

FCPS Book Study Guidelines & Facilitator Responsibilities

With principal, supervisor and/or content/curriculum specialist approval **and** the completion of the [FCPS Book Study Proposal](#), individual schools, feeder patterns, departments or content areas may be approved to offer a book study as an MSDE credit-bearing professional learning experience for staff.

Book Study Guidelines:

1. Select a text that is responsive to the unique and varied needs of staff, schools and communities.
2. Structure the book study as a **15-hour** professional learning experience (15 hours =1 MSDE CPD credit/15 PDPs).
3. Group meeting times **must occur beyond normal work hours**.
4. Book studies may be designed as “hybrid” activities – a mix of face-to-face experiences (at least 21%) and online discussions (as much as 79%). Face-to-face may occur synchronously using Google Meet. *If schools choose the hybrid format, the facilitator should have training/experience in using an online platform for instructional purposes.*
5. An FCPS staff member, who has completed the *FCPS Book Study Facilitator Training*, must serve as the facilitator for the book study.
6. No fee is charged.

FCPS Book Study Facilitator Responsibilities:

Before the Book Study	During the Book Study	After the Book Study
<ul style="list-style-type: none"> ❑ Complete the FCPS Book Study Proposal form. ❑ Complete the required, one-time <i>FCPS Book Study Facilitator Training</i> (shared via email). ❑ Determine if you want a Schoology Course created for the book study and indicate this on the <i>FCPS Book Study Facilitator Training Google Form</i> (shared via email) ❑ Review syllabus feedback; revise as needed. ❑ Share the Unified Talent registration link you receive from Nikki Pierre with interested participants. ❑ All participants must register through the Unified Talent link. ❑ Facilitators should not register through Unified Talent. 	<ul style="list-style-type: none"> ❑ Use these instructions to view your roster and course information. ❑ View these instructions if you chose to have a Schoology course created ❑ Communicate regularly with participants concerning sessions, activities, requirements and their participation. ❑ Monitor participant attendance. ❑ Monitor satisfactory completion of all assignments by participants. 	<ul style="list-style-type: none"> ❑ Within two weeks of the completion of the book study, follow these directions to award credit: <ul style="list-style-type: none"> ❑ A book study with no Schoology Course ❑ A book study with a Schoology Course ❑ Notify unifiedtalent@fcps.org that the process is complete. ❑ Inform participants that credit will be uploaded to their professional education pages within 2-4 weeks. ❑ Book study facilitators do not earn participant credit (Inquiry Group I: #24-00-05) for completing the book study. ❑ Facilitators may earn a one-time 1 MSDE CPD credit/15 PDPs for facilitating the book study by viewing this screencast and completing a request form in Unified Talent.