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 page 2 of this flyer or at www.collinsed.com/institutes.htm. Both one and two day Institutes are offered. Choose the option and the content 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 $200 for a two day (plus a book fee of $20 to $30), you’ll earn a credit of $100 or $200 toward the cost of the Institute. And, if you earn more credits than the cost of the session, we’ll apply the excess credits toward future professional development or materials.

QUALITY TRAINING, PROVEN RESULTS
INTRODUCTORY INSTITUTES
• Improving Student Performance Through Writing and Thinking Across the Curriculum (4-12)
• Develop a Strong Foundation of Writing Skills Through the Collins Writing Program (K-3)
• Meeting the Cross-Curricular Challenge of Literacy Standards (K-12)
• Meeting Literacy Demands in Career and Technical Schools (9-12)

SPECIALTY INSTITUTES
• How Did You Get That? Improving Written Responses in Math (K-12)
• Evidence-Based Reading and Writing: TDA, DBQ, and SAT (3-12)
• The Big Three: Research-Based Practices that Impact Student Achievement (3-12)
• High Engagement Literacy Strategies to Promote Social-Emotional Awareness
• Open Response: 18 Strategies to Improve Student Performance in All Subjects (3-10)
• Seven Sentence Building Activities to Develop Advanced Writers (2-10)
• How to Painlessly Teach Essential Writing Conventions (2-12, one-day only)
• Tell A Story About a Time . . . Improving Narrative Writing (2-10)

ADVANCED INSTITUTES
• Selecting and Teaching Critical Writing Skills or FCAs (4-12)
• Four Essential Writing Assignments (4-12)
• Designing Curriculum-Based Writing Assignments (4-12)
• Coaching Collins ~ Techniques for Improving Implementation (1-12)

Details & Rates:
The cost of a one day Institute is $1,900 (no consultant overnight) or $3,000 (consultant stays overnight). The cost of a two day Institute is $3,800 (no consultant overnight) or $6,000 (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 arrangements are made with the hosting school or district.

Participants from outside the sponsoring school or district pay $100 to attend a one day Institute or $200 for a two day Institute, plus a book fee (typically $20 to $30). All outside school or district tuition (excluding book fees) is credited toward the host’s invoice. Example: For a one day “no consultant overnight” workshop ($1,900), enroll 19 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).

Contact us for more information.
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 30 days in advance without any obligation. We will contact you before the 30 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 the hosting school will notify surrounding schools of the Institute and use whatever other channels are available (e.g., colleagues, collaboratives, professional associations) to announce the Institute. CEA will provide a flyer for distribution and a link to registration. We will post the Institute on our website, too. Our associates, who are in schools across the country, will also direct educators to the site’s Institute listing.

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 whiteboard. A document camera is 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.

Do you offer virtual training?
Yes, we do offer virtual training. Collins virtual professional development is time efficient and easy to implement. Participants have opportunities to practice activities, get clarification and responses to their specific questions, and discuss implementation concerns with fellow participants. Educators can commit to as little as 1 to 2 ½ hours.

Contact us for more information.
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 writers 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 student performance and test scores
- 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

Contact us for more information.

Collins Education Associates
West Newbury, MA
800-932-4477
info@collinsed.com
COLLINS WRITING PROGRAM
INTRODUCTORY INSTITUTE

Develop a Strong Foundation of Writing Skills Through the Collins Writing Program (grades K-3)

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

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

PARTICIPANTS WILL LEARN HOW TO...

- Balance a strong writing program with the needs and demands of reading instruction
- Develop reading comprehension and vocabulary skills through writing
- Make cross-curricular connections
- Select clear focus areas in all types of writing
- Develop and expose students to self-editing and peer-editing strategies and practices
- Use writing as a method to differentiate instruction to meet all student learning needs
- Create a portfolio to manage and assess student progress and productivity
- Develop and expose primary students to genres of writing
- Employ the power of frequent, formative assessment and effortful retrieval
- Use the Collins Writing Program as a school-wide initiative for improving students’ cross-curricular literacy

Contact us for more information.

Collins Education Associates
West Newbury, MA
800-932-4477
info@collinsed.com
COLLINS WRITING PROGRAM
INTRODUCTORY INSTITUTE

Meeting the Cross-Curricular Challenge of Literacy Standards (grades K–12)

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

This institute provides participants with practical strategies and techniques to help their students gain writing fluency, become comfortable thinking on paper, and develop the essential writing skills they need for future academic success in any subject area. Most specifically, the strategies introduced help students meet the literacy demands of standardized assessment tests.

PARTICIPANTS WILL LEARN HOW TO . . .

- Improve student comprehension of informational text
- Keep a collection of writing and use it to inform instruction day to day and year to year
- Establish clear, focused criteria for assessing all types of writing, including those we expect to find on standardized assessment tests
- Employ the power of frequent, formative assessment and effortful retrieval
- Balance essential genres of writing—opinion, argument, informative, and narrative
- Help students develop general academic vocabulary—the words needed for success in all disciplines
- Define criteria for great writing and design authentic writing assignments that promote learning and motivate students
- Use writing as a method to differentiate instruction to meet all student learning needs
- Employ self-editing and peer-editing strategies to make students less dependent on teachers
- Utilize easy-to-use resources for helping students communicate in a formal style of language
- Implement a manageable portfolio system that helps track student progress, encourages student reflection, and serves as a tool for practicing new writing skills
- Use the Collins Writing Program as a school-wide initiative for improving students’ cross-curricular literacy

Contact us for more information.
Meeting Literacy Demands in Career and Technical Schools (grades 9-12)

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

This institute provides educators in career and technical schools with practical strategies and techniques to bring students to a high level of literacy 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 Technical 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 technical schools that have implemented these techniques have achieved high scores on assessment tests.

**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
- Empower students to self-correct and peer edit
- Establish clear, focused criteria for assessing all types of writing
- Adapt writing instruction 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 technical courses
- Use the Collins Writing Program school-wide, using common language and strategies across all grade levels

Contact us for more information.

Collins Education Associates
West Newbury, MA
800-932-4477
info@collinsed.com
Welcome to the Collins Writing Program Specialty Institute's workshop on "How Did You Get That? Improving Written Responses in Math (grades K-12)"

For math teachers, department heads, principals, supervisors, curriculum committee 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 address the most common areas that challenge students when attempting open response questions and offer seven critical strategies that will help students produce complete and thorough answers.

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, problem solving, and reading strategies. 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 text structure that accompanies them
- Identify and teach critical math vocabulary words to strengthen open responses
- Develop leveled and sequenced questions that align with the Math Frameworks
- Communicate item-specific rubrics 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

Contact us for more information.
Evidence-Based Reading and Writing: TDA, DBQ, and SAT (grades 3-12)

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

Evidence-Based Reading and Writing is a schoolwide approach that requires no background knowledge of Collins Writing.

Careful reading, thoughtful analysis, and clear writing have always been valuable skills in a democracy. As the internet explodes with questionable news stories, conspiracy theories, and disreputable websites, students need to be even more critical when they read and interpret evidence. And when they write, they need to use evidence effectively to make or critique a claim.

To encourage and measure these skills, many states have added text dependent analysis questions (TDAs) to their assessment tests. Students who do not receive thoughtful instruction on how to read closely, find and cite quotes, and interpret textual evidence make little progress toward clear writing. Many resort to randomly inserting quotations with no context or explanation. Others choose quotes that are irrelevant, insubstantial, or incomplete. Students may not know how to truncate a quote or interpret the essential phrases within a quote. And without these skills, students will not be able to write meaningful essays.

This workshop offers guidelines and exercises to help students choose, use, and explain evidence in their text dependent analysis and evidence-based essays.

PARTICIPANTS WILL LEARN . . .

- Five guidelines that promote a wide range of content-based reading to prepare students for TDAs, DBQs, and the SAT essay
- Key elements of evidence-based prompts and essential general academic vocabulary that appear most frequently in prompts
- Writing techniques that help students retain content, create clear central idea statements, and improve word choice
- Three reading strategies that help students preview, closely read, and engage with complex text
- Four strategies to cite textual evidence that lead to more sophisticated writing

Contact us for more information.
The Big Three: Research-Based Practices that Impact Student Achievement (grades 3-12)

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

Lessen the stress of curriculum demands and state testing by focusing on three best practices that help students get, retain, and organize information.

- **The Retrieval Routine**: a series of short, 5-10 minute activities that improve student engagement and make learning stick
- **Ten Percent Summary** to teach content, enhance literacy, and improve close reading, writing, and critical thinking
- **Compare and Contrast Grid** to help students gather and organize information and build higher order thinking skills

You will leave this high energy workshop fully prepared to plan, assign, and quickly evaluate assignments built around our three research-based practices. Participants will receive a resource package with reproducible materials to begin using the next day and to share with colleagues.

**OUTCOMES**

- Learn about three schoolwide practices that every teacher can implement to improve student achievement
- Help students develop general academic vocabulary—the kind needed for success in all disciplines
- Improve student comprehension of informational text while learning course content
- Use the Ten Percent Summary as a schoolwide assignment to encourage close reading of complex text
- Give quick, clear, productive feedback
- Employ the power of frequent, low-stakes formative assessment and effortful retrieval
- Help students organize and structure multi-paragraph analytical essays

**Contact us for more information.**

Collins Education Associates
West Newbury, MA
800-932-4477
info@collinsed.com
High Engagement Literacy Strategies to Promote Social-Emotional Awareness

Offered by Collins Associate Lisa J. Lucas, author of Practicing Presence: Simple Self-Care Strategies for Teachers

This new workshop offering is designed to empower the most influential factor in students’ learning: the teacher. Lisa has combined her mindfulness strategies with the Collins Writing Program to create a triple payoff—teachers and students who are more focused, engaged, and less stressed.

This session integrates cutting edge research in neuroscience focused on training the mind with the Collins Writing Program’s Five Types of Writing. Designed to use writing as a catalyst to uncover practical self-care strategies, this workshop gives teachers the tools to develop and maintain healthy habits so that they can provide exceptional social, emotional, and instruction support to their students.

PARTICIPANTS WILL LEARN HOW TO . . .

- Integrate Collins’s Five Types of Writing into every classroom, while building a healthy school climate and culture
- Use writing as a catalyst to build practices of self-reflection and healthy habits
- Recognize obstacles to cultivating self-care and learn practices and routines to protect against burnout and boredom
- Use Type One and Type Two writing to increase productivity, focus, and attention
- Retrain the typical physical responses to stress by facilitating inner awareness and self-regulation
- Make frequent writing beneficial to students and manageable for teachers

ABOUT LISA LUCAS

Dr. Lisa J. Lucas has over three decades of experience in education as a teacher, instructional coach, administrator, and consultant and is currently a professor at West Chester University. For over a decade she has been a Collins Associate, helping to improve student performance through writing and thinking across the curriculum with a focus on student engagement. Dr. Lucas has researched and developed practical self-care and stress reduction strategies for educators that integrate mindfulness and social emotional learning. She works with educators to explore how to elevate engagement in the workplace by establishing habits and routines to cultivate attention, self-awareness, and emotion regulation. For more information about Dr. Lucas see www.practicingpresence.life.

Contact us for more information.
Open Response: 18 Strategies to Improve Student Performance in All Subjects (grades 3-10)

For teachers in all subject areas, curriculum committee members, principals, supervisors, 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. 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 assessment tests and their questions
- Identify and teach general academic vocabulary that improves students’ ability to understand open response questions
- Recognize and teach content vocabulary that enhances open response answers
- Develop and integrate questions that align with high stakes 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

Contact us for more information.
Seven Sentence Building Activities to Develop Advanced Writers (grades 2-10)

For teachers 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 in language and writing. Opinion, 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 (FCAs) using Essential Conventions *Check Mate*
- Teach 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

Contact us for more information.

Collins Education Associates
West Newbury, MA
800-932-4477
info@collinsed.com
How to Painlessly Teach Essential Writing Conventions (grades 2-12)

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

With today’s 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 institute 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 standardized assessment tests.

Contact us for more information.
Tell a Story About a Time . . .
Improving Narrative Writing
(grades 2-10)

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

Narrative writing, whose primary purpose is to tell a story, is one of the most powerful forms of communication. Research shows that the human brain is wired to receive stories and as a result, stories are often cited in political, religious, and even scientific essays. In this dynamic and extremely practical workshop, teachers learn how to dramatically improve narrative writing with powerful oral, kinesthetic, and written exercises that show all students (especially ELL) how to build an effective story. It's a natural fit for Common Core Literacy Standards because the workshop uses text models to connect and develop reading, writing, and vocabulary skills.

The presenter will describe four ideas to improve narrative writing, expand on those ideas with demonstrations and activities, and provide strategies that educators can apply to their writing lessons. Throughout the workshop, participants will learn techniques to get every student involved in and excited about writing and help students take more responsibility for their own progress.

PARTICIPANTS WILL BE ABLE TO . . .
- Identify, break down, and communicate the features of effective narration to students
- Learn and use four critical strategies to improve narrative writing
- Develop lesson plans and implementation plans for a year's worth of narrative writing
- Extend narrative writing across the curriculum in science and social studies

Contact us for more information.
Selecting and Teaching Critical Writing Skills or FCAs (grades 4-12)

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

Selecting which writing skills to teach can be one of a teacher’s most difficult decisions. With so many skills to learn, where do you start? This institute will help participants select, sequence, and teach writing skills in three domains: narrative, informative, and argument (including text-dependent analysis). It will also demonstrate a step-by-step teaching model to help students understand each skill and use focus correction areas (FCAs), a key element of the Collins Writing Program. Participants will end the session by creating an action plan for the school year.

NOTE: This institute is for all teachers—those who are familiar with Collins Writing and those who are new to the program.

PARTICIPANTS WILL LEARN HOW TO . . .

- Use four basic questions to diagnose writing skills
- Plan priorities for writing improvement
- Select appropriate assessments that are aligned to state and national standards
- Create a sequence of critical writing skills for the school year
- Sequence teaching activities to helps students achieve master of essential writing skills
- Use short, frequent writing assignments to increase understanding and retention of content
- Integrate reading and writing to save time and increase comprehension

Contact us for more information.
Four Essential Writing Assignments
(grades 4-12)

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

This institute 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 standardized assessment because the essential assignments align so well with the performance tasks recommended in many states.

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 opinion and argument essays
- Help students improve scores on open-response and writing assessment tests

Contact us for more information.
Three Essential Writing Assignments
(grades 4-12)

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

Three Essential Writing Assignments 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 three key assignments that significantly impact student achievement.

The session will introduce three research-based and essential writing assignments that can be the core of a successful district-wide writing program because they give students a structure to analyze and write about complex text and content related topics.

- Vocabulary cards help students learn and retain critical general academic and domain specific vocabulary and encourages in-depth understanding of terms.
- Ten Percent Summary teaches content, enhances literacy, and improves close reading, writing, and critical thinking.
- Compare and Contrast Grids help students gather and organize information, build higher order thinking skills, and produce organized and content rich essays.

You will leave this high energy workshop fully prepared to plan, assign, and quickly evaluate assignments built around our three research-based practices.

PARTICIPANTS WILL LEARN HOW TO . . .

- Teach the three essential writing assignments
- Combine the 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
- Help students improve scores on open-response and writing assessment tests

Contact us for more information.
Designing Curriculum-Based Writing Assignments
(grades 4-12)

For teachers in all subject areas, 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 that help students prepare for high stakes writing assessments.

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

Contact us for more information.
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

Contact us for more information.