Faculty Writing Workshop

Sponsored by 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. Using what you learn from the model lesson plans on day one, you will then create and present your own lesson plan on day two. **Twelve** San José State faculty members will be selected to participate in this workshop. Participants will be chosen based upon the strength of their applications. Upon successful completion of the workshop, each participant will receive a **$500 stipend. Successful completion of this workshop is a *prerequisite* for applying for future faculty release time under the AANAPISI grant.**

Information and requirements:

- Participants will meet for the **first session of the workshop on Friday, August 23, 2013 (8:30-4:30).** On day one of the workshop, facilitators will teach their lesson plans. During the last hour of day one, participants will work on drafts of their lesson plans.
- Participants will submit a draft of their full lesson plan to the workshop facilitators (Dr. Linda C. Mitchell and Michelle Hager) prior to the date of the second session, with adequate time given for review and feedback.
- Participants will meet for a **second session on Friday, September 13, 2013; Friday, September 20, 2013; OR Friday, September 27, 2013 (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 continental breakfast, lunch, and afternoon snack will be served.
- Workshop rules:
    - No tardiness or early departures
    - No cell phones
    - No time missed
    - No excuses for missed time
    - 110% effort
    - Original lesson plan content
    - Submission of a complete, formal, polished lesson plan on your "due date"
    - Full engagement during the sessions
- **Please note:** You will only be eligible for the workshop stipend and future release time if you satisfy all the workshop requirements. No exceptions! You have officially completed the workshop when your lesson plan 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 Friday, August 9, 2013. The following materials are required:

1. A signed copy of the workshop contract (see the next page).
2. A 250-word statement detailing the 50-minute lesson plan on writing you would like to develop for your classes. Answer the following questions in your statement:
    - *Why* did you choose your topic? *What* is your motivation for choosing to work on this lesson? (50 words)
    - *How* is this lesson relevant to your classes? (50 words)
    - *How* will your plan be structured? (100 words) *Example: "I will do a lesson on 'so what?' since I have noticed that students in my discipline do not develop their ideas. First, I will explain what I mean by a 'so what?' Next, I will have the group read a paragraph that is missing the 'so what?' The group will then read the revised paragraph with the added 'so what?' and then a third revision with specific examples added. For an exercise, each participant will write a general paragraph, then test the 'so what?' and add information. All writing in all disciplines needs a 'so what?' so the topic is useful to everyone."*
    - *How* will other faculty members adapt your plan to other disciplines? (50 words)
3. A rough draft of your lesson plan, using the attached format.

Faculty Writing Workshop Contract

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CONTRACT

Your signature at the bottom of this page indicates that you agree to the following items in order to receive the $500 stipend.

- I understand that my application will not be considered if it is incomplete.
- I understand that I must attend **two full days** to complete the workshop: the first session on August 23, 2013 (8:30-4:30) **and** a second session on September 13, 2013; September 20, 2013; **OR** September 27, 2013 (8:30-4:30).
- I understand that I must submit a draft of my full lesson plan to the workshop facilitators (Dr. Linda C. Mitchell and Michelle Hager) prior to the date of the second session, with adequate time given for review and feedback.
- I understand that I must adhere to the following workshop rules:
  - No tardiness or early departures
  - No cell phones
  - No time missed
  - No excuses for missed time
  - 110% effort
  - Original lesson plan content
  - Submission of a complete, formal, polished lesson plan on my "due date"
  - Full engagement during the sessions
- I understand that I will be considered as "dropped" from the workshop if I do not follow the rules outlined above.
- I understand that I must bring copies of my lesson plan for the facilitators and the other faculty presenters on the second workshop date.
- I understand that I have not officially completed the workshop until my lesson plan has been approved for posting on the San José State University AANAPISI website.
- I understand that the lesson plan that I create will be posted on the San José State University AANAPISI website.
- I understand that if I do not successfully complete the workshop that I will not receive the stipend, and I will not be eligible to apply for release time under the AANAPISI grant.

Name (please print): _____

Department: _____

Telephone numbers: (office) _____
(home) _____
(mobile) _____

Second session date preference (please rank): Friday, September 13 _____
Friday, September 20 _____
Friday, September 27 _____

E-mail address: _____

Signature: _____ Date: _____

Faculty Writing Workshop Lesson Plan Format

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FORMAT

Lesson:
Materials needed (including preparation):
(Write agenda on board)

Objectives: Bullet two or three objectives. After the lesson, what will the student be able to do?

- Objective one
- Objective two

For the following sections "Introduction, Procedures, and Closure/Evaluation," visualize how you will present the lesson.

Introduction: [5 minutes] How will you introduce this lesson to the class? 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. Are you modeling what you want students to do? Have you addressed various learning styles? Have you included time allotments for each segment? You may have three or four steps, depending on what works for your lesson. Include lists, diagrams, or illustrations you will write on the board.

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: [5-8 minutes] How will you close the lesson? Will you assign homework? Will you provide a summary or give a quiz? Will you ask a few questions for responses? Another closure is to ask students to write on notecards one thing they did not understand; the instructor will start with those questions the next day. The focus should be on checking for understanding.

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

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.