

# art class for art teachers

## a professional development planning checklist

### Administrative Planning

- ☐ Decide on a studio topic. Write a course description. You can use this in your course proposal and to advertise the class.
- ☐ Decide whether participants will pay a supply fee or provide their own. Make this clear in your course proposal and in all communications with participants.
- ☐ Locate a meeting space and get approval.
- ☐ Submit district or association professional development proposal forms.
- ☐ Create a flyer to advertise the course.
- ☐ Advertise your course. Send the flyer to colleagues via email.
- ☐ Write a supply list. Be sure to distinguish between required and optional supplies and tools. Plan carefully. Critical supplies should be on the required list.
- ☐ Send supply list to registered participants at least two weeks before the first meeting.
- ☐ Obtain administrative materials such as course rosters, etc. Keep these organized and secure for return to district office.

### Content Planning

- ☐ Order any supplies that you will need for demonstrations and/or class projects.
- ☐ Locate teaching materials and make handouts.
- ☐ Make teaching examples. Time yourself.
- ☐ Determine agenda for each session based on your preparation of examples. How much time did it take to create each example?. Add more time to account for demonstration time and for assisting participants.
- ☐ Prepare materials and tools if you are providing them. Having some supplies prepared in advance can save class time. You might also assign homework and have participants partially prepare projects.

### Other Tasks

- ☐ On the supply list and on the first day of class clearly state expectations and policies regarding attendance, cell phones, etc. If participants will earn professional learning credits toward state certification, be sure to define state and district requirements.
- ☐ Make sure participants sign class roster if required.
- ☐ Submit professional learning credit forms to your district office if required.