

WHY OFFER A COLLINS WRITING PROGRAM INSTITUTE?

To earn FREE TRAINING for your school or district!

It's as easy as 1-2-3 ...

1. Choose an Institute

Review the current list of Institutes offered on this flyer or at www.collinsed.com/institutes.htm. Both one and two day Institutes are offered. Choose the one(s) that best meet the needs of your teachers.

2. Enroll Unlimited Teachers from your School or District

An unlimited number of your district's staff can attend for one, low daily rate—plus a books and materials fee (typically \$20 to \$30).

3. Earn FREE Training

It's easy! Simply host the session in your school or district and invite colleagues from other schools or districts to attend. We'll register and invoice outside participants for you. For every outside educator who attends at the regular rate of \$100 for a one day Institute or \$180 for a two day—plus a books and materials fee (typically \$20 to \$30), you'll earn a credit of \$100 or \$180 toward the cost of the Institute. And, if you earn more credits than the cost of the session, we'll even apply the excess credits toward future professional development or materials.

QUALITY TRAINING, PROVEN RESULTS

Contact us today to learn more.



Collins Education Associates

320 Main Street, PO Box 957

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800-932-4477

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COLLINS WRITING PROGRAM

INSTITUTES

All Institutes are available as one or two day workshops.

INTRODUCTORY INSTITUTES

- *Improving Student Performance through Writing and Thinking Across the Curriculum (grades 4-12)*
- *Meeting the Literacy Demands of the Common Core in Career and Technology Schools (grades 9-12)*
- *Thinking and Writing Across the Curriculum—Elementary (grades 1-5)*

SPECIALTY INSTITUTES

- *How Did You Get That? Improving Written Responses in Math (grades 2-10)*
- *Open Response: 18 Strategies to Improve Student Performance in All Subjects (grades 3-10)*
- *Seven Sentence Building Activities to Develop Advanced Writers (grades 2-10)*
- *How to Painlessly Teach Essential Writing Conventions (grades 2-12, one-day only)*

ADVANCED INSTITUTES

- *Four Essential Writing Assignments: Preparing for the Common Core State Standards (grades 4-12)*
- *Designing Curriculum-Based Writing Assignments (grades 4-12)*
- *Coaching Collins ~ Techniques for Improving Implementation (grades 1-12)*

Details & Rates:

A one graduate credit option is available for our two day Institutes through Endicott College in Beverly, MA, at \$50.

The cost of a one day Institute is \$1,500 (no consultant overnight) or \$2,400 (consultant stays overnight). The cost of a two day Institute is \$3,000 (no consultant overnight) or \$3,700 (consultant stays overnight). There is an additional fee for books and materials for each person attending (typically \$20 to \$30) that will be determined when the workshop arrangements are made with the hosting school or district.

Participants from outside the sponsoring school or district pay \$100 for a one day Institute or \$180 for a two day Institute, plus a books and materials fee (typically \$20 to \$30). All outside school or district tuition (excluding books and materials fee) is credited toward host's invoice. Example: For a one day "no consultant overnight" workshop (\$1,500), enroll 15 outside participants at \$100 and the workshop is free for your school or district! Credits earned in excess of the Institute fee can be applied to future professional development or materials (time limits apply).

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Frequently Asked Questions

I would like to host a Collins Institute. What exactly are my commitments?

If you host an Institute you are committed to the cost of the Institute. But, if you are depending on outside participants to help subsidize the costs and you do not get enough outside participants to make the Institute financially possible, you can cancel up to thirty days in advance without any obligation. CEA will contact you before the thirty day deadline to confirm that the Institute will be held.

How will Institutes be advertised?

We see Institutes as a joint effort between the hosting school or district and Collins Education Associates (CEA). We expect that the hosting school will notify surrounding schools of the Institute and use whatever other channels are available (collaboratives, professional associations, etc.) to announce the Institute. CEA will provide you with a two-page flyer that can be reproduced and/or sent out electronically. We will post the Institute on our website, too. (We get thousands of visits per month.) Our associates, who are in schools across the country, will also direct educators to the site's Institute listing. For the past two decades, our summer week-long graduate courses routinely have outsiders register as a result of our website listing, and we expect the same for our Institutes.

Are there any special site requirements?

Basically, there are no requirements beyond what you would provide during a typical professional development day. Hosting schools/districts should consider the following:

- Plenty of parking, especially to accommodate outside participants.
- A comfortable room, with air conditioning in the summer, large enough to accommodate the group. Everyone will need a writing surface and room to move around. We try to avoid auditoriums if at all possible.
- Signs directing outsiders to the room, if necessary.
- An LCD projector and screen, flip chart and/or white board. Overhead projector and document camera are great, but not required.
- Coffee in the morning is nice, but not required. (We know that some districts have a policy stating that refreshments cannot be provided with school funds.)
- Participants will be on their own for lunch.

What about graduate credit options?

Our two day Institutes are available for one graduate credit for \$50 through Endicott College in Beverly, Massachusetts. This fee is an additional cost, and participants who wish to earn credit will have a few additional requirements.

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COLLINS WRITING PROGRAM INTRODUCTORY INSTITUTE

Improving Student Performance Through Writing and Thinking Across the Curriculum (grades 4-12)

For teachers in all subject areas grades 4 and above, department heads, principals, supervisors, curriculum committee members, and special educators.

This is our foundation workshop. It shows teachers in any content area how to use the Five Types of Writing to increase students' understanding and retention of course content while simultaneously increasing student involvement and motivation to learn. Most importantly, this workshop gives teachers the help they need to efficiently and fairly evaluate writing so that students become more skillful as a result of the process.

PARTICIPANTS WILL LEARN HOW TO . . .

- Integrate writing into every class—without sacrificing the teaching of content
- Use writing to save time during classroom instruction—without piles of additional papers to correct
- Utilize writing as a catalyst to enhance the quality of classroom discussions
- Employ the power of “effortful retrieval”
- Empower students to use self-monitoring and peer feedback during the writing process—accomplish more in less time
- Quickly create great writing assignments that promote learning of content and motivate students
- Improve writing skills and content knowledge using the four essential writing assignments
- Implement a portfolio and authentic assessment model that’s manageable
- Use the Five Types of Writing to improve test scores and help achieve “Adequate Yearly Progress”
- Tie it all together—integrating workshop content with portfolio and authentic assessment techniques, mastery learning, differentiated instruction and outcomes-based education in today’s classroom

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COLLINS WRITING PROGRAM INTRODUCTORY INSTITUTE

Meeting the Literacy Demands of the Common Core in Career and Technology Schools (grades 9-12)

For teachers in all career, technology, and academic areas, team leaders, curriculum coordinators, principals, directors, and special educators.

This workshop provides teachers in career and technology schools with practical strategies and techniques to bring students to the level of literacy demanded by the Common Core and improve understanding of any course content—academic or technical. Based on the popular books, *The Collins Writing Program: Improving Student Performance* and *Improving Writing Skills in Career and Technology High Schools*, this institute gives quick, easy-to-grade, topic-appropriate writing assignments that will motivate, challenge, and improve student reading and writing skills. Career and technology schools that have implemented these techniques have achieved high test scores.

PARTICIPANTS WILL LEARN HOW TO . . .

- Improve student comprehension of informational text
- Draw out and build upon student background knowledge
- Use writing to enrich shop skills and content area knowledge
- Motivate students with authentic, real-world writing opportunities based on Common Core Standards
- Empower students to self-correct and peer edit
- Establish clear, focused criteria for assessing all types of writing, including those likely to be on the Common Core tests
- Adapt writing demands to address all students, including special needs
- Utilize writing to save time during class or shop instruction—without piles of additional papers to correct
- Receive 26 ready-to-use writing assignments designed specifically for career and technology courses
- Use the Collins Writing Program school-wide, using common language and strategies across all grade levels

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COLLINS WRITING PROGRAM INTRODUCTORY INSTITUTE

Thinking and Writing Across the Curriculum—Elementary (grades 1-5)

For teachers in grades 1 to 5 in all subject areas, curriculum coordinators, principals, supervisors, curriculum committee members, school-based management team members, and special educators.

This workshop provides elementary teachers with practical strategies and techniques to help their students gain writing fluency, become comfortable thinking on paper, and to develop the essential writing skills they need for future academic success in any subject area. The strategies introduced also help prepare students for standardized assessment tests.

PARTICIPANTS WILL LEARN HOW TO . . .

- Use and evaluate the Five Types of Writing
- Use writing to enhance the teaching of content—in all subjects
- Utilize writing to increase student engagement and interaction
- Determine which writing skills should be taught
- Use writing efficiently—taking less time and getting better results
- Improve test scores and help students achieve “Adequate Yearly Progress” with the Collins Writing Program
- Design authentic writing assignments that promote learning and motivate students
- Employ self-editing and peer-editing strategies to make students less dependent on teachers
- Tie it all together—integrating workshop content with portfolio and authentic assessment techniques, differentiated instruction, inclusion classroom strategies, and standards-based learning

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COLLINS WRITING PROGRAM SPECIALTY INSTITUTE

How Did You Get That? Improving Written Responses in Math (grades 2-10)

For mathematics teachers in grades 2 through 10, curriculum coordinators, principals, supervisors, curriculum committee members, school-based management team members and special educators.

Open response questions require students to show or explain their answers and are often the most difficult math problems for students to solve. They also present a unique window into how students think about mathematics. This workshop will look carefully at student work on written response questions and help you diagnose underlying student weaknesses that affect their understanding of mathematics and their achievement level. Seven critical strategies that are sure to help students produce complete and thorough answers in math will be introduced.

Participants will learn techniques to get every student involved in mathematical thinking and show students how to take more responsibility for learning. There will be a special emphasis on designing quick assessments, improving mathematical vocabulary, computing, and reading strategies for the math classroom. Participants will learn how to use focused criteria to score open response answers and create great math assignments. All examples will align with the new state frameworks for math.

PARTICIPANTS WILL LEARN HOW TO . . .

- Boost scores without endless drill
- Engage and motivate students with easy-to-use techniques that draw out and reinforce what they already know
- Use writing to assess and build metacognition
- Teach consistent reading strategies for dissecting open response questions
- Analyze the most common state test graphics and the questions that accompany them
- Identify vocabulary words that strengthen open responses
- Understand, design, and use questions that align with the Math Frameworks
- Communicate the item specific rubrics used to score answers
- Use the state DOE websites to understand the text-structure of questions
- Watch or participate in a demonstration lesson that engages *all* students

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COLLINS WRITING PROGRAM SPECIALTY INSTITUTE

Open Response: 18 Strategies to Improve Student Performance in All Subjects (grades 3-10)

For teachers in grades 3 to 10 in all subject areas, curriculum coordinators, principals, supervisors, curriculum committee members, school-based management team members, and special educators.

This Institute provides practical strategies and techniques for teachers as well as students. The activities will assist teachers in analyzing standardized tests, enabling them to plan purposeful writing assignments that align with Common Core State Standards. It also provides teachers with a variety of activities that will help students read questions and/or passages for understanding, plan and write high quality responses, and score and revise their answers based on specific state rubrics in all content areas. The strategies focus on critical reading and writing skills and, without teaching to the test, help prepare students for standardized tests.

PARTICIPANTS WILL LEARN HOW TO . . .

- Analyze state tests and their questions
- Identify and teach process words (test question vocabulary) that improve students' ability to understand open response questions
- Recognize and teach content vocabulary that enhances open response answers
- Develop and integrate questions that align with Common Core State Standards and state tests in all content subjects
- Create and incorporate on a regular basis open response questions that require understanding of content
- Design prewriting activities to yield high quality open response answers
- Facilitate activities which will help students "dissect" open response questions
- Help students evaluate and revise their own open response answers using specific rubrics
- Combine and integrate workshop content with daily writing in all content subjects without teaching to the test

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COLLINS WRITING PROGRAM SPECIALTY INSTITUTE

Seven Sentence Building Activities to Develop Advanced Writers (grades 2-10)

For teachers in grades 2 to 10 in all subject areas, curriculum coordinators, principals, supervisors, curriculum committee members, school-based management team members, and special educators.

Good teaching involves chunking materials into digestible portions, and this is especially true in writing. Students are often asked to write long pieces without any chunking, and these assignments are frequently accompanied by an overwhelming rubric. This Institute teaches the foundation of good writing and how to build sentences—one word, one principle, one structure, one figure of speech, and one grammatical rule at a time. Your students will love the sentence building activities and will be prepared to move on to more sophisticated writing issues. If teachers ask, “Where do I begin with these kids?” this workshop will set the table.

In addition, sentence building creates a strong foundation for the Common Core Standards in language and writing. Argument, informative, and narrative writing will reach higher levels because students will have a solid understanding of conventions, structures, style, and voice.

PARTICIPANTS WILL LEARN HOW TO . . .

- Eliminate fragments and run-ons in student writing
- Employ the rules and principles of good writing from Strunk and White’s *The Elements of Style* in your classroom
- Present the structures of sentences in a logical way that students understand and can incorporate into their writing
- Use figures of speech to add a “wow effect” to student writing
- Motivate students to write clear, compelling sentences that will increase their scores on high stakes tests
- Teach Focus Correction Areas using Essential Conventions *Check Mate*
- Teach the Common Core State Standards of word choice, formal style, and elaboration
- Integrate Sentence Building and the Collins Writing Program
- Implement a six- to eight-week plan to achieve all of the above

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COLLINS WRITING PROGRAM SPECIALTY INSTITUTE

How to “Painlessly” Teach Essential Writing Conventions (grades 2-12)

For teachers in all subject areas at grades 2 to 12, department heads, principals, supervisors, curriculum committee members, and special educators.

With the Common Core Standards' emphasis on "formal language," teachers are asking themselves familiar questions with even greater urgency:

1. At what grade should students be expected to capitalize first words of sentences consistently, punctuate dialogue correctly, be aware of subject-verb agreement, or use an ellipsis properly in a quote?
2. How do I keep from teaching the same conventions over and over?
3. How do I make my students more responsible for self-editing?
4. Should students be allowed to use a "cheat sheet" when editing their work?

This workshop focuses on these and other questions that have frustrated teachers for decades. Come to this fast-paced, interactive workshop to discover what the "priority conventions" are and ways to address them in your writing assignments. Learn about using Focus Correction Areas (FCAs) to find the right balance for emphasizing content, organization, style, and conventions. Also learn how to use *Check Mate*, a simple, easy-to-use student reference guide for the most frequently used and tested writing conventions.

PARTICIPANTS WILL . . .

- Learn what the essential conventions of formal language are and how to teach them
- Become familiar with The Top Twenty (the most common writing mistakes made by college freshmen) and why they matter to elementary, middle, and high school teachers
- Learn to develop the “academic vocabulary” students need to talk about writing conventions
- Discover how to help students master conventions through meaningful practice and application to authentic writing tasks
- Know how to embed writing, along with essential conventions, throughout the curriculum
- Learn how to use high-priority conventions as the “third FCA”
- Begin to prepare students for the language arts challenges of the Common Core State Standards assessment in 2014

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COLLINS WRITING PROGRAM ADVANCED INSTITUTE

Four Essential Writing Assignments: Preparing for the Common Core State Standards (grades 4-12)

For teachers in grades 4 to 12 in all subject areas, curriculum coordinators, principals, supervisors, curriculum committee members, school-based management team members, and special educators.

This workshop is valuable to all teachers whether they use the Collins Writing Program or not. In this fun, activity-filled session, you will learn how to plan, teach, and assess four key assignments that significantly impact student achievement. This workshop is particularly appropriate for schools that are preparing for the Common Core State Standards because the essential assignments align so well with the performance tasks recommended in the Common Core.

Based on the flagship book by Dr. John Collins, *The Collins Writing Program: Improving Student Performance Through Writing and Thinking Across the Curriculum*, this practical, hands-on workshop builds upon the extensive research from Marzano, Graham and Perin, and others.

PARTICIPANTS WILL LEARN HOW TO . . .

- Teach the four essential writing assignments
- Combine the four essential assignments to produce lengthy substantive writing
- Apply a decision-making model that answers the question, "How often should my students write and what specific assignments should I be giving?"
- Use a three-step editing model to help students become better editors of their own and their peer's work
- Employ reading-writing strategies to improve comprehension and retention of subject matter
- Increase academic vocabulary and improve word choice
- Utilize a critical thinking chart that helps students produce organized and content rich argument essays
- Help students improve scores on open-response and writing assessment tests

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COLLINS WRITING PROGRAM ADVANCED INSTITUTE

Designing Curriculum-Based Writing Assignments (grades 4-12)

For teachers in all subject areas grades 4 and above, department heads, principals, supervisors, curriculum committee members, school-based management team members, and special educators.

Through our extensive work in schools, we find two common concerns: Students cannot complete writing assignments that require extensive effort and their writing is formulaic and without voice. This workshop will address these two issues and give teachers an efficient model for designing rigorous, content-based writing assignments to help students meet the goals set by the performance tasks in the Common Core State Standards.

PARTICIPANTS WILL LEARN HOW TO . . .

- Design clear writing assignments using a seven element template
- Apply strategies that help students add voice and personality to their writing
- Format assignments that are authentic and, therefore, more appealing
- Systematically structure assignments so that longer assignments are less daunting
- Give clear, productive feedback that will help improve students' writing
- Utilize strategies to improve self and peer editing
- Implement guidelines to create unambiguous criteria for evaluating assignments
- Arrange a sequence of assignments that produce original, non-plagiarized research papers
- Select grade appropriate essential conventions that students need to be successful writers

PARTICIPANTS WILL RECEIVE . . .

- Model assignments for immediate classroom use
- The best assignments to give at the beginning and end of the school year
- Four essential assignments that every content teacher should consider

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COLLINS WRITING PROGRAM ADVANCED INSTITUTE

Coaching Collins ~ Techniques for Improving Implementation (grades 1-12)

For teachers, coaches, administrators, and staff development specialists at all grade levels who are interested in supporting the Collins Writing Program in their school or district.

Institute participants must have a basic working knowledge of the Collins Writing Program (CWP) and a willingness to work with colleagues to refine their use of the program. This Institute is perfectly suited to members of professional learning communities as well as educators who fill traditional administrative or coaching roles. It will help participants become Collins experts **and** mentors.

A special feature of this workshop is that all participants will receive one copy of every Collins Education Associates publication appropriate for their school or grade—a \$200+ value.

PARTICIPANTS WILL LEARN HOW TO . . .

- Assume multiple roles as a Collins Coach
- Use unobtrusive measures to monitor the success of the CWP implementation
- Employ the 15/3 model to develop ideas for Collins lessons to use during classroom visits
- Identify and address the most common implementation challenges
- Establish expectations and policies for implementing the CWP for your school or district
- Tailor the CWP to fit your school's specific needs based on test data
- Integrate writing activities into workshops and faculty meetings
- Place school-wide emphasis on the conventions of good writing that all teachers in all subject areas can implement
- Manage change and encourage enthusiasm for the CWP

PARTICIPANTS WILL RECEIVE . . .

- Scales and rubrics to help assess implementation
- Copies of all grade-relevant supporting resources

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