

# **CEL 595 Special Topics: 3-tier Licensure and Professional Development Dossier**

Offered for credit academic: Spring every year

Instructor of record: Dr. Susan Ceppi-Bussmann

This course will be taught by RETA Instructors

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## **Course overview**

CEL 595 Special Topics: 3-tier Licensure and Professional Development Dossier (PDD) is a blended course consisting of a series of six face-to-face workshops (48 hours) in which participants go through a process of creating their PDD for submission for licensure advancement. Additional resources and support are available via a learning management system that participants can access 24/7.

During the workshops participants engage in an in-depth study of the PDD strands, NM Teacher Competencies and Indicators, and criteria for success. Support for the technology requirements—creating an online accounts, working with the PDD templates, digitizing PDD materials, and PDD uploading, is provided. At the workshops participants reflect and discuss their strands, critique and provide feedback, work on their strands, and collaborate throughout the PDD creation process. Instructors customize the sessions to better meet the needs and participants' teaching contexts.

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## **Course objectives**

Upon completion of the workshops, participants will be able to:

- Demonstrate their understanding of the components of the PDD.
- Demonstrate their understanding of the NM Teacher Competencies and Indicators.
- Demonstrate their understanding of the criteria for success.
- Assess and provide feedback on PDD strands.
- Demonstrate an expanded awareness of the importance of reflective practice.
- Reflect and share with peers about teaching, learning, and professional practice.
- Navigate the PDD submission website.
- Manage the needed technology tools.
- Share their completed PDD.

## **Prerequisites**

There are no prerequisites for this course

## **Computer requirements**

### ***Hardware***

Internet access  
Flash drive (recommended)  
Digital camera, digital video camera (optional)  
Scanner (optional)

### ***Software***

Word  
Excel, PowerPoint, Kidspiration/Inspiration (might be used)  
Digital editing software (might be used)

It is strongly recommended that software be installed before the workshops begin.

## **Learning theory and instructional methods**

The RETA PDD workshops are designed to engage the participants in reflective practice by immersing them in doing reflective practice within the context of a supportive professional learning community. This approach is based on elements of cognitive and constructivist learning theories. Teaching strategies in support of those theories that are used in the workshops include: using group work to build community, maintaining ongoing discussions for knowledge construction, and providing examples to strengthen conceptual learning. Further application of cognitive and constructive theories include the use of research-based best teaching practices in the instructional design of the workshops to engage participants in collaboration, application, critical thinking, metacognition, presentation oriented, and shared assessment.

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## **Course assignments**

Assignments at the workshops include participation in discussions, sharing, mentoring, and strand creation. Assignments in between workshops include completion of the PDD strands, reflection on practice, and sharing skills/strategies with peers.

Participants will provide evidence of reflection on practice, both oral and written, throughout the series of workshops, and do a final PDD presentation.

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## **Workshops**

Workshop 1 – Overview of 3-tier Licensure, PDD, and series of workshops  
Workshop 2 – Strand B  
Workshop 3 – Strand A  
Workshop 4 – Strand C  
Workshop 5 – Putting it all together  
Workshop 6 – Final touches, presentation, and submission

## Assessment

Satisfactory completion of this course is based upon attendance, mentoring, timely completion of strands, the final PDD presentation. Participants will assess themselves, their peers, and be evaluated by their instructor team.

Assessment Criteria	Points
Workshop Attendance	12
Timely Completion of Strands	12
Group Mentoring	12
Total	36

See RETA 300: Dossier Development Rubric.

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## Grades

Participants taking this workshop for credit will use the following table for the workshop point scale and letter grade. You must earn a B or better to receive graduate credit for this course.

### ***Points earned Letter grade***

30 – 36	A
24 – 29	B
18 – 23	C
< 18	F

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