

SIM® Micro-Credential Notebook

Learning Strategies Checklist/Table of Contents

Name: _____ School/Position: _____

SIM® Professional Developer: _____

| ✓ when completed | Fidelity of Implementation Requirements Level 2 Badge | Date completed |
|------------------|--|----------------|
| | 1. Attend a professional development session with a SIM Professional Developer. (Provide date and name of SIM Professional Developer or copy of receipt or certification of completion, etc.) | |
| | 2. Teach the strategy to students following the instructional sequence in the manual. Collect and organize student data. (Attach progress chart.) | |
| | 3. Complete a log to describe the conditions of your implementation (setting, length, etc.) See <i>Implementation Log</i> sheet. | |
| | 4. Create a student portfolio to show a student's work. | |
| | 5. Submit a video of you conducting the modeling stage. (See <i>Model Checklist</i>) | |
| | 6. Record reflections to describe your implementation. (See <i>Reflection Log</i> sheet.) | |
| | 7. (This step is optional.) Complete the action research plan and collect data. (Submit proposal, and once approved, implement intervention and provide results and data on the form provided.) See <i>Action Research Plan</i> sheet. | |

| ✓ when completed | Specialist Requirements Level 3 Badge | Date Completed |
|------------------|--|----------------|
| | 1. Partner with an active SIM Professional Developer. (Name of professional developer: _____) | |
| | 2. Instruct another teacher through the entire strategy using the instructional steps in the manual. | |
| | 3. Use the instruction / coaching sheet to describe your instruction of the strategy in its entirety and your coaching throughout the strategy, including successes, challenges, problem solving and adjustments. (See <i>the Instruction and Coaching Log</i> sheet.) | |
| | 4. Describe the teacher's implementation on the supporting implementation log sheet, and record the dates that the teacher completes stages of instruction. (See <i>Supporting Implementation Log</i> sheet.) | |
| | 5. Collect data, which would include a student's progress chart (delete student's personal information). Extra information could include a student interview or a sample of student's generalization of the strategy. | |

Name: _____

Learning Strategy: _____

Learning Strategies Implementation Log

1. Describe the group of students or the student:

- Setting (school, classroom, tutoring, remediation, etc.)
- Characteristics of student(s) –
 - Age/Grade Level
 - Academic levels
 - Learning needs

2. Why was this group of students or this student chosen for instruction?

3. Describe the length of implementation:

- Weeks or months.
- Amount of time per day.
- Days per week.

IMPLEMENTING LEARNING STRATEGIES INSTRUCTION
CRITICAL TEACHING BEHAVIORS
STAGE 3: MODEL
OBSERVATION OR TAPE EVALUATION

NAME _____ DATE _____

STRATEGY _____ EVALUATOR: _____

| <i>Present</i> | <i>Critical Teacher Behavior</i> | <i>Next Time</i> |
|--|---|-------------------------|
| <i>1. Gives Advance Organizer</i> | | |
| | • Gains student attention | |
| | • Reviews the previous learning | |
| | • Personalizes the strategy | |
| | • Defines the content | |
| | • States expectations | |
| | • Makes all necessary materials available | |
| <i>2. Presents Model of Strategy from Start to Finish</i> | | |
| | • “Thinks aloud” | |
| | • Carries out self-instruction | |
| | • “Guides” self through strategy by verbalizing appropriate questions | |
| | • Performs the physical behaviors involved in the strategy | |
| | • Verbalizes problem-solving | |
| | • Verbalizes self-monitoring | |
| | • Performs model of all the steps | |

| <i>Present</i> | <i>Critical Teacher Behavior</i> | <i>Next Time</i> |
|--|--|-------------------------|
| <i>3. Enlists Student Involvement in Demonstration after Providing Complete Model</i> | | |
| | <ul style="list-style-type: none"> Asks students to perform a certain part of the strategy | |
| | <ul style="list-style-type: none"> Checks students' understanding by questioning about what they observed | |
| | <ul style="list-style-type: none"> Asks students to identify the next step to be performed | |
| | <ul style="list-style-type: none"> Involves all students | |
| | <ul style="list-style-type: none"> Provides assistance, cues or prompts to students as needed | |
| | <ul style="list-style-type: none"> Engineers success | |
| <i>4. Gives post organizer</i> | | |
| | <ul style="list-style-type: none"> Reviews the model | |
| | <ul style="list-style-type: none"> Personalizes the strategy | |
| | <ul style="list-style-type: none"> Gives direction | |
| | <ul style="list-style-type: none"> States expectations | |
| | <ul style="list-style-type: none"> Cues progress checks | |

Continuous Improvement Goals:

Name: _____ Learning Strategy: _____

SIM Professional Developer (Coach): _____

| Learning Strategies Reflection Log | |
|---|--|
| 1. Describe the implementation experience: | |
| <ul style="list-style-type: none">What went well? Why? | |
| <ul style="list-style-type: none">What went poorly? Why? | |
| <ul style="list-style-type: none">What adjustments were made (if any)? Why? | |
| <ul style="list-style-type: none">What ideas do you have regarding the next time you implement this strategy? | |
| <ul style="list-style-type: none">What impact has this strategy had on your student(s)? Describe. | |
| 2. Describe the coaching experience: | |
| <ul style="list-style-type: none">Describe topics discussed during coaching and feedback sessions. | |

Action Research Plan

School: _____ Address: _____
 Date: _____ SIM Professional Developer: _____
 Members: _____

| STEPS of Action Research | Action Steps | Person(s) Responsible | Target Date |
|--|--|-----------------------|-------------|
| Step 1: Identify a Focus <ul style="list-style-type: none"> Identify an area of teaching or learning that you are concerned about Focus on a specific issue causing problems Specify the research question that will guide the study | Identify area of concern: | | |
| | Identify target issue. | | |
| | Record the research question. | | |
| | What: Specify classroom practices that will be implemented. | | |
| Step 2: Write Action Plan <ul style="list-style-type: none"> Lay out what actions and measurements to take and what data to gather and when | How: Identify data to be collected | | |
| | Identify measures that will be used | | |
| | Identify how data will be recorded for examination | | |
| | | | |

Updated: April 2016, S.L. Jordan and P. Leitzell. PGraner.MTipton – KUCRL. 2009 International SIM Conference. Lawrence, Kansas. July 15-17, 2009.
 Adapted from: Brighton, C. M., & Moon, T. R. (2007). Action research step-by-step: A tool for educators to change their worlds. *Gifted Child Today*, 30(2), 23-27.
 Also see: Brighton, C.M. (2009). Embarking on action research. *Educational Leadership*. 66(5), 40-44.

Action Research Plan

School: _____ Address: _____
 Date: _____ SIM Professional Developer: _____

| STEPS of Action Research | Action Steps | Person(s) Responsible | Target Date |
|--|-------------------------------------|-----------------------|-------------|
| | | | |
| | Set data collection timeline | | |
| | Identify how data will be collected | | |
| | Identify data types for collection: | | |
| | | | |
| Step 3: Collect Data <ul style="list-style-type: none"> Identify multiple types of data for stronger findings: student artifacts, preassessments, reflective journals, student interviews, peer observations, information from student records Determine data collection points (when data will be collected) | | | |
| | Identify dates for data collection | | |
| | | | |
| | | | |
| | | | |
| Step 4: Organize the Data | Create spreadsheet | | |

PGraner, MTipton – KUCRL 2009 International SIM Conference. Lawrence, Kansas. July 15-17, 2009.
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Action Research Plan

School: _____ Address: _____
 Date: _____ SIM Professional Developer: _____

| STEPS of Action Research | Action Steps | Person(s) Responsible | Target Date |
|---|---|------------------------------|--------------------|
| (an ongoing process) • Organize data for quality research findings (efficiently, practically, and protective of sensitive or confidential information) | | | |
| | Clearly identify column titles | | |
| | Enter data | | |
| | | | |
| Step 5: Analyze and Interpret Data; Draw Conclusions (an ongoing process) • Consider both qualitative and quantitative data • Examine what happened before and after the phenomenon being studied | Identify patterns and themes | | |
| | Note antecedent and consequential actions | | |
| | Other: | | |
| | Conclusions | | |
| | | | |
| | Share with stakeholders | Yes or No | |

PGraner, M. Tipton – KUCRL 2009 International SIM Conference. Lawrence, Kansas, July 15-17, 2009.
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Action Research Plan

School: _____ Address: _____
 Date: _____ SIM Professional Developer: _____

| STEPS of Action Research | Action Steps | Person(s) Responsible | Target Date |
|--|--|-----------------------|-------------|
| Step 6: Share Findings (Optional) <ul style="list-style-type: none"> Share with identified stakeholders Share with persons outside the study with fresh perspective on conclusions drawn | Share with person with fresh perspective Yes or No | | |
| | Share with KUCRL | | |
| | Other | | |
| | What practices should be changed as a result of this research? | | |
| Step 7: Develop a New Action Plan <ul style="list-style-type: none"> How can practices change to include what has been learned from this research? Determine if additional research is needed to determine how to proceed | Is additional research needed? | | |
| | What other research is needed? | | |
| | | | |

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Name: _____
Date: _____

Learning Strategy: _____

**Learning Strategy - Instruction and Coaching Log Sheet
Specialist Level 3**

| | |
|---|--|
| 1. Describe the teacher or group of participants taking part in your instruction of the learning strategy - Grade level(s), content area(s), etc. | |
| 2. Describe some of the successes of your instruction. What went well and why? | |
| 3. What were some of the challenges you encountered during your instruction of the learning strategy? Any suggestions for next time? | |
| 4. How did you solve problems and issues that came up during the implementation of the learning strategy? | |
| 5. What recommendations would you make for the next time the teacher(s) implements the learning strategy? | |

Name: _____

Learning Strategy: _____

Date: _____

**Learning Strategy - Supporting Implementation Log Sheet
Specialist Level 3**

1. Describe the tutoring or classroom setting for implementation of the strategy? Why did the teacher(s) choose this strategy for implementation?

2. What type of feedback did you offer the teacher(s) regarding implementation of the learning strategy during the stages of instruction:

- Pretest
- Describe
- Model
- Verbal Practice
- Controlled Practice
- Advanced Practice
- Posttest
- Generalization

3. Describe some of your successes and challenges as you supported the teacher(s) in the implementation of the learning strategy?

4. What changes would you consider next time you teach the learning strategy to others?