4**
  - Leading the development, implementation, and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements.
- **Criterion 5**
  - Assisting instructional staff with the alignment of curriculum, instruction, and assessment with state and local school district learning goals.
- **Criterion 6**
  - Monitoring, assisting and evaluating effective instruction and assessment practices.
- **Criterion 7**
  - Managing both staff and fiscal resources to support student achievement and legal responsibilities.
- **Criterion 8**
  - Partnering with the school community to promote student learning.

Enter the rationale for each selected Principal Criteria.

Rationale:

## Clock Hours Proposal - STEM Supplement

# of STEM Hours ( Same as regular clock hour form, usually):

STEM proposal must include content for 2 of 4 STEM elements.

\_\_\_ Science \_\_\_ Technology \_\_\_ Engineering \_\_\_ Mathematics

*Guiding Questions for STEM:*

*To qualify as a STEM course, each guiding question must be answered with a yes and evidence supplied for each question. Evidence can be copied from the course description, objectives, agenda. You may also add additional information that provides a rationale for the guiding question.*

*Will the STEM activity have an impact on STEM experiences for students \_\_\_yes \_\_\_no*

*Details:*

*Does the STEM Activity provide examples or resources to use with students or with other educators? \_\_\_ yes \_\_\_ no*

*Details:*

*Does the STEM activity provide examples or resources about STEM-related career choices to use with students? \_\_\_ yes \_\_\_ no*

*Details:*