

NOTE: This example *includes a sufficient level of detail* to provide the context for the judgments and the supporting evidence that follows.

Sample Analytic Memo #1

Key Function Area: Deepening Teacher Content Knowledge

D. A key function of LSC projects is helping teachers deepen their understanding of the mathematics/science content addressed in the designated instructional materials they are expected to use in their classes.

1. Describe how this project approached deepening content knowledge of targeted teachers, including the amount of time and emphasis given to disciplinary content in the professional development program and the extent to which disciplinary content was integrated throughout the professional development program. (Do not include content preparation of teacher leaders in this description).

For most of this past year, the Preston LSC has focused on ensuring that teachers have a thorough understanding of the science content in the three kits they are to teach in each grade-level. The project director indicated that approximately 40% of the professional development activities this year focused on increasing participants' content knowledge. Many activities that had the purpose of deepening teacher content knowledge were integrated into sessions with other purposes. The project addressed deepening teacher content knowledge through the following sessions: 1) Introductory Kit Workshops, 2) Science Content Classes, and 3) Inquiry Workshops.

During the mandatory summer Introductory Kit Workshops, the disciplinary content of the kits was addressed to some extent, but the primary focus of these sessions was to become familiar with the materials in and the operation of the kits.

The Science Content Classes provided the participants with a more extensive engagement with science concepts. Six content classes (each one day in length), all dealing with content topics addressed in the kits, were offered during the summer and repeated again during the fall and spring. The classes, which were designed to expand on the big science concepts in the kits, were Rocks and Minerals, Lifecycles of Organisms, Food Chemistry, Bones and Muscles, Electricity and Magnetism, and Our Solar System. The project director plans on adding three more content classes next year. The SRTs (Science Resource Teachers) collaborated with scientist partners to design and deliver these classes, selecting key concepts from the manual for the kit the class was intended to support. In the science classes the content was presented at an adult level and then reflected upon by the teachers on its use with children.

Pairs of SRTs conducted the Inquiry Workshops, which were offered to interested teachers during the school year on district professional development days. The focus of these sessions was to model and discuss methods of inquiry teaching. The SRTs addressed content questions that arose during these sessions.

NOTE: This example *lacks a sufficient level of detail* to provide the context for the judgments and supporting evidence that follows.

Sample Analytic Memo #2

Key Function Area: Deepening Teacher Content Knowledge

D. A key function of LSC projects is helping teachers deepen their understanding of the mathematics/science content addressed in the designated instructional materials they are expected to use in their classes.

2. Describe how this project approached deepening content knowledge of targeted teachers including the amount of time and emphasis given to disciplinary content in the professional development program and the extent to which disciplinary content was integrated throughout the professional development program. (Do not include preparation of teacher leaders in this description).

For most of this past year, the Preston LSC has focused on ensuring that teachers have a thorough understanding of the science content in the three kits they are to teach in each grade-level. The project addressed deepening teacher content knowledge through the following sessions: 1) Introductory Kit Workshops, 2) Science Content Classes, and 3) Inquiry Workshops.