

The Teachers Institute of Philadelphia

Notes To Applicants to the 2009-10 Program

The Institute welcomes applications from full-time teachers from designated schools in the West and Southwest Regions of the School District of Philadelphia, regardless of grade level (K through 12), who will also remain an SDP teacher in the year following his or her participation. These applications should be submitted to the Teacher Representative at your school by December 12, 2009, or mailed to the Institute by December 12, 2009 if there is not a TR at your school. Admission notices will be sent to teachers starting December 19, 2009. The Institute hopes to admit over 60 teachers this year, each of whom will participate in one of the six seminars the Institute is offering.

The Institute seeks to admit those teachers who show by their applications that they can most benefit from being involved in a seminar. The application is our best guide concerning who can benefit most—particularly the essay portion. Therefore you should make a special effort in answering your essay question(s) to explain why you think your participation in a particular seminar will be helpful in your teaching.

A key part of the Institute seminar program involves writing what is called a “curriculum unit.” This is a 15-25 page narrative or story (which includes lesson plans) that each teacher writes. Teachers receive guidance from the seminar leader in this important task. The unit explains how you will teach a particular theme or aspect of the seminar subject to your students. Since the Institute publishes these curriculum units both in bound copies and on the Internet, the curriculum unit is written so that it might be of use to *other* teachers in their teaching (But don’t worry about the work or writing the unit—the Institute will provide lots of help and guidance!) Upon successful completion of the unit, an honorarium of \$1,000 is awarded to each participating teacher, or Institute Fellow as participants are called, and teachers earn 30 hours toward the Act 48 requirements.

In question #12, a *title* for the prospective unit is requested. Please choose your prospective title thoughtfully— it should clearly explain the topic, based in the seminar, you hope to teach to your students.

Concerning the essay question(s) described in question #13 of the application, each answer requires complete sentences and a minimum of 100 words and a maximum of 250 words answering the four questions: 1) What things do you find interesting and intriguing about this topic? 2) What two or three general ideas related to the seminar topic would you like to explore? 3) What two or three specific questions or subjects would you like to explore in this seminar? 4) How would developing a curriculum unit on this topic help you enrich your students’ learning experiences? You might consider what objectives you would cover.

Teachers Institute of Philadelphia
The University of Pennsylvania

Fellows Application, 2009-10

INSTRUCTIONS—PLEASE READ CAREFULLY. This application must be fully completed and submitted by December 12, 2009 to the Institute Teacher Representative (TR) for your school. If you do not have a TR at your school, please send your application to the Institute by December 12, 2009. Contact the Teachers Institute of Philadelphia at (215) 746-3544 if you have any questions. Your application must obtain the approval of your school's principal if it is to advance through the Institute's admission process and a Principal's Approval Form is included in this application for this purpose. Your school's TR is responsible for ushering each application through the school principal's review. However, in the absence of a TR, the applicant should assume this responsibility. Applicants will be informed of admission by mail sent out on December 19, 2009. Seminars begin on Tuesday, January 19, 2010. Applicants must be full-time SDP teachers who will teach full-time (K to 12) in the District the year following their participation so that they may teach their unit to students in SDP schools.

1. Name _____

2. School _____

3. Indicate the subjects and grade levels you currently teach and which you expect to teach next year (e.g. Art, 8th grade; Science, 11th grade; Social Studies, 9th grade, etc.).

4. Home Address _____

City/State _____ Zip Code _____

5. Home Telephone _____ 7. Work/Mobile Telephone _____

6. Home e-mail address _____

7. School email address _____

For Institute use only:

1) _____
2) _____

8. List below: A) the title(s) of the course(s) in which you will teach the curriculum unit you prepare, B) the total number of students enrolled in classes to whom you will teach this course, and C) the number of days you expect to teach the unit in each course.

A) Course(s) Title(s)	B) Total Students	C) Number of Days for Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. The Institute requires Fellows to attend on time and to come prepared to all lectures and seminars and to attend each meeting until it ends. If at any time a Fellow recognizes that her or she will be unable to attend or will be late, a full-faith effort to inform either the seminar coordinator or seminar leader in advance must be made. More than three absences will result in a Fellow being dropped from the Institute program for the year. Tardiness to the beginning of a meeting of more than 25 minutes or departure from a meeting more than 15 minutes early will be counted as an absence. Because the Institute enrolls relatively few teachers (twelve-fifteen per seminar), all absences are keenly felt. The success of the seminars truly depends to a great extent on the active presence of all enrolled. It is a necessity, therefore, to ask all applicants to abide by these attendance requirements and to ask that they confirm their commitment to do so by signing below.

Signature: _____ Date: _____

If there is any reason you are unable to meet the attendance or writing requirements, please state the reason:

10. The seminars are scheduled to begin meeting weekly on Tuesday, January 19, 2010 and end May 12, 2010 (the Institute will **not** meet during the Penn and SDP Spring Breaks— March 8-12 and March 29-April 2, respectively). Each session will meet for two hours per week at a designated site on the Penn campus or in the field (for seminars planning field work). Besides regular attendance, each Fellow is also required to: A) write a curriculum unit as described in the Institute's *Program Handbook for 2010*, developing the unit over the length of the term, and submitting the parts of that project on the required dates according to the 2006 schedule; B) schedule three one-on-one conferences with the seminar leader to discuss the curriculum unit during the term; C) pledge to teach his or her unit in the classroom of an SDP school the year following his or her participation, and D) complete a survey evaluation of the program. These are the requirements to be eligible for payment, Act 48 credits, and publication of your work.

If accepted, I agree to submit each draft of my curriculum unit when it is due and to fulfill these other requirements. Please sign your name below.

Signature: _____ Date: _____

11. In which seminar being offered this year are you applying to participate?

First Choice: _____

Second Choice: _____

12. An integral part of the seminar will be the composition of a 15-25 page curriculum unit, which you will teach the following year. Your completed unit will be published with the units of other Fellows and distributed to SDP libraries and made available to individuals via TIP's website.

State the provisional title of the curriculum unit you plan to develop for each choice of seminars

First Choice: _____
Second Choice: _____

13. The completion of the essay question(s) is required from all applicants, and acceptance to the Teachers Institute of Philadelphia is based on the strength of this essay, for it demonstrates that you are committed to completing the seminar successfully. **If you listed a second seminar choice on question 12 please complete the two essay questions—one for each seminar choice.**

BEFORE STARTING YOUR ESSAY PLEASE READ PAGE 1, "NOTES TO APPLICANTS OF THE 2009-10 PROGRAM."

Please attach your essay questions to this form.

14. If accepted, I agree to meet all the Institute requirements for full participation, including completion of the Fellows' Questionnaire at the end of the program. The Institute will preserve the anonymity of responses to the Questionnaire, but requires its completion for evaluative purposes. I also consent that photographs and videotape may be taken of me by the Teachers Institute of Philadelphia at the University of Pennsylvania and the Philadelphia School District for educational and informational purposes of the Institute. Please sign your name below.

Signature: _____ Date: _____

This application should be submitted to the Teacher Representative (TR) at the applicant's school by **December 12, 2009**. The TR will then submit it to the principal for approval. Once an application is approved, principals should return it promptly to the school's TR. If there currently is no TR at the school, the applicant should personally take responsibility for obtaining his or her principal's approval and for submitting the application to the Teachers Institute of Philadelphia by the application deadline of December 12, 2009. Please mail applications to:

Teachers Institute of Philadelphia
c/o University of Pennsylvania
3619 Locust Walk
Philadelphia, PA 19104-6213
215-746-3544

Application Checklist:

- Please read the notes on page 1.
- Complete Questions 1-15
- Attach responses to question 14
- Return your completed application (pages 1-4) to the Teacher Representative at your school or send to the Institute if there is no TR at your school.

The Teachers Institute of Philadelphia
The University of Pennsylvania

Principal's Review Form

To the Principal: From late November through early December 2009, you will be given completed Teachers Institute of Philadelphia Fellows Applications by the Institute's Teacher Representatives (TRs) or by individual teachers applying to our seminars. The Institute requires that a teacher's participation and proposed curriculum unit have direct application in school classrooms. The Institute therefore cannot accept an applicant unless his or her principal verifies that the individual's proposed curriculum unit and intended seminar are consistent with the curricula and academic plans of the school, and that the individual will be assigned in the coming year one or more courses in which it will be possible for him or her to teach the unit.

We ask that you review the applications as they come to your office. The applications with their accompanying Principal's Review Forms, **are due in our office by December 12, 2009**. The TR at your school—or if there is no TR, the teachers themselves—will bring you the applications as they are completed, after your review they will be submitted to the Institute office. It is our desire to help your teachers develop their own curricular materials while also helping fulfill the curricular goals of your school. The principal's approval form is a way of guaranteeing that the teacher's curriculum development efforts will be in harmony with school goals and used in his or her school. Please do not hesitate to call the Institute at (215) 746-3544 if you would like further information. Thank you for your assistance by completing this for each applicant from your school.

Applicant's Name

Applicant's School

1. Is the applicant's proposed topic consistent with, and significant for, the curricula and academic plans for your school?

(Circle one.)

a. yes

b. no

Please state why it is or is not.

2. List the courses and/or the grade levels where the proposed unit will be used; if there are none, state "none."

3. Will the applicant be assigned next year one or more of these courses in which to teach the unit?

(Circle one.)

a. yes

b. no

If you are not certain, comment on the likelihood of such course assignments.

4. Please state any special merits or problems you find with the application by this candidate.

(Your comments may be continued on reverse.)

Signature of Principal

Date

A copy of these comments will be furnished to the applicant.

