

**The East Ramapo Teachers' Center**  
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## CALL FOR INSTRUCTORS

### **MEMORANDUM**

TO: ALL TC COURSE INSTRUCTORS . . . PAST, PRESENT & FUTURE  
FROM: Paula Acunto  
RE: **WINTER/SPRING 2009 Semester**  
DATE: October 17, 2008

I am presently planning the Winter/Spring course brochure. If you previously expressed interest in conducting a workshop or teaching a course, I am now writing to ask for your confirmation and possible dates. If you have never before taught a course for the TC, perhaps you would now like to consider sharing your expertise.

If you are proposing a **NEW course**, I must have your course proposal **prior to our NOVEMBER 3<sup>rd</sup> Policy Board meeting**. Proposals for new courses must include: course **description**, course **objectives**, reference to the research **literature** on your topic, outline of sessions with **dates** and **topics** to be covered, and a required **project**\* for credit. If I do not have a copy of your **resume** on file, I will also need that.

For **courses PREVIOUSLY APPROVED**, I will only need you to provide me with the **dates of the course sessions**. The **Winter/Spring** semester can begin as early as the last week in January and ends in June; classes are usually held after the school day or on weekends (Friday evenings and Saturdays).

Courses for inservice credit must contain 15 contact hours per credit.\*\* You may also wish to consider a follow-up component to your course which could include: classroom modeling by you and visitation by course participants; formation of a support network of participants and/or a Reflective Practice Study Group; or facilitating an action research project to determine the impact on student learning.

If you are interested in offering an **afterschool, non-credit workshop** this winter/spring, please send me a short **workshop description** - including some "bullets" that describe what participants will learn from the workshop.

**PLEASE CALL ME AS SOON AS POSSIBLE** to . . .

- discuss plans for proposing/implementing your course/workshop this WINTER/SPRING. . . or
- recommend someone you know who might be interested in conducting a course.

The Teachers' Center can pay instructors \$50 per hour.

Thank you for your consideration. I look forward to hearing from you soon.

Please assist me to get the WINTER/  
SPRING Brochure out **EARLY!**

\* *Regarding required projects . . .*

- *For your information, the NYS Learning Experience Form can serve as a guideline for required projects. Call or e-mail me if you would like a copy.*
- *All projects should demonstrate classroom application -- development of a lesson plan(s) utilizing the strategies learned, teacher reflection, etc.*
- *All projects should be suitable for sharing and will become a part of the Teachers' Center Resource Library of Classroom Activities.*

\*\* *Regarding course hours . . .*

- *All newly proposed courses must equal 15 contact hours per credit.*