

PROFESSIONAL DEVELOPMENT PROPOSAL FOR UNIT PLAN CHECKLIST/GUIDE

Review checklist for Description of the Goal/Standards

	Educator		Administrator		Administrator Comments <i>(please initial)</i>
	Yes	No	Yes	No	
A. DESCRIPTION OF THE GOAL(S)					
• Is instructional goal linked to six topics of staff development?					
• Will the goal impact your professional growth?					
• Will completion of this goal affect student learning?					
• Is the unit allocation reflective of the time spent outside of the school day as well as being reinforced during building and district staff development opportunities?					
• Is the unit proposal related to a collaborated effort? (this is for data collection only; may be answered yes or no)					

Review checklist for Plan for Assessment/Documentation

	Educator		Administrator		Administrator Comments <i>(please initial)</i>
	Yes	No	Yes	No	
B. PLAN FOR ASSESSMENT/DOCUMENTATION OF ACHIEVING THE GOAL					
• Does the plan include methods to gather data that demonstrates improved student learning?					
• Does the plan include a product that demonstrates student improved learning?					

Review Checklist of Objectives, Activities & Timelines, and Collaboration

	Educator		Administrator		Administrator Comments <i>(please initial)</i>
	Yes	No	Yes	No	
C. PLAN TO MEET THE GOAL(S) Objectives, Activities & Timelines, and Collaboration					
1. OBJECTIVES					
• Are the objectives specific, observable, and verifiable?					
• Do the objectives directly address the goal?					
• Will attainment of the objectives result in accomplishment of the goal?					
D. 2. DESCRIPTION OF ACTIVITIES & TIMELINES					
• Do the activities align with the goal and objectives?					
• Are the outcomes of the activities observable and measurable?					
• Are timelines stated?					
E. 3. PLAN FOR COLLABORATION FOR INITIAL EDUCATORS ONLY					
• If you are an initial educator working on a PDP, does the plan include collaboration with a mentor?					
• Does the plan include continued collaboration with colleagues?					
• Does the plan include collaboration using learning communities?					

Revised 12-20-04

MUST ACCOMPANY UNIT PROPOSAL FORM