

Summer 2012 Professional Development Sessions

We are pleased to offer summer training sessions at our Global Learning Center at **Lee County Schools, Sanford, NC**. Fill out all requested information below. You will receive a confirmation email once your complete registration is received and a detailed information packet will be mailed to your home address in June.

Name of Attendee:				Title:	
District Name:			School name:		
School Address:					
School City:		School ST:		School Zip:	
School Phone:					
Home Address:				Cell phone:	
Home City:		Home ST:		Home Zip:	
Home Phone:			E-mail:		

Indicate the session you wish to attend:

- July 16-20 Growing Up Ready Paxton ActionLABS CAREERplus
- July 30-Aug 3 CAREERplus2 Health Science Careers
- August 13-17 Growing Up Ready Paxton ActionLABS
- August 13-15 Building Skills

Training Session Payment Information: (select correct category)

Price includes: Training fee, materials, all meals, lodging and local transportation while in North Carolina.

Price DOES NOT include: Your flight or other means of transportation to/from North Carolina.

District Purchase Order #	Cost
<input type="checkbox"/> GUR / PAL / CP/ CP2 / HSC Attendee	\$ 2,400.00
<input type="checkbox"/> Building Skills Attendee	\$ 1,400.00
<input type="checkbox"/> Additional teacher from the same school: (give name of primary attendee below)	\$ 2,000.00
Name of Primary Attendee:	

If paying by credit card:

- bill credit card **now** bill credit card **at time of training**
- Visa MasterCard Name on Credit Card: _____
- Credit Card # _____ Exp. Date _____
- CVV (3-digit code on back of card) _____

Travel Information: (select one)

- I will **drive** to Lee County Schools, Sanford, NC. (All addresses and details will be mailed to you in June.)
- I will **fly** into Raleigh-Durham International airport (RDU) **Important!**- When scheduling your flights, try to schedule your **SUNDAY** arrival into RDU **before 8pm EST** and your **Friday** morning **departures** to return home **must** be **after 10am EST**. If you are attending Building Skills training, your departure **must** be **after 5pm** on Wednesday. (Additional details to be sent in June.)

Flight Information (please share your flight details)			
Arrival Date:	Airline:	Flight#	Time:
Departure Date:	Airline:	Flight#	Time:

Polo shirt size: S M L XL 2XL 3XL

Special Dietary Requirements: (indicate "NONE" if applicable) _____

Return registration form and purchase order to:
 Georgene Urbanski, Paxton/Patterson, 7523 S Sayre Ave, Chicago, IL 60638
Email gene@paxpat.com **Toll Free** 877-243-8763 **Fax:** 708-594-1087

2012 New Beginnings



PAXTON/PATTERSON and **Lee County Schools (LCS)** welcome you to join us for New Beginnings at our Global Learning Center in Sanford, NC. Our business/educational partnership with LCS offers educators a chance to be trained on our Learning Systems: **Growing Up Ready, ActionLABS, and CAREERplus**. Training is conducted by experienced teachers who have been very successful in their labs. It is our goal for all teachers attending New Beginnings to leave capable, confident and with a network of colleagues to rely upon in the upcoming school year.

MONDAY

Introduction to the Modular System

At the conclusion of this session, participants will be able to:

1. Define the role and purpose of modular instruction
2. Understand the role of cooperative learning in the modular laboratory

ADMIN software

At the conclusion of this session, participants will be able to:

Basic Lab Management

1. Define how the ADMIN system operates
2. Complete log in procedures
3. Access and use electronic Help files

Adding Users

4. Add students and instructors to database
5. Import students using a CSV file
6. Add class periods

Tour of Labs

Hands-on in the lab

At the conclusion of this session, participants will be able to:

1. Understand what an Integrated Instructional Unit (IIU) is and how students work through an IIU
2. Identify the critical training activities for each IIU
3. Work through specific IIUs as per teachers' individualized training plan
4. Experience those areas that are more challenging for students
5. Identify consumable items for each IIU

TUESDAY

ADMIN

At the conclusion of this session, participants will be able to:

Scheduling

1. Set student preferences
2. Schedule in both manual and auto modes
3. Add and delete students from schedules
4. Start and stop class periods

2012 New Beginnings

TUESDAY *continued.....*

Grading

1. Understand grading scales and grading mix
2. Use and describe the various forms of testing
3. Identify various grading reports
4. Understand grading procedures for student journals

Electronic Assessments

5. Conduct electronic performance-based assessments using rubrics on remote grading application
6. Synchronize remote grading application with ADMIN



Hands-on in the lab

WEDNESDAY

ADMIN

At the conclusion of this session, participants will be able to:

Misc:

1. Create a Final Test (multi-unit exam)
2. Finalize the module

Standards Correlations

3. Generate standards correlation reports (National and State)

Curriculum Customization

4. Understand the use of IIU timelines—Core and Customizable
5. Understand & perform 4-step customization process
 - a. Insert Media: Document Screen
 - b. Insert PowerPoint
 - c. Insert Media: Audio/Video Screen
 - d. Insert Media: Activity Screen (graded and non-graded)
6. Deactivate core content screens

Hands-on in the lab

THURSDAY

Group Session

At the conclusion of this session, participants will be able to:

Customer Service, Warranty and Copyrights

1. Understand warranty procedures
2. Understand repair and replacement procedures
3. Understand technical/customer service process
4. Understand and use Desktop Streaming support
5. Understand copyright restrictions

Bridges: Choices Explorer (optional session for PAL and GUR only: as needed)

6. Understand the Career Portfolio Project
7. Follow login procedures
8. Navigate the Bridges website

Hands-on in the lab

FRIDAY – no session, travel home

2012 New Beginnings

PAXTON/PATTERSON and **Lee County Schools** (LCS) welcome you to join us for New Beginnings at our Global Learning Center in Sanford, NC. Our business/educational partnership with LCS offers educators a chance to be trained on the latest versions of our Learning Systems, including **CAREERplus2**. Training is conducted by a current CAREERplus2 teacher who has experienced great success in his lab. It is our goal for all teachers attending New Beginnings to leave capable, confident and with a network of colleagues to rely upon in the upcoming school year.



MONDAY

General overview of CP2

At the conclusion of this session, participants will be able to:

1. Understand comparison of CP and CP2, which include:
 - a. 40-day Tracks v. whole class instruction-Track activities repeat, but whole class activities progress throughout year
 - b. Engineering Your Future (EYF) Textbook/ student guidebooks
 - c. Test given every 20 days, based solely on EYF readings/Power Points (PPT)
 - d. CP2 website
 - e. Solid Works (3D CAD software)

Hands-On Practice

At the conclusion of this session, participants will be able to:

2. Use ADMIN to manage the CP2 lab
3. Facilitate lessons for Days 1-40
 - a. Use Paxton/Patterson created Lesson Plans as a guide
 - b. Work through the 2-week orientation, especially team building and SolidWorks tutorials
 - c. Use EYF book and PPTs to preview concepts/topics covered

TUESDAY and WEDNESDAY

Hands-On Practice

At the conclusion of this session, participants will be able to:

1. Complete Track activities - Follow the CP2 website
2. Use Solid Works to complete activities
3. Complete at least one multiple choice test on the CP2 website

THURSDAY

Q&A for any final tips/tricks

1. Classroom/time management
2. Consumables
3. Grading
4. Supplemental project ideas

Hands-On Practice

5. Additional hands-on practice for Solid Works and/or Track Activities- instructor's choice

FRIDAY – no session, travel home

2012 New Beginnings

PAXTON/PATTERSON and **Lee County Schools** (LCS) welcome you to join us for New Beginnings at our Global Learning Center in Sanford, NC. New Beginnings professional development is conducted by experienced teachers who have been very successful in their labs. It is our goal for all teachers attending New Beginnings to leave capable, confident and with a network of colleagues to rely upon in the upcoming school year.



MONDAY

ADMIN software

At the conclusion of this session, participants will be able to:

Basic Lab Management

1. Define how the ADMIN system operates
2. Complete log in procedures
3. Access and use electronic Help files

Adding Users

4. Add students and instructors to database
5. Import students using a CSV file
6. Add class periods

Hands-on in the lab

At the conclusion of this session, participants will be able to:

1. Understand what a Health Career Area (HCA) is and how students work through HCAs
2. Identify the critical training activities for each HCA
3. Work through specific HCA as per teachers' individualized training plan
4. Identify those areas that are more challenging for students
5. Identify consumable items for each HCA

TUESDAY

ADMIN

At the conclusion of this session, participants will be able to:

Scheduling

1. Set student preferences
2. Schedule in both manual and auto modes
3. Add and delete students from schedules
4. Start and stop class periods
5. Understand review mode

Grading

6. Understand grading scales and grading mix
7. Use and describe various forms of testing
8. Identify various grading reports
9. Understand grading procedures

Remote Grading

10. Conduct electronic performance-based assessments using rubrics on remote grading device
11. Synchronize remote grading device with ADMIN

Hands-on in the lab

2012 New Beginnings

WEDNESDAY

ADMIN

At the conclusion of this session, participants will be able to:

Misc:

1. Create a Final Test (multi-unit exam)
2. Finalize the module

Standards Correlations

3. Generate standards correlation reports (National and State)

Drupal Curriculum Customization

4. Understand use of Drupal Books—Core and Customizable
5. Understand & perform customization process for:
 - a. Tests
 - b. Web links
 - c. Rubrics

Hands-on in the lab



THURSDAY

At the conclusion of this session, participants will be able to:

Customer Service, Warranty and Copyrights

1. Understand technical/customer service process
2. Understand warranty procedures
3. Understand repair and replacement procedures
4. Understand and use Desktop Streaming support
5. Understand copyright restrictions

Hands-on in the lab

FRIDAY – no session, travel home

2012 New Beginnings

PAXTON/PATTERSON and **Lee County Schools (LCS)** welcome you to join us for New Beginnings at our Global Learning Center in Sanford, NC. This 3-day professional development session is led by Tom Vessella, Los Angeles Trade-Technical College instructor. It is our goal for all teachers attending New Beginnings to leave capable, confident and with a network of colleagues to rely upon in the upcoming school year.



MONDAY

At the conclusion of this session, participants will understand:

1. **BuildingSkills** program overview and design
2. Getting started in the classroom
 - a. What you will receive from PAXTON/PATTERSON
 - b. How to arrange CTAs in the classroom
 - c. How to assemble trainers
 - d. How to manage tool storage (tool room, tool bins, tool panels)
 - e. How to manage material storage (store room, open storage, CTA storage)
 - f. How to manage media storage (media area, portable media, individual media)
 - g. The purpose of a classroom lecture area (administration, preliminary instruction, start/end of class period, class control)

TUESDAY

At the conclusion of this session, participants will understand:

1. How to introduce and give an overview of each CTA
2. How to use the teacher orientation materials
3. How to use the student orientation materials
4. How to discuss and manage various classroom procedures with students, including:
 - a. Classroom procedures (attendance system, classroom start/end, safety)
 - b. Distribution procedures (material distribution, tool distribution)
 - c. Water procedure (clean up, mixing materials, transportation of, disposal of)
 - d. Clean-up Procedures (paint clean up, mortar clean up, cement clean up, waste disposal)

WEDNESDAY

At the conclusion of this session, participants will understand:

1. How to use the **BuildingSkills** instructional material, including:
 - a. Guidebooks at 6th and 8th grade reading levels
 - b. The Taylor Home Project
 - c. TV/DVD Use
 - d. Journal sheets
 - e. Worksheets
 - f. Student Record Form
2. How to conduct background instruction for:
 - a. Measurement
 - b. Print reading
 - c. Construction process
 - d. Construction careers
3. How to conduct skill instruction for:
 - a. Hand Tools
 - b. Portable power tools
 - c. Stationary power tools
4. How to evaluate students by:
 - a. Daily grades
 - b. Unit grade
 - c. Final grade
5. How to best transition student groups between each CTA rotation
6. How to manage/purchase consumables