

## **CALPRO Application: Integrated Education and Training (IET) Implementation Clinic (2019)**

The California Department of Education (CDE) and the California Adult Literacy Professional Development Project (CALPRO) are pleased to offer a unique professional learning opportunity! Join other agency teams of ESL instructors, CTE instructors and program administrators for an Integrated Education and Training (IET) Implementation Clinic.

### **FORMAT**

There are 4 principal features of this unique hybrid professional learning opportunity, which is open to a cohort of 10 agency teams (each team is composed of 3 staff members).

- 1) Live, interactive discussion through three 75-minute online sessions, with engaging guest speakers, seasoned facilitators, peer mentors and colleagues from around the state (see below for complete details). In each meeting we will:
  - Highlight the relevancy and value of the featured topic for the work that we do
  - Explore best and promising practices in the featured topic
  - Learn from subject matter experts and peer mentors on effective related strategies
  - Share successes and common challenges with fellow teachers and program administrators
  - Get help on solving issues we face

Topics will be tailored to the needs of the participating practitioners and identified through the application process and may include:

- Starting Strong: Developing the Team Teaching Partnership
- Co-Teaching & Alternating Teaching: Which Model, Why, And How?
- Integrating Learning Outcomes & Lesson Plans
- Building an Integrated Syllabus
- Promising Intake & Onboarding Strategies for IET
- Action Planning: Process considerations, potential challenges and solutions to address challenges.
- Additional topics based on participant applications

- 2) Ongoing online discussions, sharing and resource creation through a designated private group within

CALPRO's online Community of Practice at [ps://calproecopgpsite.com](https://calproecopgpsite.com)

- 3) A face-to-face culminating workshop, to be held on Thursday, April 25, 2019 (1-4 pm) as a pre-event to the CCAE State Conference in San Diego, CA. Participants will have the opportunity to engage in hands-on planning and curriculum development activities with the support of peer leaders and subject matter experts as well as to share best practices.

- 4) Optional: Customized coaching available (30-min. session) through virtual office hours to be available on specific dates in February-April 2019 (TBD).

\* Required

1. **Email address \***

*Start this form over.*

## Untitled Section

### Proposed Schedule of Events (updates highlighted)

Date (Location)	Time	Featured Topic
Thurs., 1/31/19 (online)	1:00-2:15 pm	<i>Starting Strong: Designing Your IET Program and Developing Your Team</i>  Guest Speaker: John Kerr, Senior Director Adult and Community Education Baldwin Park Unified School District
Thurs., 2/21/19 (online)	1:00-2:15 pm	<i>A Focus on Integrated Curriculum: IET Syllabi, Learning Outcomes and Lesson Plans</i>
Thurs., 3/21/19 (online)	1:00-2:15 pm	<i>To be determined, based on needs of participants</i>
Thurs., 4/25/19 (San Diego)	1:00-4:00 pm	<i>Best Practices in IET workshop in San Diego (pre-CCAE state conference event)</i>

#### APPLICATION DEADLINE

Apply online by Friday COB, January 18, 2019. Notifications of acceptance will be sent on Friday, January 25, 2019.

Cohort size: 10 agency teams composed of 3 staff (30 participants in all).

#### INTENDED AUDIENCE

Program staff who seek more support in meeting the IET implementation challenges they face and are interested in learning from other IET practitioners. Each program team of three (3) staffers will, ideally, include the ESL instructor, CTE instructor and the IET program administrator.

#### REQUIREMENTS OF PARTICIPATION

- Willingness to actively engage in peer and expert discussion and share successes and challenges
- A commitment to attending all 3 online sessions and one face-to-face event in San Diego.

#### ELIGIBILITY

Membership and participation are free of charge and open to eligible IET program team staff, i.e., those working in an Integrated EL Civics IET program that is funded through Section 243 of the Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA, Title II: AEFLA) grant. Not sure if you're eligible? Let CALPRO help: email [calpro@air.org](mailto:calpro@air.org) or call 1-916-286-8827.

#### FACILITATOR

Amy M. Dalsimer, Senior Technical Assistance Consultant, American Institutes for Research. With more than 20 years of experience teaching and leading career-focused high school equivalency, literacy, and career and college transition programs prior to joining AIR, Ms. Dalsimer served as the founding executive director of the College and Career Pathways

Professional Development Institute, the evidenced-based Bridge to College and Careers Program, and numerous integrated education and training programs at LaGuardia Community College (part of the City University of New York system).

QUESTIONS

Contact CALPRO Director Catherine Green ([cgreen@air.org](mailto:cgreen@air.org) or 916.286.8827).

## Application Form: CALPRO IET Implementation Clinic

Please complete all of the required fields and questions below.

### Tell us About Your IET Experience

Please answer the following five questions. Your answers will help CALPRO direct the clinic to the needs of IET practitioners attending the clinic.

2.

**1. Did your agency begin this IET program within the last six months? \***

*Mark only one oval.*

Yes

No

3.

**2. Are you still in the planning stages of your IET program? \***

*Mark only one oval.*

Yes

No

4.

**3. Have you just started your IET program and are facing some significant challenges? \***

*Mark only one oval.*

Yes

No

5.

**4. Is the CTE instructor in your IET program employed by the adult education agency (or by an organization that partners with the adult ed agency)? \***

*Mark only one oval.*

Yes

No

Not sure

6. **5. In 2018, did you take CALPRO's IET training, either as a regional Community of Practice or as a facilitated online course? If not, please consider registering for CALPRO's IET facilitated online course (1/28 to 2/24/19; register via Event Calendar at <https://calpro-online.org>). \***

*Mark only one oval.*

Yes

No

## **Agency Affiliation**

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Please fill in the following fields to indicate your agency affiliation, your institutional role and contact information.

7. **District or Organization Name (e.g. Los Angeles Unified School District, San Diego Community College District, etc.) \***

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8. **Adult Education Program Name (e.g. Division of Adult and Career Education, etc. If same as organization name, enter "Same.") \***

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9. **Your First Name \***

.....

10. **Your Last Name \***

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11. **Your Job Title \***

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12. **Preferred Contact Phone Number (example: 555-555-1234) \***

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13. **Alternate Phone Number (example: 555-555-1234)**

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14. **Email address \***

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15. **Alternate Email (in case we can't reach you at the email above)**

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16. **Role \***

*Check all that apply.*

- English as a Second Language (ESL) Instructor
- Career and Technical Education (CTE) Instructor
- Integrated Education and Training (IET) Program Administrator
- Other: .....

17. **Names of other agency teammates (Note: each individual must apply separately!)\***

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### **Professional Learning Needs Survey**

Please answer the following questions. This will allow CALPRO to tailor the IET Implementation sessions to meet your professional learning, inclusive of all meeting formats (online, face to face, and by phone). All questions must be answered; leave no field blank.

18. **1. What aspects of IET program design and implementation would you like to know more about? \***

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19. **2. What IET program start-up challenges have you faced so far? What questions do you have about IET implementation? \***

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20. **3. Pick a total of TWO (2) topics below that interest you the most: \***

*Check all that apply.*

- Starting Strong: Developing a Team Partnership
- Co-Teaching and Alternating Teaching: Which Model, Why, and How?
- Integrating Learning Outcomes and Lesson Plans
- Building an Integrated Syllabus
- Promising Intake and Onboarding Practices for IET
- Action Planning: Process Considerations, Potential Challenges, and Solutions to Address the Challenges
- Other: .....

21. **I have read the above description and requirements for participation in the IET Implementation Clinic, and I agree to participate fully as requested. \***

*Mark only one oval.*

- Yes
- No