

TEACHER LEADERS

ENGAGE. EMPOWER. INSPIRE.



Summer English Language Arts Content Institute - July 21-24, 2014

Logistics Memo

Welcome to Bossier for the English Language Arts Content Institute!

We look forward to seeing you next week to begin learning how to implement the guidebook lessons in preparation for the 2014-2015 school year. The process of planning for instruction is best done collaboratively and we are excited for you to share your expertise with colleagues from around the state!

Below you will find all of the logistical information you need including:

- [Preparing for the Meeting](#)
- [Hotel and Food Accommodations](#)
- [Registration](#)
- [Session Information](#)
- [Tech Guidance](#)
- [Event Agenda](#)
- [Maps](#)

CONTACT INFORMATION

For all questions, email LouisianaTeacherLeaders@la.gov prior to the event. At the event, there will be LDOE staff to assist you.

PREPARING FOR THE MEETING

Event basics:

- Event dates and locations for **Bossier, Louisiana**:

Session # in CourseWhere	Grade Band	Date of Training	Location
80	K-2	July 23 - 24	Bossier Instructional Center- Library • 2719 Airline Drive, Bossier City, LA
81	K-2	July 23 - 24	Greenacres Middle School • 2220 Airline Dr., Bossier City, LA
60	3-5	July 21 - 22	Bossier Instructional Center- Library • 2719 Airline Drive, Bossier City, LA
61	3-5	July 21 - 22	Greenacres Middle School • 2220 Airline Dr., Bossier City, LA
70	6-8	July 23 - 24	Benton High School • 6136 HWY 3, Benton, LA
71	6-8	July 23 - 24	Benton Middle School • 6140 HWY 3, Benton, LA
51	High School	July 21 - 22	Benton High School • 6136 HWY 3, Benton, LA
50	High School	July 21 - 22	Benton Middle School • 6140 HWY 3, Benton, LA

- There are two sites for each grade band. Make sure to verify your site location by noting your Session Number found in [CourseWhere](#).

- Start time each day: 8:30 am (registration begins at 7:30 am)
- End time each day: 3:30 pm
- The session is two, full days. Participants are expected to attend both days.
- Breakfast and lunch are on your own. No food will be provided.

Pre-work Assignment: Come to the session having [read the anchor text](#) for the first unit from the guidebook you plan to teach. Additionally, you need to [read the following texts](#) prior to attending the indicated session:

- [Grades K-2: *Frogs*](#), Gail Gibbons (Grade 1, Unit 1)
- [Grades 3-5: “*The Making of a Scientist*,”](#) Richard Feynman (Grade 5, Unit 1)
- [Grades 6-8: *Out of the Dust*](#), Karen Hesse (focus on “[Winter 1934](#)”) (Grade 6, Unit 1)
- [Grades 9-12: “*What is Rhetoric?*,”](#) Gideon O. Burton from Brigham Young University, “[The Most Dangerous Job](#)” from *Fast Food Nation*, Eric Schlosser, and [Chapter 14](#) from *The Jungle*, Upton Sinclair (Grade 10, Unit 1)

Also, make sure to sign up for a free account on Edmodo (www.edmodo.com) and join the Teacher Leader group (Group Code: LKEAQ4). We will be posting our work on the site.

Materials: Bring the following materials to the training. We will not provide these materials for you, and your work is dependent on having these materials. Download or save any electronic copies to your computer prior to attending the event to ensure you have access to the texts.

- A copy (print or [digital](#) saved on your computer) of the guidebook for your grade band
- A copy (print or digital) of the text(s) from the pre-work assignment
- A copy (print or digital) of the anchor text and the texts for Lessons 1-6 of the first unit you plan to teach
- A laptop computer with a USB port
- Come to the event tech-ready by following these [tech guidance steps](#)
- *Session materials (presentation, handouts, etc.) will be provided at the event on a jump drive and posted online following the event*

HOTEL AND FOOD ACCOMMODATIONS

Participants and districts are responsible for all travel costs associated with the event. There are many hotel options in the area. No food or beverages will be offered at the event. Participants are responsible for providing their own meals. The LDOE has compiled a list of [hotels and restaurants](#) in the area.

REGISTRATION

Upon arrival at the training site, look for the sign-in table. If you have a CourseWhere confirmation, please bring it with you in the event of any registration issues. To access your registration confirmation, log into [CourseWhere](#). Any other changes made to the registration list will require documentation. Those properly registered will be admitted first.

Sign in will begin at 7:30 am. The session will begin promptly at 8:30 am.

SESSION INFORMATION

Participants will

- Read, understand, and write and speak about complex texts
- Examine how unit lessons build toward the unit assessments
- Determine unit and lesson outcomes and create exemplars for student learning based on those outcomes
- Develop a plan for adapting and implementing a guidebook unit

In grades K-2, there will be an additional session for implementing the skills strand of the Core Knowledge program. Participants will either participate in the guidebook training or the Core Knowledge training.

Note: *These sessions build from the guidebook sessions presented at the June Teacher Leader Summit, they are not the same content.*

TECH GUIDANCE

Wi-Fi will be provided. Information about gaining access will be provided at the institute. Please disable Mi-Fi capability on your smart phones and other hardware; these enabled devices interfere with the house Wi-Fi.

Arrive at the event tech-ready by following a few steps:

- Ensure that you know how to connect to Wi-Fi using your device.
- Be sure to download to your device any texts or guidebooks in advance of the institute.
- We will provide materials via USB drive. Be sure your computer has a port and that you understand how to load documents via USB.
- Ensure you have the most updated version of Adobe Reader so you can open pdf files:
<http://get.adobe.com/reader>.
- Ensure your device can open Microsoft Office documents.
- Arrive at the event with the device fully charged and expect to work for blocks of time on battery power.
- Pack the proper electrical chargers.
- Put your name and contact information on your device in case it is misplaced.

EVENT AGENDA

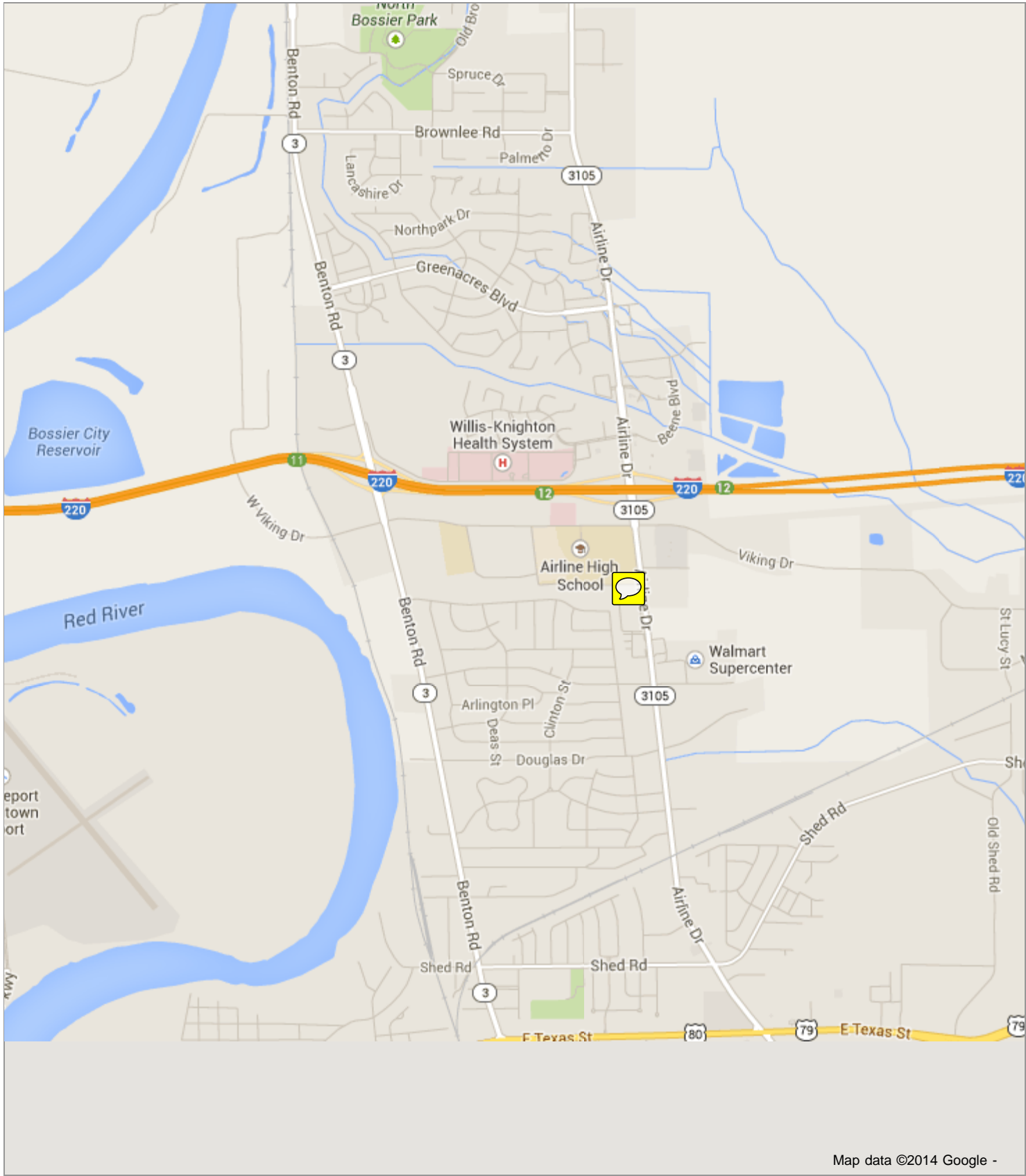
DAY 1

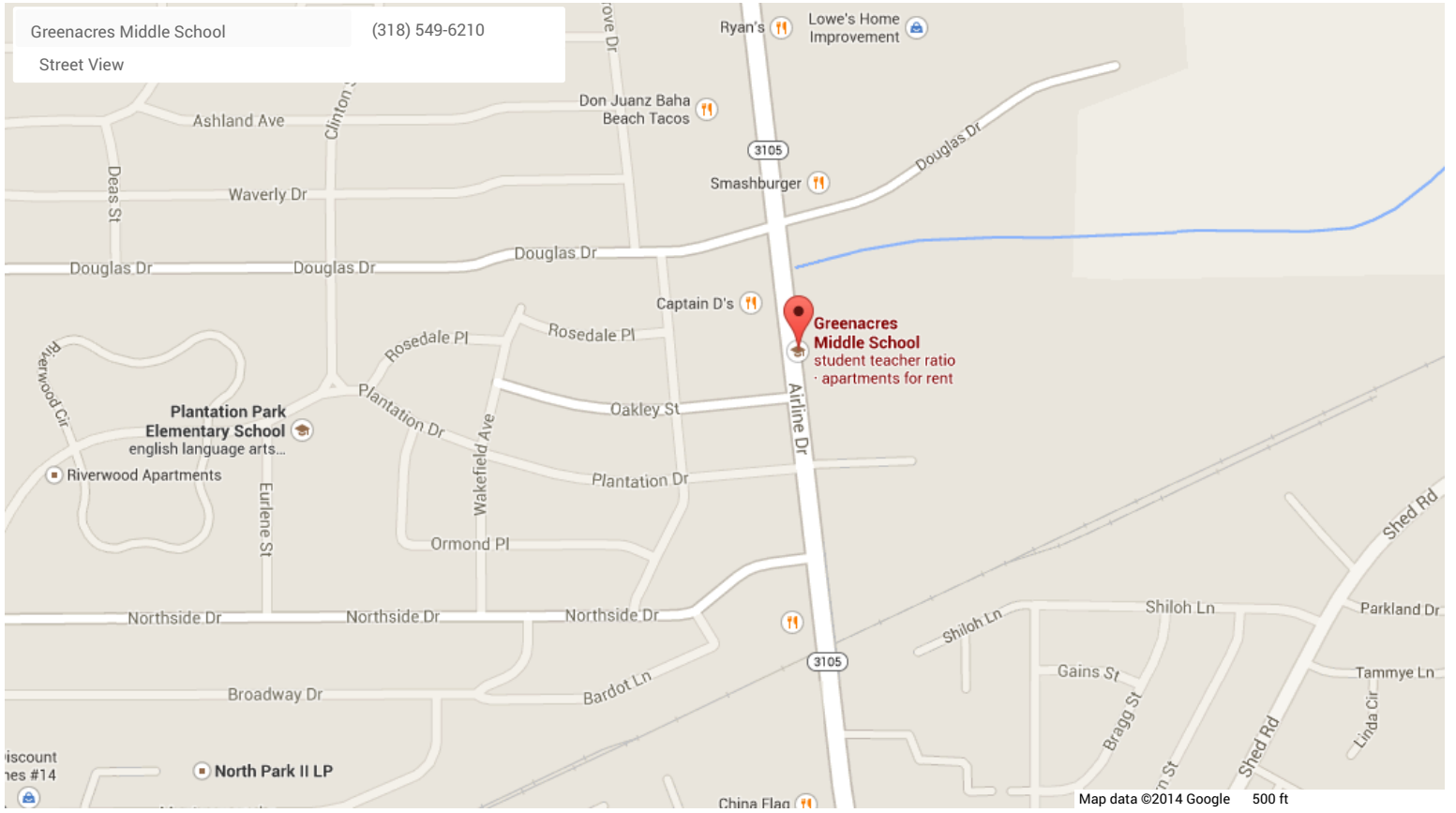
Time	Block
7:30-8:25	Registration
8:30-8:45	Introductions and Overview
8:45-9:15	Unit Overview and Focus
9:15-10:50	Unit Assessments and Student Outcomes
10:50-12:00	Lunch
12:00-1:45	Student Exemplar Creation and Sharing
1:45-3:00	Lesson Demonstration
3:00-3:30	Lesson Debrief

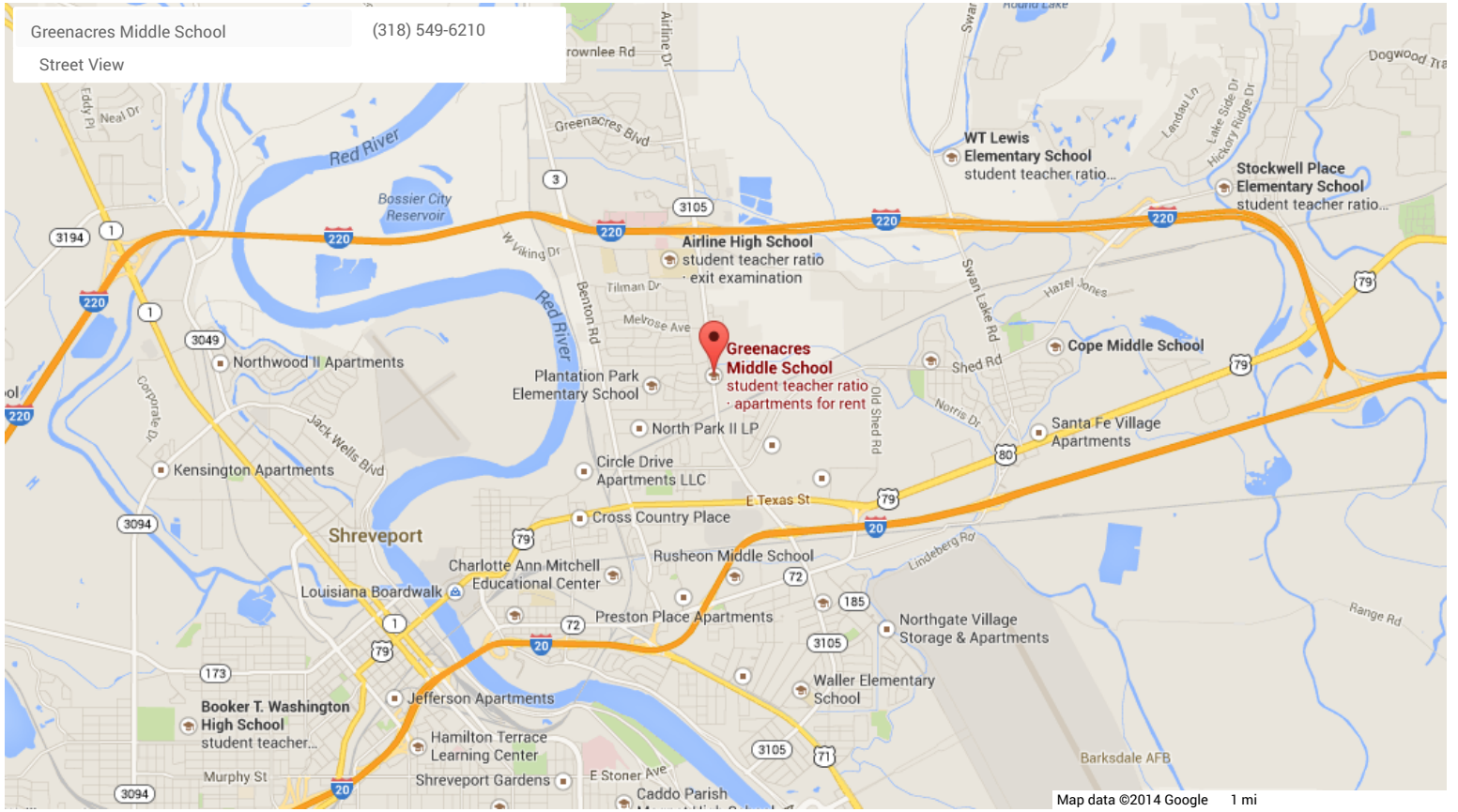
DAY 2

Time	Block
7:30-8:25	Registration
8:30-8:45	Review of Day 1
8:45-10:50	Lesson Creation
10:50-12:00	Lunch
12:00-3:00	Lesson Sharing and Posting
3:00-3:30	Reflection and Evaluation

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