Sun Associates

Professional Development Services
Menu

Sun Associates provides assistance and guidance to schools, districts, and educational organizations as they work to successfully integrate technology into their teaching and learning environments.

Sun Associates delivers quality professional development that inspires confidence and creates the competence necessary for educators and students to utilize educational technology effectively. Our expert trainers develop institute-type workshops and in-district consultancies. Our experience, based on a variety of delivery approaches, enables us to design professional development that meets your individual educational needs and budget.

The following menu shows some of our most common professional development offerings, arranged in their most frequently desired formats. All individual subject offerings are available individually or in other combinations to fit your particular need. We have also described some of the standard delivery options such as institutes, mentoring programs, and scalable trainings.

Since 1996, Sun Associates has served clients in 23 states, D.C., Puerto Rico, and the U.S. Virgin Islands. Please contact us for more information on how we can best serve you.

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The following offerings are shown in what we have determined to be highly-desirable thematic groupings. The ideal format for any of these is a one to three-day Institute for up to 20 participants from a district, a school, or another comparable organization. We can design other formats to accommodate your particular budget and needs.

Introduction to Technology Integration: Finding the Right Tool for the Task

This Institute offers an overview of the leading instructional technologies and how they are typically meshed with core curriculum content standards and teacher productivity needs. Incorporating hands-on sessions, discussion, and a variety of reflective activities, our trainers will help you develop a sound methodological basis in educational technology integration.

> What Is Technology Integration?
> Four Categories of Technology Tools: Tutorial, Application, Exploratory, and Communications
> Technology Competencies and Proficiencies
> Mapping Technologies to Core Curriculum Standards

Integrating Networked Resources into the K-12 Curriculum

Adaptable to any specific grade level, subject area, or combinations, this Institute highlights the practical and pedagogical issues related to integrating networked technologies in the classroom environment. After completing a thorough overview and hands-on practice, participants develop technology-enriched lesson plans for use in their own schools and classrooms.

> Introduction and Overview of Online Environments
> World Wide Web Techniques, Resources, and Curriculum Activities
> E-mail Based Projects
> Teacher Web Pages/Classroom Pages
> Creating Classroom Activities Utilizing Networked Resources

Introduction to Multimedia

Multimedia technologies such as digital imaging, video, and presentation tools are increasingly common in classrooms at all grade levels. This Institute will acquaint participants with the major multimedia tools and provide guidance in creating classroom activities that incorporate these dynamic technologies.

> Digital Imaging (Cameras, Scanners, Software)
> Digital Video Editing
> Using Presentation Software
> Creating Multimedia Technology-Enriched Classroom Activities

Technology Planning

All technology plans need to be updated. This Institute helps participants create meaningful technology plans that have strategic value well beyond their initial production.

> New Perspectives on the Strategic Planning Process
> Stakeholder Input for Meaningful Technology Planning
> Creating a Vision Rooted in Core Values
> Collecting and Using Data for Decision-Making
> Goals, Objectives, and Actions
> The Technology Plan as a Public Document

Evaluating Technology's Impact on Teaching and Learning
The long-term health of a technology implementation effort is dependent upon the existence of proof that technology has positive impacts on teaching and learning. This timely Institute targets district and -building level decision-makers who need to demonstrate progress in using technology to support curricular and district performance goals. The final product of this Institute is a customized evaluation framework and tools that can be used to evaluate technology's impact on teaching and learning.

A 3-Step Approach to Technology Evaluation
Creating Meaningful Indicators for Technology's Impact
Collecting and Using Data for Decision-Making
Analyzing the Link Between Technology and Student Achievement
Technology Evaluation as a Strategic Tool for District Decision-Makers

Workshops -- Á la Carte -- $750 - $1,000
(prices vary by duration and number of participants)

Many of the individual sessions included in our Institutes can be ordered as single-session workshops In addition, these offerings can be added to virtually any of the Institutes, or ordered individually.

Creating and Using Data for Decision-Making
Evaluation, assessment, and planning efforts all require data. This session covers the essentials of effective data-collection and analysis. Tools such as online surveys, focus group interviews, and rubric-based performance assessments are covered in detail.

Proposal Writing
Successful proposals are not products of luck or chance. Rather, good writers who understand a few basic rules can create highly successful proposals. This session -- applicable to any convening of teachers, administrators, or community members -- highlights the principles of good proposal writing and provides an opportunity for hands-on practice with real proposals and real grant requests.

Integrating Specific Applications and Technologies
Our staff has practical expertise in a wide range of instructional and educational technology tools. We can offer workshops that focus on the integration of specific applications into grade or subject area curriculum:

Microsoft Office	Microsoft PowerPoint
AppleWorks	Inspiration
Hyperstudio	KidPix Studio Deluxe
WebQuests	Simple Webpage Authoring

All Sun Associates Institutes and workshops come with generous helpings of handouts and other supporting materials. In addition, some of our broadest and most popular materials are collected in our print publications that can be added to Institutes or workshops, or ordered separately.

Click on Success! A Practical Guide to Technology Integration and Lesson Plan Design ($29.95)

Created by and for classroom teachers, this straight-forward guide is designed for hands-on use and quick reference. The emphasis is on a template-driven approach to mapping technology into existing classroom activities and in creating new, technology-enriched, units of study.

Chapter One: Technology Integration - basic concepts and an overview of applications software

Chapter Two: Infusing Technology into Curriculum Activities -- lesson plan templates and step-by-step directions for lesson plan design

Chapter Three: Integration and the World Wide Web -- how to make the most of networked resources

Chapter Four: WWW Technology Integration Resources -- hundreds of WWW resources for integration and lesson planning

Chapter Five: Setting and Documenting Criteria for Success -- a model for evaluating technology professional development and curriculum

Planning into Practice: Resources for planning, implementing, and integrating instructional technology ($30.00)

This substantial resource is intended to place technology planning into the larger context of teaching and learning. Each step -- from creating a technology plan to designing technology-enhanced classroom activities -- is supported step-by-step with worksheets, online resources, and stories of "how it works" in real schools across the country.

Chapter One: Introduction

Chapter Two: Technology Planning

Chapter Three: Integrating Technology into the Curriculum

Chapter Four: Professional Development Planning

Chapter Five: Community Engagement

Chapter Six: Managing Hardware and Software

Chapter Seven: Evaluation

Chapter Eight: Funding Your Technology Plan

Formats

All Sun Associates professional development offerings are available in a variety of different delivery formats. Common formats include -- Institutes (summer immersion, in-service, or off-site), Mentoring Programs, and Scalable Training ("Train the Trainers"). Different approaches require varying degrees of participant commitment and budget. Please contact us for further details.

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