

Faculty Writing Workshop

Sponsored by the U.S. Department of Education, Office of Postsecondary Education
Asian American Native American Pacific Islander Serving Institution (AANAPISI)

You will leave this **two-day workshop** with models of strong lesson plans on practical *writing* topics. If your application is accepted, you will receive feedback on your proposed lesson plan and revise it prior to the first workshop date.

When you are creating your lesson plan, refer to the models that we have posted online at <http://www.sjsu.edu/aanapisi/lessonplans>.

Information:

- San José State University faculty members will be selected to participate in this workshop.
- Participants will be chosen based upon the applicability of their lesson plans.
- Each participant will receive a **\$500 stipend** upon successful completion of the workshop.

Participants will meet for the first session of the workshop on **Tuesday, August 11, 2015 (8:30-4:30)**. On day one of the workshop, facilitators will present information and teach model lesson plans.

Participants will meet for the second session on **Wednesday, August 12, 2015 (8:30-4:30)**. During the second session, participants will present their 50-minute lesson plans and receive feedback from their peers.

For each workshop day, a light breakfast, lunch, and afternoon snack will be provided.

Requirements:

- Workshop rules:
 - Put together a lesson plan.
 - Be on time and do not depart early.
 - Put away cell phones throughout the workshop.
 - Be present and participate during all presentations and activities.
- Participants must observe the rules outlined above to receive the stipend for the workshop. Participants will have officially completed the workshop when the activity has been approved for posting on the San José State University AANAPISI website.

To apply:

Send a complete application packet to the workshop facilitators, Dr. Linda C. Mitchell (Linda.Mitchell@sjsu.edu) AND Michelle Hager (Michelle.Hager@sjsu.edu). The application is due **by noon on Friday, August 7, 2015**. The following materials are required.

1. A signed copy of the workshop contract (see the next page).
2. A rough draft of your lesson plan, using the attached format.

Faculty Writing Workshop Lesson Plan Format

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FOLLOW THIS FORMAT EXACTLY.

Title of Lesson

Instructor Name

Instructor Department

San José State University

Timeframe:

Target Audience:

Materials needed (including preparation):

(Write agenda on board)

Objectives: After the lesson, students will be able to

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Introduction to Lesson [3 minutes]:

Preview only. Introduce your lesson. Perhaps do a quick review of the previous lesson and a preview of this lesson since you are making connections for your students. You are **not** teaching in the introduction; you are setting up the lesson.

Procedures [45 minutes]:

Provide the instructions you will use with students. Model what you want students to do. Keep in mind various learning styles. Include time allotments for each segment. The number of steps you have depends on your lesson. If necessary, break steps into sub steps, e.g., 2a, 2b. Include all handouts, diagrams, or illustrations. Be sure to key them to the steps.

Step 1 [xx minutes]: Set up—scaffolding, sequencing, modeling

Step 2 [xx minutes]: An individual hands-on activity

Step 3 [xx minutes]: Perhaps more explanation

Step 4 [xx minutes]: Maybe a group hands-on activity

Closure/Evaluation [2 minutes]:

Recap the lesson. Perhaps you will ask a few questions or ask what they are taking away from the lesson. You could have students write on notecards one thing they did not understand and start with those questions the next day. The focus should be on checking for understanding.

Lesson Analysis:

List the strengths and weaknesses of the lesson. If you have not taught the lesson before, make an educated guess. After you have taught it, make notes to help you next time. Include your source for the lesson, if applicable.

The activity can be discipline specific, but other faculty members should be able to modify the activity to fit their disciplines.

You must include your PowerPoint, student models, all handouts, overheads, and quizzes with the final lesson.