



# Manatee County Career and Technical Education Programs in Practice Opportunities

All teachers must submit a ***Programs in Practice*** Worksheet to the ACT Department by April 15.

The ACT Department is pleased to offer each secondary Career and Technical Education teacher the opportunity to spend two days visiting other programs or businesses in your content area. The ACT Department will provide the funds for substitute teachers and travel expenses through our Perkins grant! All you have to do is be willing to go and learn!

## Opportunity 1 - Local/ Within District

### Middle School Instructors

Half of the day will be spent visiting a high school program that enrolls students who attended your middle school program. The other half of the day will be spent with postsecondary instructors studying the program opportunities available to students who continue their career and technical training in our region.

### High School Instructors

Half of the day will be spent visiting a middle school program that sends students to your high school program. The other half of the day will be spent with postsecondary instructors studying program opportunities available to students who continue their career and technical training in our region.

### Getting Started with Opportunity 1

- Step 1.** Talk to a middle/high school teacher or business and schedule a half-day visit.
- Step 2.** Talk to a postsecondary program instructor (call ACT Department staff if you need help identifying on an appropriate site/instructor) and arrange to visit that program on the **same day as your scheduled middle/high school visit.**
- Step 3.** Complete the ***Programs in Practice*** form and follow the ATD leave and school substitute procedures, sending all forms to the ACT Department secretary.
- Step 4.** Visit the program, take pictures, return and submit your travel form (for daily mileage) and report to colleagues and the ACT Department staff via e-mail to showcase your pictures and summarize what you learned. \*\*
- Step 5.** Submit to Staff Development the SBMC Inservice Reporting Form for credits.

## Opportunity 2 - Statewide

The day will be spent visiting an exemplary program similar to yours in another school district in Florida. The ACT Department staff will provide a list of exemplary sites in other districts in each program area outlining the best practices being modeled. You will take a digital camera and record what you learn about the program you visited. Second, you will share your digital pictures and a brief summary of what you learned via e-mail with other teachers in Manatee County.

### Getting Started with Opportunity 2

- Step 1.** Contact the instructor of an exemplary program similar to yours in another district and schedule a visit. (If at all possible, please schedule a visit in September)
- Step 2.** Complete the *Programs in Practice* form and follow the ATD leave and school substitute procedures, sending all forms to the ACT Department secretary. If you need travel expenses paid in advance, rather than being reimbursed, please allow two weeks for processing of the Advance Travel forms.
- Step 3.** Make hotel/travel arrangements as necessary for your trip.
- Step 4.** Visit the program, takes pictures, return and submit travel form (if Advance Travel is not utilized) and report to colleagues and the ACT Department staff via e-mail to showcase your pictures and summarize what you learned. \*\*
- Step 5.** Submit to Staff Development the SBMC Inservice Reporting Form for credits

\*\*Reimbursements will be made once e-mails have been submitted to the ACT Office and sent to all content area teachers.

# Programs in Practice Planning Worksheet

All Teachers to Submit to the ACT Department by April 15

NAME \_\_\_\_\_ PROGRAM AREA \_\_\_\_\_

SCHOOL/COST CENTER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

## OPPORTUNITY #1 – LOCAL/WITHIN DISTRICT PROGRAM VISITS

DATE OF VISIT \_\_\_\_\_ DATE ATD FORM SUBMITTED \_\_\_\_\_

### MORNING INFORMATION

NAME OF HOST SCHOOL \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_

NAME OF HOST INSTRUCTOR \_\_\_\_\_

HOST INSTRUCTOR TELEPHONE NUMBER \_\_\_\_\_

### AFTERNOON INFORMATION

NAME OF HOST SCHOOL \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_

NAME OF HOST INSTRUCTOR \_\_\_\_\_

HOST INSTRUCTOR TELEPHONE NUMBER \_\_\_\_\_

## OPPORTUNITY #2 – OUT OF DISTRICT PROGRAM VISIT

DATE OF VISIT \_\_\_\_\_ DATE ATD FORM SUBMITTED \_\_\_\_\_

PLEASE INDICATE NAME OF DISTRICT \_\_\_\_\_

NAME OF HOST SCHOOL \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_

NAME OF HOST INSTRUCTOR \_\_\_\_\_

HOST INSTRUCTOR TELEPHONE NUMBER \_\_\_\_\_