Attachment A, Memo No. 115-18

May 4, 2018

Virginia Department of Education

Office of Career, Technical, and Adult Education

# NEW TEACHER INSTITUTE

Four Points by Sheraton Richmond

9901 Midlothian Turnpike

Richmond, Virginia 23235

July 9-13, 2018

## VIRGINIA DEPARTMENT OF EDUCATION (VDOE) APPROVAL TO ENROLL FORM

Upon receipt of approval from VDOE to enroll in the Institute, participants must complete [*Permission to Enroll Form*](http://curry.virginia.edu/pteform) and the [*PreK-12 Educator Rate Eligibility Form*](http://curry.virginia.edu/forms/educator-tuition-app). The participants must register for the course through the university’s online system and submit a tuition payment of **$1,125\*** to the University of Virginia (UVA). The participant will submit the UVA registration forms and tuition payment to UVA.

The applicant has read and agrees to follow the Institute registration procedures:

Signature of Applicant

Date

**\***Virginia Resident/PreK-12 Educator Fees are higher for non-Virginia Residents/Non-PreK-12 Educators $1,605.

Name:

Teaching Endorsement:

Summer Address:

City:

State:

Zip:

Home Phone:

Cell:

Summer Email:

School Name:

School Division:

School Address:

City:

State:

Zip:

School Phone:

School Fax:

Lodging

(Please Check All That Apply)

Iwill arrive on Sunday, July 8, 2018 **[ ]**

I will arrive on Monday, July 9, 2018,
by 8:30 a.m. [ ]

I will need lodging [ ]

I will not need lodging [ ]

Please return by Friday, June 8, 2018, to the Office of Career, Technical, and Adult Education at cte@doe.virginia.gov or by fax at (804) 530-4560.

If you have any questions, please contact Helen G. Fuqua, Institute Coordinator, at cte@doe.virginia.gov or by telephone at (804) 225-3119.

Approved by the VDOE:

**Signature**

**Date**

## **University of VirginiaCareer and Technical Education New Teacher InstituteSummer 2018**

### Course Title and Code:

EDIS 5500 *Curriculum, Instruction, and Assessment for Career & Technical Education (CTE)*

### Credit:

Three semester graduate hours

### Description:

This course is designed to help new CTE teachers design and implement effective, engaging instruction. Participants will use the state approved competencies and curriculum framework in [VERSO](http://www.cteresource.org/verso/) to develop lesson plans, assessments, and instructional sequences. Emphasis will be placed on differentiated instruction and authentic performance-based assessments.

### GOALS AND OBJECTIVES

This course is designed to prepare new CTE educators for their instructional duties. Participants will:

* Explore factors that impact student learning and achievement.
* Review research-based practices to support the design and implementation of effective instruction.
* Examine how students can demonstrate what they know through performance tasks.
* Provide feedback and assess lesson plans, assessments, and instructional sequences.

### MATERIALS NEEDED

Participants will need to provide a laptop computer with wireless connectivity during the Institute. Class resources will be provided through the UVACollab online resource.