

**CHECKLIST FOR REVIEWING & APPROVING PDUs**

**Course Name and Number:** \_\_\_\_\_

Name of Participant: \_\_\_\_\_

School: \_\_\_\_\_

*Date proposal received by Peer Reviewer:*

<b>Focus and Rationale</b>	<b>Complete</b>	<b>Incomplete</b>	<b>Comments</b>
Is the rationale clear? Is there a question, an hypothesis?			
Is there and explanation of why this problem needs to be studied?			
Is there an explanation of collaboration with colleagues and others?			
Is there an explanation of how and what data will be collected to show the question will be answered?			
Is there an explanation of how desired outcomes will be measured?			
<b>Study Component</b>			
Are multiple methods of inquiry included?			
Is there an explanation of how, what, when, where, the study will occur?			
Is there an explanation of how the participant will know the learning goal was met?			
<b>Evidence/Work Sample of Study</b>			
Does the planned work sample show how the work effectively supports essential learning?			
<b>Demonstration Component</b>			
Is there a clear plan to document the progress of the application of learning over time?			
Does the plan provide multiple opportunities for demonstration over a three (3) month period of time (minimum).			
How will the participant document on-going student progress?			

How will the participant document revisions to strategies, instruction or implementation?			
How will the participant show three (3) different ways of applying a new concept strategy, intervention or skill?			
<b>Evidence/Work Sample of Demonstration</b>			
Does the planned work sample show how the PDU impacted teaching practice?			
Does the planned work sample provide clear documentation that each part of the demonstration plan will be completed?			
Does the planned work sample show how this learning experience will be assessed?			
<b>Reflection Component</b>			
Is there a plan to discuss implications for practice?			
Is there an explanation of the process used to collect data and what data was used to guide next steps?			
Is there a plan for opportunities to receive feedback and to respond to the feedback?			
Is there an included plan for reflecting on learning with peers?			
Is there an included plan to share learning with other colleagues?			
Is the PDU action research study replicable?			
Is there an explanation to show that someone else will be able to benefit from the learning?			
Does the planned work sample show clear documentation of the next steps that will be taken as a result of new learning?			

Does the planned work sample show support for others in sharing the learning?			
Does the work sample include questions that arose as a result of the study and demonstration work?			
Does the work sample show how successes and failures were assessed during the experience?			

Directions for changes/additions to improve the plan and /or work sample:

Peer Reviewer's Name: \_\_\_\_\_  
 Contact Information: \_\_\_\_\_

**Request approved** \_\_\_\_\_ **Request denied** \_\_\_\_\_ Date \_\_\_\_\_

Participant Contacted by Peer Reviewer

(Date): \_\_\_\_\_

**Reason for**

**Denial:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **QUESTIONS TO GUIDE THE DEVELOPMENT OF A PERSONAL PDU REQUEST**

### **Focus and Rationale**

- Is my rationale clear? How did I ask a question and state a hypothesis?
- How did I explain why this problem needs to be studied?
- How did I explain how I will collaborate with colleagues and others?
- How did I indicate what data will I collect to show I answered the question?
- How am I going to measure the desired outcomes?

### **Study Component**

- How did I show a written goal that includes multiple methods of inquiry?
- How did I articulate what I will study, when I will do the work, where this study will occur, and how I will proceed with the work?
- What do I plan on learning and how will I know I learned it?

### **Evidence/Work Sample of Study**

Does the work sample show how:

- the work effectively supports my essential learning
- I provided clear documentation of the completed plan of study

### **Demonstration Component**

- How will I document the progress of the application of my learning over time?
- How will I document on going student progress?
- How will I document revisions to instruction or implementation?
- How will I show that I provided multiple opportunities for demonstration over a three (3) month period of time (minimum).
- How will I show three (3) different ways that I've applied a new concept or skill in my practice?

### **Evidence/Work Sample of Demonstration**

Does the work sample show how:

- the PDU impacted my teaching practice?
- I have provided clear documentation that I completed each part of my demonstration plan?

### **Reflection Component**

- How have I discussed implications for practice?
- How have I explained the process I used to collect data and what data I used to guide next steps?.
- How have I planned for opportunities to receive feedback and to respond to the feedback?
- How have I included plans for reflecting on my learning? How do I want to share my learning with other colleagues?
- Is my study replicable? How will I show that someone else will be able to benefit from my learning?

### **Evidence/Work Sample of Reflection**

Do the work sample show how:

- I supported others in sharing my learning?
- I included questions that arose as a result of the study and demonstration work?
- I used the assessment of successes and failures during the experience?
- I provided clear documentation of the next steps that will be taken as a result of my new learnings?