Attachment A, Memo No. 010-14

January 17, 2014

Virginia Department of Education

Office of Career and Technical Education Services

#### NEW TEACHER INSTITUTE

DoubleTree by Hilton Richmond-Midlothian Hotel, Richmond, VA

# JULY 14 – 18, 2014

#### VDOE APPROVAL TO ENROLL FORM

NAME:

SUMMER ADDRESS:      CITY:      STATE:      ZIP CODE:

HOME PHONE:      CELL:

SUMMER E-MAIL:

SCHOOL NAME:      SCHOOL DIVISION:

SCHOOL ADDRESS:      CITY:      STATE:      ZIP CODE:

SCHOOL PHONE:      SCHOOL FAX:

**Current Teaching Area**:

Upon receipt of approval from VDOE to enroll in the Institute, participants must register for the course through the University’s online system and submit a tuition payment of $954 to the University of Virginia. Teachers will go to: <http://www.scps.virginia.edu/applying-registering/new-student-registration> and complete a *Permission to Enroll Form* and the class registration form <http://www.scps.virginia.edu/uploads/Classregistration.pdf>. The participant will submit the UVA registration forms and tuition payment to the University of Virginia.

The applicant has read and agrees to follow the Institute registration procedures:

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Signature of Applicant Date

**LODGING**

***(Please check all that apply)***

Iwill arrive on Sunday, July 13, 2014.

I will arrive on Monday, July 14, 2014, by 8:30 a.m.

I will need double occupancy lodging with another Institute participant.

I will need single lodging (If you request a single room, you are required to pay ½ of the total lodging rate, plus taxes, at checkout.)

I will not need lodging.

**Please return by Friday, June 13, 2014, to the Office of Career and Technical Education Services at** [**cte@doe.virginia.gov**](mailto:cte@doe.virginia.gov)**, or by fax at 804-530-4560.**

**If you have questions, please contact Helen Fuqua, specialist for family and consumer sciences and related clusters, at** [**cte@doe.virginia.gov**](mailto:cte@doe.virginia.gov) **or by telephone at 804-225-3119.**

**Approved by VDOE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**University of Virginia**

**Career and Technical Education New Teacher Institute**

**Summer 2014**

**Course Title and Code:** PSED 6503 *Effective Teaching Strategies*

**Credit:**  Three semester graduate hours

**Instructor:**  Dr. Roger Mackey, University of Virginia

**GOALS AND OBJECTIVES**

This course is designed to prepare new educators for their instructional duties. Participants will:

1. be instructed in lesson design and basic principles of effective teaching.
2. apply instructional strategies designed to engage students in the learning process.
3. develop and teach a lesson plan based on the principles of effective teaching.
4. create and submit lesson plans for ten hours of instruction incorporating the knowledge gained in the New Teacher Institute.

**MATERIALS NEEDED**

Participants will need to provide a laptop computer with wireless connectivity during the Institute. Class resources will be provided through the UVACollab online resource.