Dear School Administrator,

Northeastern State University (NSU) has been awarded a statewide grant from the Oklahoma State Regents for Higher Education to increase the number of certified Chemistry and Physics teachers in the state of Oklahoma. We are inviting teachers from your school to participate in this exciting opportunity. The NSU Chemistry and Physics Academy (NSU-CAPA) will provide research-based professional development for certified science teachers who want to become certified to teach Chemistry and Physics. The two-year program will focus on teacher knowledge, teacher practice, and student achievement in Chemistry and Physics.

The program will recruit 20 science teachers statewide and will include a one-week summer program on the Tahlequah campus of NSU. Housing will be provided as needed. The program will use the Blackboard system to help develop a statewide Community of Practice. Participants will conduct outreach activities at the Oklahoma Science Teacher Association annual meeting at the University of Central Oklahoma and at the Northeastern Oklahoma Mathematics and Science Teacher Association annual meeting at NSU. These meetings will provide opportunities for other science teachers to interact with program participants and will provide participants networking opportunities with experienced Chemistry and Physics teachers. Schools will be involved in determining the implementation of the program, including the date of the summer program, the specific content of the summer program and follow-up activities, and the implementation of program objectives.

The benefits to teacher participants include a Venier LabQuest 2 and the following probes: temperature probe, motion detector, pH probe (Additional probes and Lab Pro Software will be supplied the second year.), a modest stipend, room and board for eight participants, lunches, thirty-five hours of professional development during the summer, online follow-up activities and support during the academic year, and funds to take the OSAT in Chemistry and in Physics at the conclusion of the program. Please see additional details and benefits on the following pages.

To become a partner in this program, the appropriate school administrator needs to sign the Memorandum of Agreement that can be found in the enclosed pages. **Please sign on the line that identifies your school.** Additional details concerning the responsibilities of all partners and teacher participants are included as well. After signing the page, please FAX it to 918-458-9693. Signed Memorandum of Agreement sheets are due by **Wednesday, November 28th**. If you have questions, please call the Program Director, Dr. April Adams at 918-444-3819 or e-mail her at adams001@nsuok.edu.

**Responsibilities and Roles in the Partnership**

**Northeastern State University Teacher Preparation Program**

**Role:** Internal Evaluator

**Responsibilities:**

**Internal Evaluator**

* Collect data concerning professional development effectiveness as need for the Internal Evaluation and External Evaluation.
* Interpret data concerning professional development effectiveness for the Internal Evaluation.
* Conduct an internal evaluation of the program each year and report findings to the Project Director.
* In order to collect data, attend Outreach Activities at the Oklahoma Science Teacher Association and the Northeastern Oklahoma Mathematics and Science Teacher Association annual meetings at the University of Central Oklahoma and Northeastern State University respectively.

**Northeastern State University College of Science and Health Professions**

**Role:** Professional development providers and administrator of program

**Responsibilities:**

 **Professional Development Providers**

* Provide five-day summer professional development concerning Chemistry and Physics content, content specific reform-based teaching methods, Common Core State Standards, CCSS-REAC3H, ACT Transition Standards, and data driven decision making..
* Provide follow-up professional development during the school year via Blackboard and work with local education agencies to support teacher participants.
* Attend Outreach Activities at the Oklahoma Science Teacher Association and the Northeastern Oklahoma Mathematics and Science Teacher Association annual meetings at the University of Central Oklahoma and Northeastern State University respectively.

**Administrator of Program**

* Work with local education agencies to recruit teacher participants and to implement the program.
* Administer the financial aspects of the program under the guidance of the Office of Research and Sponsored Programs.
* Write required project reports.

**Local Education Agencies**

**Role:** Teacher recruiter and supporter

**Responsibilities:**

* Designate an NSU-Chemistry and Physics Academy liaison.
* Recruit physical science teachers who want to become certified to teach chemistry and physics to participate in the program. The teachers agree to participate in the program for two years. Each year they will participate in a five-day summer institute, participate in two Blackboard activities every month during the school year, and participate in two outreach activities: the Oklahoma Science Teacher Association Annual Meeting at the University of Central Oklahoma in the fall and the Northeastern Oklahoma Mathematics and Science Teacher Association Annual Meeting at Northeastern State University in spring. At each of these meetings, they will present how they have applied the concepts taught at the summer institute in their classrooms.
* Support teachers’ efforts to teach using reform-based methods.
* Have an administrator from each teacher’s building attend an outreach activity in which teachers present what they have learned about teaching chemistry and physics.

**Teacher Participants**

**Role:** Participant

**Responsibilities**

* Participate in the program for two years.
* Each year teachers will participate in a five-day summer institute, participate in two Blackboard activities every month during the school year, and participate in two outreach activities at the Oklahoma Science Teacher Association Annual Meeting at the University of Central Oklahoma in the fall and the Northeastern Oklahoma Mathematics and Science Teacher Association Annual Meeting at Northeastern State University in the spring. At each of these meetings, participants will present how they have applied the concepts taught at the summer institute in their classrooms.
* Incorporate program content and pedagogy into their teaching.
* Provide data for the internal and external program evaluation as appropriate.

**Benefits**

* A Venier LabQuest 2 and the following probes: temperature probe, motion detector, pH probe (Additional probes and Lab Pro Software will be supplied the second year.)
* A $250 stipend
* A $50 per day stipend for each of two Outreach Activities
* Room and board for eight participants
* Lunch for working lunches during the summer institute
* Thirty-five hours of professional development during the summer
* Follow-up activities and support via Blackboard during the school year
* Access to Lab Pro software during the summer institute and during the school year
* Access to NSU library resources and on campus computer labs
* Free parking on campus
* Funds to pay for the participant to take the OSAT in Chemistry and in Physics after completion of the program
* The opportunity to earn graduate course credit that can be applied to the online M.Ed. in Science Education if participants pay tuition and fees
* Opportunities to network with peers, NSU faculty, and experienced Chemistry and Physics teachers