

## **Steps to create a UW-Green Bay Course and/or District Workshop**

### **UW-Green Bay Course Instructions:**

1. Propose the concept to Dan Mella. You may contact him at Ext. 1002 or email him at dmella@plymouth.k12.wi.us.
2. Gain approval for the course/workshop from Dan.
3. Propose the course to UW-Green Bay.
  - a. Write a course outline and targets, etc.
  - b. Contact Meagan Strehlow @UW-Green Bay by phone (920) 465-2716 or email strehlom@uwgb.edu .
4. Gain approval from Green Bay.
5. Complete syllabus for Green Bay.
6. Create a course description and give it to Adrienne Stone at astone@plymouth.k12.wi.us, to be placed on the PSD PD weebly.
7. Choose and verify dates on the Professional Development calendar (check for conflicts and verify with Adrienne Stone).

### **District Workshop Instructions:**

1. Propose a workshop to Dan Mella. You may contact him at Ext. 1002 or email dmella@plymouth.k12.wi.us.
2. Gain approval for the workshop from Dan Mella.
3. Give a description and date(s) to Adrienne Stone to place on PSD PD weebly and calendar.