

ProQuest Professional Development Trainee Selection

ProQuest Professional Development is a train-the-trainer model designed to integrate 21st Century digital information literacy models and strategies into your school as a major tool for teaching and learning. This effort will require the cooperation of the principal and the staff development team to ensure the continuity that is essential for the initial training to work effectively. Therefore the **initial group of trainees must have a combination of technology and leadership skills** to provide this continuity during this school year and the next. The good news is that everyone wins. Trainees get **CEUs** and a real opportunity to integrate flexible and research-proven ways of learning into their classrooms. Principals get a chance to meet the state professional development plan and maximize their opportunity to increase state student test scores in the essential skills of reading, writing, and critical thinking. They also have an opportunity to **broadly integrate technology into the curriculum in a flexible and meaningful way.**

Selection of the Initial Trainees--Selecting the initial group of trainees will be the first and most important step in this process. ProQuest recommends that you consider selecting the following types of educators to include in the group of 20:

- **Curriculum Leaders** -- will have the authority and motivation to create follow-up activities
- **Librarians** -- have expertise with information literacy skills and digital information
- **English teachers** – traditionally help teach the research process providing an opportunity for immediate impact on student research assignments
- **Social Studies Teachers** – generally make research assignments so they will have incentives to use the new models and strategies immediately
- **Principal** – authority to schedule necessary follow-up activities and grant CEUs
- **Computer Using Teachers** – opportunity to put their expertise to work during workshop and in follow-up training
- **Technology Coordinator** – will need to support the digital information literacy culture
- **Computer Using Parent or Board Member** – will need communicate importance of program and its benefits to the community

Preparing for Professional Development Training--Prior to the initial professional development workshop, this elite team should be familiar with the basics of eLibrary so that workshop time can focus on teaching and learning strategies and is not wasted in low-level functionality training in problem solving support for searching and navigating the eLibrary interface. ProQuest is prepared to offer the initial trainees free online functionality training prior to the professional development workshop. We will schedule for your convenience, whether individually or in small groups.

Questionnaire for Schools Hosting the ProQuest Professional Development Program

Host School Name _____ School District _____

Host School Address _____

Contact Person _____ Phone _____ Email _____

Training Facility Location If Not in Host School _____

Host will provide the following equipment for training: (please check if provided)

- _____ 24 Computers _____ Mac _____ PC _____ Multimedia (one location)
- _____ Browser Software _____ IE _____ Version _____ Netscape _____ Version _____ Plug-ins
- _____ Internet Connection _____ Speed of Connection (Cable, DSL, T1, or Dial-up)
- _____ Network Connection for All Computers
- _____ LCD Projection Device and Screen (viewable in a lighted room) _____ Make/Model
- _____ Tech Person Assigned to Support Training Session
- _____ Some Trainees Will Need Pre-Training on eLibrary _____ Best Date and Time
- _____ All Trainees Have Some Computer and Internet Skills
- _____ eLibrary Account: Username _____ Password _____

Name of Trainee	Education Position: (e.g., Science Teacher)	Tech Literacy (High, Medium, Low)	Need eLibrary Pre-Training (Yes or No)
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