

Extended Summer Study

CINCINNATI TEACHERS PROFESSIONAL DEVELOPMENT FUND EXTENDED SUMMER STUDY

The Cincinnati Board of Education and the Cincinnati Federation of Teachers believe that the professional development of teachers and other support staff has significant impact on the academic achievement of students. With this mutual goal in mind, the board and Federation agreed through the Collective Bargaining Agreement to offer extended summer study beginning with school year 1997-1998. A committee comprised of Federation members and CPS administrators established the specific details, criteria and eligibility requirements. The purpose of the summer programs is to pursue experiences that require an extended length of time and provide opportunities for learning that could not be accomplished by taking courses or attending seminars. Examples include study in the U.S. or abroad where course work and experiences are not available in Greater Cincinnati, expenses for study, but not tuition, independent study, research projects, expenses for fellowships, educational experiences: such as archeological digs, volunteer work with students outside Greater Cincinnati, and so forth. **It is not the intent of the fund to pay for graduate studies or degrees.**

A maximum of thirty grants will be available. Expenses will be reimbursed up to \$5000.00. Completed applications must be submitted to the Human Resources Branch no later than the **first Monday in May** of the current school year. The Committee will evaluate all requests and **notify** applicants by the **first Monday in June**.

Listed below are the eligibility requirements, stipulations, and criteria used in evaluating applications. The application form is attached

SECTION I. Eligibility Requirements

- The applicant must have **completed two years** of continuous full-time contracted experience in the Cincinnati Public Schools.
- The applicant's **last Annual Assessment or Comprehensive Evaluation** must have been a **"satisfactory"** level or above.
- The applicant must show evidence of past professional growth. This may include course work, committee work, curriculum development, travel, publications, workshops, etc...
- The applicant must present at least **2 letters of endorsement** from **2** fellow educators who are qualified to understand and to react to the purpose of the proposed study.
- The applicant must present a **typewritten plan** in compliance with the application guidelines.

SECTION II. Stipulations of The Extended Summer Study

- The recipient must sign a statement agreeing to **return to employment** with the Cincinnati Public Schools for at least two years following the extended summer study. **If the recipient**

fails to adhere to the agreement, he or she will be expected to **reimburse** the Board of Education.

- A recipient who is unable to complete the extended summer study must notify the Committee **immediately**.
- The recipient **may not accept employment** during the extended summer study.
- The recipient must provide the Professional Development Fund Committee with a **written report at the end of the extended summer study**. The report should **contain evidence of the achievement of the objectives stated in the application**. The recipient must make an oral presentation to faculty or other CPS staff. This **presentation is to be summarized** and a copy forwarded to the Professional Development Fund Committee by the first Monday in November of the calendar year in which the study was completed.

SECTION III. The Criteria Evaluated for Selection

- **Benefit** to the education of Cincinnati Public School students
- **Appropriate** to the needs of the district
- **Clarity** of purpose
- A **timeline** of activities that describes the scope of the project
- **Objectives** that the applicant will achieve by the end of the extended summer study and the **method of evaluating** the achievement of those objectives
- **Creativity** and **initiative** in design and implementation
- **Evidence** of credibility and feasibility

Reimbursements

Paperwork required for reimbursements, (registration fees, transportation, meals, lodging, etc.) **excluding tuition**, must be submitted to the Treasurer's Office by the **first Monday in November** of the **calendar year** in which the study ended.

Instructions for Submitting the Application

The entire application should not exceed six pages. Each section must be typewritten. One document and/or form, such as a brochure, flyer, etc. may support your plan. Please complete all requested information-incomplete applications will not be considered.

Part I. Cover Sheet

The **cover sheet** (see attached) is **not included in the six page limit** of the application. Please **do not type or write your name on any other page** of the application.

Part II. Please Use the Following Format

A. Title and Purpose of the Plan

In this section, explain your purpose for requesting an extended summer study grant and the specific objective(s) you want to accomplish.

B. Benefit of Plan

The extended summer study is given with the understanding that the plan should directly benefit the students of the Cincinnati Public Schools. It must be appropriate to the needs of the district.

In this section, specifically explain how your plan will improve education and your teaching performance in the Cincinnati Public Schools.

C. Plan Description

Give a detailed description of your plan. Describe the planned activities, sponsoring agency, an outline of the program, the names and titles of people involved, etc. The description should include a timeline of activities and an outline of the content.

D. Using the Plan in your Assignment

Explain how you will apply what you learned in your current assignment.

E. Evaluation

Explain how you will evaluate your extended summer study.

Part III. Professional Growth/Letter of Endorsement

A. Professional Growth

Applicants should be **committed to education** and to the **Cincinnati Public Schools** as evidenced by professional growth activities. Include a **list of professional growth activities** during the **past five years**, most **recent first**. This might include university course work, Mayerson Academy courses, committee work such as curriculum writing and textbook selection, in-school improvement committees, etc.

B. 2 Letters of Recommendation

2 letters of recommendation from colleagues who are aware of your work and is knowledgeable regarding how the extended summer study may enrich your current assignment is required.

Part IV. Submission of Application

Three copies (an original and two copies) of the application should be sent to:

**Human Resources
Professional Development Fund
Cincinnati Public Schools
Post Office Box 5381
Cincinnati, Ohio 45201-5381**

All material must be **received and time stamped** in Human Resources no later than the **first Monday in May**. All recipients will receive **official notification** no later than the **first Monday in June**.