

*Intensive Summer Seminar*  
*Action Research for After School Providers:*  
*Issues in Literacy and Learning*  
*A project of the Center for Educational Options*

**Overview**

The Center for Educational Options, with funding from the Robert Bowne Foundation, is pleased to offer a week-long intensive summer seminar in action research for New York City after school and youth program staff. Our focus will be on literacy and learning in the after school context.

The seminars will bring together 15 - 20 participants from a variety of after school and youth programs to share knowledge and experience in developing action research projects related to literacy. We will explore the process of action research, develop questions about literacy and learning relevant to individual programs, examine children's work as a way of collecting and analyzing data, and read relevant literature.

Participation in this intensive summer action research seminar will lead to on-going individual program support and monthly seminars to develop and implement your action research during the 2004-05 school year.

**What is Action Research?**

Action research is a process of articulating a question relevant to your particular program or work, developing and implementing an "action" that will further that work, and then following what happens as a result of your action. For this project an action might be designing and facilitating a workshop with families; it might be restructuring your staff meetings; it might be gathering and studying children's work -- all as it relates to literacy and learning. This process is designed to support you in addressing the particular concerns and needs of your program. This is research with you as an active participant!

Action research is a vital tool in:

- **On-going staff development**  
Action research allows you to identify and build on successes and address challenges in an interactive process. It builds from studying concrete issues to reflective practice. Participants will develop a plan for staff development in their program utilizing tools learned in the seminar.
- **Developing instruction and curriculum**  
Action research provides a vehicle for identifying the needs and interests of your children and developing plans from what you learn about them. Participants will describe and analyze student work or artifacts in order to develop instructional and curricular plans.
- **Assessing and developing programming**  
Action research is a framework for collecting data or information about how your program or a particular project is working. Are you accomplishing your goals? What new issues or ideas are surfacing? What does your data suggest for future programming and planning? Participants will learn tools and processes that will assist them in assessing their programs with staff, student and family input.

**Eligibility**

- Participating staff must serve as a program coordinator / director/supervisor, curriculum or educational specialist, or the equivalent for a New York City based after-school program.

- Participating staff must commit to the entire summer seminar - including all activities listed above - for one program year. Additional staff may participate upon request; however, one person must consistently represent the agency.
- Organization must release participants to be present for the full week of summer seminar sessions.

### Timeline

Registration Due: May 24, 2004

Notification: June 5, 2004

Seminar: July 19 - 22, 2004  
All sessions will meet from 9 am-3 pm.

#### Location

TBD

Center for Educational Options  
City College - School of Education  
NAC Building, Room 3/220  
Convent Ave. at 136th St.  
NY, NY 10031

### Registration Process

Please complete the attached registration form (pages 3 and 4). Your registration will provide Options' facilitators with an introduction to you and your program and enable us to better address individual program needs and interests.

Participants will be accepted on a first come, first serve basis.

Mail registration to:

Suzanne Marten  
c/o Center for Educational Options  
414 W. 121<sup>st</sup> St. #51  
New York, NY 10027

OR e-mail registration (part 2 only) to:

Ceoptions@hotmail.com

Phone: 212-650-6613 or 212-749-2485

Registration Deadline is by the end of the day Monday, May 24, 2004.

**Registration**  
**Action Research Seminar for After School Providers:**  
**Issues in Literacy and Learning**

Due Monday, May 24, 2004

**ORGANIZATIONAL INFORMATION**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

After-School Program Name: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

Name of Person Completing this Section: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Registration (part 2)

**PROGRAM DIRECTOR INFORMATION**

*Note:*

- *This section must be completed by a program coordinator / director, curriculum/education specialist, or the equivalent. Please answer in your own words - do not excerpt text from proposals or other printed materials.*
- *If you choose to submit this registration electronically, please forward Part 1: Organizational information, through regular mail.*
- *Use a separate sheet of paper to answer the following questions.*

**Statement of Interest**

In a paragraph or two please describe your interest in and what you hope to get out of this seminar. You may include both personal/professional expectations and expectations for your program.

**Information about you and your program** *(Please answer the following questions in their entirety.)*

1. Please give a brief description of your career in the youth development /education fields.
2. Summarize your educational background and training.
2. Describe your beliefs about teaching and learning.
3. Describe the school-year activities at your program. Include a sample schedule.
4. How do these activities reflect your values and beliefs about teaching and learning?
5. List staff, including titles and years with the after-school program/agency.
6. How often does the after-school staff meet? Please describe what takes place during staff meetings.
7. How do you provide professional development for your staff?
8. Is your agency currently receiving technical assistance from any of the following organizations? (Please check all that apply and describe briefly the nature of the assistance.)

- After-School Corporation (TASC)  
Nature of Assistance: \_\_\_\_\_
- Fund for the City of New York  
Nature of Assistance: \_\_\_\_\_
- Nonprofit Connection  
Nature of Assistance: \_\_\_\_\_
- Partnership for After School Education (P.A.S.E.)  
Nature of Assistance: \_\_\_\_\_
- Robert Bowne Foundation (please specify)  
Nature of Assistance: \_\_\_\_\_
- Other  
Nature of Assistance: \_\_\_\_\_