



MIDDLETOWN TEACHER CENTER

441 East Main Street • Middletown, NY 10940

Phone: 845-326-1320 • Fax: 845-326-1319

Email: middletowntc@yahoo.com • Website: www.middletowntc.org

Study Groups

What is a study group?

A study group is a small group of professional colleagues and other school-related personnel who come together to examine, research, and discuss a topic of shared interest in order to improve their practice and the learning of their students and/or the effectiveness of their school. The study should be teacher-driven. The study group may be constructed in three different ways: a group of educators examining a new topic; a group of educators who have previously studied a topic and are now focusing on a new topic; a group of educators who would like to continue to explore a topic they may have been examining during an earlier study.

Who participates in a study group?

Teachers and other educational professionals may participate in a study group. The group may include colleagues from a single school or across the District, depending on interest in the essential question or topic. The size of the group should be no fewer than four individuals and no greater than eight.

A facilitator is included as a necessary part of a study group and assumes the responsibility for leading the group in its work, as well as serving as the contact person to the Teacher Center regarding procedural requirements.

How is a topic chosen for a study group?

Topics or questions for a study group should be teacher-driven, and should be topics of vital interest to the individuals in terms of understanding and improving their practice.

It is important for the study group to be sensitive to the school culture, to District resources, and/or immediate needs and initiatives. It is a requirement that the Study Group Action Plan align with and support the District's Professional Development Plan.

The study group will articulate a goal and decide a means by which to work towards meeting that goal. Some examples of study group topics are: researching and utilizing new instructional strategies, examining student work, reviewing professional literature and research.

What is the application process?

After identifying a topic of common interest, the study group's facilitator should submit the completed Study Group Application with the attached Action Plan to the Teacher Center for consideration. The study group is encouraged to seek assistance from the Teacher Center Director and/or principal/supervisor (if needed) in the development of the proposal. The completed application will be reviewed by the Teacher Center Director and submitted to Central Administration for inservice credit approval. Following credit approval, the Teacher Center Director will notify each member of the group and provide instructions for registering the study group online through MyLearningPlan. A study group log should be kept of each

session and submitted weekly to the Teacher Center by the facilitator. At the study group's conclusion, each member will submit a final evaluation of the group's work.

When and where does a study group meet?

A study group should meet for a minimum of ten hours in regularly scheduled one-hour sessions. This may be modified, depending upon the goals of the group. Study groups will meet after the school day. The specific time, schedule, and location should be decided upon by the group and included in the Study Group Application.

What will the facilitator do?

The facilitator helps establish and maintain ground rules for the sessions. These rules are meant to advance the study and subsequent discussions. The facilitator is responsible for the following:

- provides the agenda based on the previous meeting's discussion
- conducts a five minute reflective discussion at the end of each session (what was accomplished, concerns, questions, and next steps)
- summarizes that portion of the session in the log
- recordkeeping (attendance, log, and an evaluation report, etc.)
- notifies Teacher Center Director and/or principal/supervisor of support needed

What will the MTC provide to a study group?

The Teacher Center will provide the necessary resources to inform the discussion and support the work of the group. These resources may be borrowed from the Teacher Center. Resources may include, but not be limited to, books, journals, videotapes, and other research materials.