

July 2004

Dear Teacher,

The HSEAD accreditation committee has established a set of requirements for those members who teach and wish to become HSEAD accredited teachers. The requirements have been based upon information and ideas gathered from the DOR report and a teachers' questionnaire.

The majority of our members recognize that our educational goals cannot exist without excellence in teaching skills. Inspired, motivated teaching can and will promote skilled and improved craftsmanship and knowledge. We hope that by improving educational opportunities and keeping our high standards, a contribution will be made to the health and growth of the society.

Sincerely,

Patricia A. Smith, Chairman, Accreditation

Committee Members:

Carolyn Hedge

Margaret Rodgers

Helga Johnson

REQUIREMENTS FOR HSEAD TEACHER ACCREDITATION

1. A candidate for accreditation must teach a minimum three day workshop (such as Killington) and be willing to be evaluated by the participants in the class and by the evaluation committee. Members of the evaluation committee will drop in intermittently to observe the workshop in progress.
2. The preferred location for such a workshop is Killington during the HSEAD fall workshops. The rules in place for Killington must be followed. In the event that Killington cannot be used, alternative workshop arrangements must be made by the candidate and approved by the Accreditation Committee, (i.e. chapter workshops, etc.)
3. Workshops to be evaluated must be in judged categories only.
4. Candidate must contribute one pattern to the HSEAD portfolio and preferably recorded from an original.
5. Candidate must have a Lesson Plan stating what is to be taught, and what the goal should be. The latter may be different for each participant depending on varying capabilities. The workshop write up should state if a particular level of achievement is necessary for participation, (all levels, beginners, intermediate, advanced). The lesson plan should be a step by step process or outline stating how the workshop will be conducted.
6. Candidate should have achieved an “A” or “B” from judging in the discipline.
7. The candidate’s portfolio should contain a variety of patterns with one recorded from an original. It is preferred that if patterns are not from originals that they be one removed. Patterns do not have to contain all elements required for judging, but there should be at least one suitable for judging. Patterns may be worn but not sloppy and should be done by the candidate. (Many teachers purchase patterns executed by other people as well as photocopies. While these can all be used as supplemental materials, the Accreditation Committee is only interested in those patterns done by the candidate. Supplemental material may be kept at the back of the portfolio or elsewhere.
8. Copies of historical reference material and books on the subject should be available and may be used in the workshop. If provenance is known, it should be written on patterns or incorporated into the workshop.
9. Candidates must attend and complete the requirements in their discipline in the HSEAD School.
10. All participants in the workshop will be given an evaluation sheet to be completed before leaving the workshop. These will be read by the committee and the results will be relayed to the candidate. A short interview will inform the candidate if the results were either complete or incomplete.

Note: The word Accredited has replaced the word Certified. The Teacher Certification Committee is now to be known as the Teacher Accreditation Committee.

EVALUATING A WORKSHOP TEACHER FOR HSEAD ACCREDITATION

Please answer YES or NO to the following questions. If necessary add a short explanation.

PREPARATION FOR WORKSHOP

1. Was there an appropriate supply list?
2. Was the level of skill needed to participate in the workshop accurately described?
3. Was the time element for completing or developing the task appropriate?
4. Were there any teaching aids? If so, were they well prepared and helpful?
5. Was the teacher well prepared with notes, patterns and instructions?

STARTING THE LESSON

1. Was the lesson started in a positive way?
2. Were the students focused on the project?
3. Was there a relaxed atmosphere?

TEACHING TECHNIQUES

1. Was the teacher friendly and approachable?
2. If there were difficult students, did the teacher cope effectively with them?
3. Was the material clearly explained?
4. Did the teacher answer pertinent questions?
5. Were the instructions given in a clear methodical way?
6. Did the teacher take steps to remedy any misunderstandings?
7. Were the students well paced but not rushed?
8. Was there a wide range of teaching techniques and strategies?
9. Were students encouraged to be flexible and creative?
10. Was constructive criticism offered?
11. Were students aided in evaluating their own work?
12. Was the lesson closed in an organized way?

MOTIVATING STUDENTS

1. Was there positive reinforcement?
2. In mixed levels of students, were advanced students challenged?
3. Were weaker students assisted without monopolizing the teacher?

PROFESSIONALISM

1. Did the class start on time? Did the workshop stick to the timeframe?
2. Did the teacher share knowledge freely?

Circle the word that best rates this workshop. Excellent, good, average, below average
Would you take a workshop from this teacher again?

Please add any additional comments on this workshop.