



A Union of Professionals
AFT ER&D
A Professional Development Program

Participant Responsibilities

You've been selected to attend ER&D national training because your local union believes you have the qualities to become an effective professional development leader. Your local and the AFT are investing significant resources to support your leadership development. All ER&D participants are encouraged to fulfill the following responsibilities.

Summer Institute

- Complete pre-reading assignments
- Attend all scheduled course and general sessions
- Complete daily assigned readings
- Record concepts/strategies and notes in the Course Notebook (double-entry journal)
- Complete question #1 on the Reflection on Research Concept Application form at the end of each day (total of six forms)

Between Summer and Winter Institute

- Develop a Local Action Plan with your local leadership
- Prepare a Local Action Strand Report
- Complete Reflection on Research Concept Application Forms
- Implement your selected strategies and concepts in your classroom and/or work setting and complete our Reflection on Research Concept Application form
- Submit four reflection forms by Nov. 30 to your course coordinator
- Bring the remaining two to Winter Institute

DEPD participants will attend one professional development session and highlight, using the ER&D rubric as a guide, the rubric indicators of effective presentation strategies that you note. This is one of the two Reflections you will bring to Winter Institute.

Winter Institute

- Attend all scheduled sessions
- Complete two Reflection on Research Concept Application form (see DEPD above)
- Prepare a 20-minute presentation on an assigned concept (you're responsible for all supplies and handouts)
- Submit a copy of your Local Action Plan for your Strand if you are from an established program or a Local Action Plan for your ER&D program if you are the Local Site Coordinator

Course Completion

All participants will receive a letter of participation documenting the number of professional development hours acquired. Participants, who complete all ER&D requirements as outlined above, will receive a certificate of completion, certifying them as qualified to serve as an ER&D Site/Strand Coordinator.

I have read and understand the obligations and responsibilities outlined in this document.

Print Name

Signature

Date