

## Workshop for Potential SIM Content Enhancement Trainers

The University of Kansas Center for Research on Learning is offering a five-day workshop to prepare educators to train others to implement Content Enhancement Routines. The workshop is open to individuals who have implemented the Content Enhancement Approach and who are nominated by currently active members of the International SIM Training Network. We rely on you, as active SIM Trainers, to nominate individuals who possess the qualities the network needs in potential trainers.

This issue of *Stratenotes* explains the application process for the Workshop for Potential SIM Content Enhancement Trainers, which will be July 21-25, 1998, at the University of Kansas in Lawrence, and the requirements for potential trainers, for sponsors, and for maintaining an active status in the SIM Network. We hope you will consider nominating and sponsoring an individual to pursue certification as a SIM Content Enhancement Trainer.

### Workshop details

<b>When:</b>	July 21-25, 1998
<b>Where:</b>	University of Kansas Lawrence, Kansas
<b>Cost:</b>	\$510 (U.S.)
<b>Application deadline:</b>	April 10, 1998
<i>Notification of acceptance to be mailed no later than May 20, 1998</i>	

### Calendar

March 5-7, 1998  
Southeast Regional  
Update Conference  
Charleston, SC

May 26-30, 1998  
Pedagogies for Academic  
Diversity in Secondary  
Schools Workshop  
for Preservice Educators  
Lawrence, KS

July 9-11  
National SIM Trainers'  
Conference  
Kansas City, MO

July 21-25, 1998  
Strategic Instruction Model  
(SIM) Workshop Level I  
Lawrence, KS

(More on page 2)

### About the workshop

The Strategic Instruction Model (SIM) has been developed and validated over the past 19 years and was developed to help adolescents and young adults with learning disabilities and low-achieving adolescents and young adults meet the demands of educational, community, and employment settings. The Content Enhancement Routines were developed as a part of SIM to enable educators to teach subject-matter content to diverse classes of learners. This workshop is designed to provide an opportunity for educators experienced in using the Content Enhancement Routines to become qualified trainers.

A prerequisite for the Workshop for Potential SIM Content Enhancement Trainers is that the individuals participating must have had previous training related to the Content Enhancement series of the Strategic Instruction Model as well as experience in using the Content Enhancement Routines with students. Ideally, applicants will have implemented instruction in four or more routines.

The content of the workshop will focus on readings and information related to the Strategic Instruction Model, instruction in the use of presentation materials for training sessions, guidelines for observing and evaluating the performance of teachers and students using the Content Enhancement Routines, guidelines for problem solving and providing assistance to teachers involved in teaching the Content Enhancement Routines, and guidelines for the implementation of the routines in a co-teaching and general education setting. ►



## Calendar

July 21-25, 1998  
Strategic Instruction Model  
(SIM) Workshop Level II  
Lawrence, KS

July 21-25, 1998  
Strategic Instruction Model  
(SIM) Workshop  
Content Enhancement  
Lawrence, KS

July 21-25, 1998  
Workshop for Potential SIM  
Content Enhancement Trainers  
Lawrence, KS

Aug. 3-7, 1998  
Workshop for Potential SIM  
Learning Strategy Trainers  
Lawrence, KS

## Connecticut plans trainer workshop

Connecticut will host a SIM Training of Learning Strategies Trainers workshop this summer.

The workshop is scheduled for June 29-July 2, and participants will be required to return for a final follow-up session on September 26. Rosemary Tralli and Vicky Day will provide the training.

For more information about the workshop, contact Alice Henley at (860) 632-1485.

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Workshop participants will be selected through an application process. We are interested in individuals who

- are knowledgeable of and have used the SIM Content Enhancement Routines with students successfully
- have the energy and spirit required to be good trainers
- have effective communication skills in teaching adults and working with administrators
- have administrative support for their participation in acquiring training, delivering training to others, and gaining widespread, long-term implementation success.

The cost of the Potential SIM Trainers' Content Enhancement Workshop is \$510 (U.S.) per person, which includes all training materials and a one-year subscription to *Strateworks*, a service for members of the SIM Trainers' Network. Training materials include resources necessary for preparing and delivering training in the Content Enhancement Routines of the Strategic Instruction Model. Housing, meals, and transportation will be the responsibility of the participants. Housing is available at area motels (\$50-\$80/night). Meals are available in the university's student union or in area restaurants.

Along with the completed application, an applicant is asked to send a completed portfolio of Content Enhancement devices, a set of student hand-written Content Enhancement devices from classes taught by the applicant, and two letters of support. The completed application, portfolio, student Content Enhancement devices, and two letters of reference are due on April 10, 1998. Letters of acceptance will be mailed no later than May 20, 1998.

## Requirements for Potential Content Enhancement Trainers

### To apply for the Potential Content Enhancement Trainers Workshop

1. Individuals eligible to apply to become trainers:
  - Teachers who have successfully completed training in at least four Content Enhancement Routines
  - Teachers who have been using the Content Enhancement Routines for at least two years with students
  - Teachers who understand the requirements for both the initial training and for remaining a Content Enhancement Trainer
  - Teachers who are willing to provide follow-up contact with classrooms in which the Content Enhancement Routines are taught
2. Applicants submit the following by the due date:
  - A completed application form
  - A portfolio that includes teacher-generated copies of an integrated set of Content Enhancement devices together with evidence that shows coursewide implementation of Content Enhancement Routines and the development of a strategic classroom
  - Student hand-written devices for each of four Content Enhancement routines that have been completed by the highest achieving students and the lowest achieving students of the teacher's classes (eight student products from using four routines)
  - Two letters of support (one from a supervisor/administrator and one from an active SIM Trainer who is currently conducting training in Content Enhancement Routines and



using Content Enhancement Routines in teaching)

Detailed information about these requirements follow.

### Requirements to be completed by Potential Trainers to become Certified Content Enhancement Trainers

1. Attend the Potential Content Enhancement Trainers' Workshop.
2. Serve for one year in a co-planning/training relationship with a certified SIM trainer.
3. Co-train in a Content Enhancement Overview and at least one series of Content Enhancement trainings in which no more than two specific Content Enhancement Routines are trained in one day.
4. By the end of the one-year period, submit to the sponsoring SIM Trainer for review a portfolio showing:
  - Training plans and session evaluations that resulted from co-training a series of Content Enhancement workshops with an active SIM Trainer in which one overview and three routines were trained
  - At least five samples of different Content Enhancement devices developed by teachers as a result of participating in each of the workshops

### Application process

To apply for the Potential SIM Content Enhancement Trainers' Workshop, complete the application form (beginning on page 5) and send it with a complete portfolio of Content Enhancement devices prepared according to the directions on page 4, a set of student hand-written Content Enhancement devices from classes taught by the applicant, and two letters of support to

Janet B. Roth, Training Coordinator  
University of Kansas  
Center for Research on Learning  
3061 Dole  
Lawrence, Kansas 66045-2342

Materials must be mailed by April 10, 1998. Applications postmarked after April 10 may not be accepted.

Persons eligible to apply to become trainers should have successfully completed training in at least four of the Content Enhancement Routines, have been using the Content Enhancement Routines for at least two years with students, understand the requirements for both the initial training and for remaining a Content Enhancement Trainer, and understand the spirit of quality assurance that these requirements represent. The CRL staff hopes that candidates will work with us in a spirit of professional commitment and cooperation that may go beyond the simple requirements that we have defined in this document.

Letters of acceptance and additional details regarding the workshop will be mailed no later than May 20, 1998. Questions regarding the Workshop for Potential Strategic Instruction Model Content Enhancement Trainers may be addressed to Gwen Berry or Janet Roth at (785) 864-4780.

### Letters of support

Two letters of support must be written and postmarked by April 10. One letter should be written by the active SIM Trainer who has trained the applicant in the Content Enhancement Routines and has observed the teacher using the Content Enhancement Routines with students successfully. The SIM Trainer should address the experiences that the trainer has had in training and observing the applicant and the energy, spirit, and communication skills that this applicant has to help him or her to become an effective trainer in teaching adults. In the letter, the SIM Trainer should provide a commitment to "sponsor" the Content Enhancement Trainer candidate and to assist the individual in meeting post-workshop trainer requirements. (See Requirements for sponsors on page 4.)

The second letter must be from the applicant's employer/administrator and

### Requirements to maintain active certification status as a Content Enhancement Trainer

1. Pay a yearly recertification fee (currently \$35.00), which is included in the initial Potential Trainers' Workshop registration fee and pays for the year following the trainers' workshop. The fee provides all the benefits of Strateworks publications and services (see page 7 for a list of benefits).
2. Complete one of the following to maintain current knowledge regarding research and recent developments in the Content Enhancement Series:
  - Pass a written content "test" for each new routine published after the candidate attended the trainer's workshop within two years after it is published
  - Attend a national or regional trainers' update conference at least once every two years
  - Submit a portfolio showing implementation of each new CE Routine published since the trainer attended the Potential Trainers' Workshop. Follow the guidelines described for the portfolio submitted for admission to the Potential CE Trainers' Workshop



## Application checklist

- \_\_\_ completed application form
- \_\_\_ teacher-generated Content Enhancement devices
- \_\_\_ student Content Enhancement devices
- \_\_\_ two letters of support

**Training in specific Content Enhancement Routines will not be offered during this week; the focus will be on the staff development process.**

should include information regarding continuing opportunities the training candidate will be given to train others once he or she completes the trainer requirements. Also, the employer should state the willingness of the district to support the efforts of the trainer to gain widespread, long-term implementation success.

## Directions for portfolio

The portfolio that should be submitted by the applicant along with the application form and letters should include

1. Teacher-generated copies of an integrated set of Content Enhancement devices that the teacher has used with students. The set of devices should include at least one Course Organizer, two Unit Organizers, and six examples of the Concept Diagram, Concept Anchoring Table, and Concept Comparison Table. The six examples may be various combinations of the Concept series with the ideal set being two Concept Anchoring Tables, two Concept Diagrams, and two Concept Comparison Tables based on concepts that the class has studied within the units on the submitted organizers. The two Unit Organizers ideally should be from the Course Organizer included in the portfolio.
2. Evidence, such as a course syllabus, journal, or letter explaining implementation, that together with the devices show coursewide implementation of Content Enhancement Routines and the development of a strategic classroom.

## Student devices

Submit a total of eight devices completed by two students. These samples should be copies of devices written in the students' handwriting. The devices do not need to be student originals. One student should be selected from the highest achieving

students in the class and another student should be from the lowest achieving students in the class. Provide four devices per student from any of the routines (Unit Organizer, Lesson Organizer, Concept Mastery, Concept Anchoring, Concept Comparison) that you have used with students.

## Requirements for sponsors

The sponsor should be a certified SIM Trainer who has an active status within the SIM Network. The person has the following responsibilities:

1. Nominate the candidate for the role of Potential Content Enhancement Trainer by writing a letter of support indicating
  - the candidate has been observed and is using the Content Enhancement routines successfully
  - the individual has the energy and spirit required for a good trainer
  - the candidate has communication skills that would be effective in teaching adults
  - the SIM Trainer is willing to make a commitment to "sponsor" the Content Enhancement Trainer candidate and assist the individual in meeting post-workshop trainer requirements
2. Co-plan/teach Content Enhancement training sessions with the candidate after the Potential Content Enhancement Trainers' Workshop
3. Evaluate the candidate's planning, teaching, and follow-up skills related to Content Enhancement workshops at least twice during the year after the initial trainer's workshop
4. Review the candidate's portfolio, and, when the candidate has met all Content Enhancement Trainer requirements, submit the portfolio, with written evaluations and recommendations for approval as a Content Enhancement Trainer to CRL for certification.



**KU-CRL Workshop  
for Potential Strategic Instruction Model  
Content Enhancement Trainers  
July 21-25, 1998**

**Application Form**

Name: _____	Position: _____
School/District: _____	Phone: _____
Street Address: _____	
City: _____	State: _____ ZIP: _____
Home Address: _____	Phone: _____
City: _____	State: _____ ZIP: _____
E-mail Address: _____	Fax Number: _____
Social Security Number: _____	
Please send any future mail to my <input type="checkbox"/> home <input type="checkbox"/> work address	
I would be interested in earning university credit for this training: <div style="text-align: right;"><input type="checkbox"/> yes <input type="checkbox"/> no</div>	

1. Why do you want to attend the KU-CRL Summer Workshop for Potential SIM Content Enhancement Trainers?

2. Describe your present position and/or next year's position.

**Application  
deadline**

Mail completed application, completed portfolio of Content Enhancement devices, student Content Enhancement devices, and two letters of support to

Janet Roth  
Training Coordinator  
University of Kansas  
Center for Research on  
Learning  
3061 Dole

Lawrence, KS 66045-2342  
by **April 10, 1998**.

Applications postmarked after April 10 may not be accepted. Notification of acceptance will be mailed no later than May 20, 1998.



# **Content Enhancement trainers' certificates available from CRL**

If you were in the process of becoming a Certified SIM Trainer before the summer of 1997, you will be grandfathered in as a Content Enhancement Trainer in addition to being a Learning Strategies Trainer. For those of you who are certified and want to have a special certificate stating that you are a certified SIM Content Enhancement Trainer, send the following information to Janet Roth, KU-CRL, 3061 Dole, Lawrence, Kansas 66045.

1. Your name as you want it to appear on certificate (typed or printed).
2. The names of the Content Enhancement Routines in which you feel qualified to train: Course Organizer, Unit Organizer, Lesson Organizer, Concept Mastery, Concept Comparison, Concept Anchoring, Clarifying, Survey, and Quality Assignment. (These will not be listed on the certificate.)
3. The date you want to appear on the certificate. Unless otherwise requested, we will use the month and year the certificate is issued. You may choose the date you were first certified as a SIM Trainer.

3. Complete the table below showing what training you have received and what experience you have had using the Content Enhancement Routines with students.

Content Enhancement Routines	Your Trainer	Training Dates	Dates of Implementation (month/year)	Classes taught (grade & subject)
Overview of CE Routines				
Concept Mastery				
Concept Anchoring				
Concept Comparison				
Lesson Organizer				
Unit Organizer				
Course Organizer				
Clarifying				
Survey				
Other				

4. Identify the certified SIM Trainer (mentor) who will serve as your co-trainer during the year you are working to become a certified SIM Content Enhancement Trainer.

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_



**For the following questions, use a separate sheet of paper, if necessary:**

5. If you have had any training or have implemented instruction in any of the SIM Learning Strategies, describe the extent, length, content, trainer(s) of the training you received as well as any implementation you have done. (Experience with the Learning Strategies is not necessary to be a Content Enhancement Trainer, but knowledge of your experience is helpful to the workshop instructors.)
6. Briefly describe how you would like to use your expertise as a Content Enhancement Trainer in your school, district, or region.
7. Describe your desire and commitment to becoming a Content Enhancement Trainer and your understanding of the spirit of quality assurance that the requirements represent. (In these requirements, we are trying to communicate what we think might be indicators for high-quality implementation and commitment to becoming a trainer; however, we hope candidates will work with us in a spirit of professional commitment and cooperation that may be beyond the simple requirements that we have defined in this document.)

## **Strateworks membership benefits**

SIM Trainers who maintain a current membership in Strateworks receive the following benefits:

- *Stratenotes*, a newsletter for SIM Trainers published nine times a year
- *Strategram*, a newsletter for SIM teachers published six times a year
- *StrateDirectory*, a listing of members of the International SIM Trainers' Network
- *StratePubs*, two articles focusing on issues of interest to SIM Trainers
- *StrateNet*, an electronic means of keeping in touch with members of the Center for Research on Learning and other members of the SIM Trainers' Network
- *Stratellite Connection*, a series of videotapes promoting continuing education in Strategic Instruction Model skills

## **www.ku-crl.org**

Visit our Web site for up-to-date information from the Center for Research on Learning. The site now features information about the 1998 National SIM Trainers' Conference, to be held July 9-11 in Kansas City, Missouri.



**Follow the Yellow Brick Road****National SIM Trainers' Conference****CRL**

July 9-11, 1998 • Kansas City, Missouri  
(Preconference July 8)

**Where**

Crowne Plaza Hotel  
4445 Main Street  
Kansas City, Missouri  
Free parking for all conference  
participants

**Reservations**

(800) 2-CROWNE

(800) 227-6963

Say you are attending the National SIM  
Trainers' Conference at the Crowne  
Plaza in Kansas City, MO. Give the  
code letters "UOK."

Reservations must be made before  
June 15, 1998

**Room rates**

\$92/night, single or double plus 12.1%  
room tax

**SIM in**

This summer, our journey along the Yellow Brick Road takes us to Kansas City, for three days of nonstop exploration and celebration. We'll explore important aspects of the Strategic Instruction Model, and we'll celebrate the many accomplishments of SIM Trainers as well as the 20th anniversary of the Center for Research on Learning.

During these three days, you will have ample opportunities to work with nationally known experts Rich Lavoie and Floyd Hudson, to meet one-on-one with CRL staff members, to meet the authors of the Learning Strategies and Content Enhancement manuals, and to hone your skills to help teachers work effectively with students with learning disabilities.

In your free time, you will find Kansas City's shopping, museums, restaurants, blues and jazz clubs, and more to be top notch. Check out your options on the World Wide Web at [www.visitkc.com](http://www.visitkc.com) or [www.kansascity.com](http://www.kansascity.com), and find more conference details at [www.ku-crl.org](http://www.ku-crl.org). Make your plans now to join us for this very special conference.

**FIRST CLASS**

University of Kansas  
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CENTER FOR RESEARCH ON LEARNING  
Institute for Research in Learning Disabilities  
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