**SUBJECT MATTER EXPERT**

**and**

**CURRICULUM APPLICATION**

**DELAWARE INSTITUTE FOR EXCELLENCE IN EARLY CHILDHOOD**

**Complete all forms for Curriculum Review and Approval**

**SUBJECT MATTER EXPERT:**  An individual who exhibits a high level of expertise in performing a specialized job, task, or skill within a field. (Adapted from Dictionary Definition)

Curriculum Approval is based on the Instructor or Organization representing the ability to be a Subject Matter Expert in the listed Content Area. Please note the following instructions regarding Subject Matter Expert application. \*New changes are underlined.

1. Each Instructor must submit approval application for EACH content area in which they want to be a Subject Matter Expert. **For an organization, please complete the Sponsoring Organization Form.**
2. Content Areas:
	1. Child/Youth Development and Learning
	2. Environment and Program Design
	3. Curriculum and Instruction
	4. Social Emotional Development
	5. Observation and Assessment
	6. Health, Safety and Nutrition
	7. Family and Community Partnerships
	8. Professionalism
	9. Management and Administration
3. Subject Matter Experts are approved for three years. On-going professional development verification must be submitted for renewal (adult learning is preferred).
	1. Once approved as a Subject Matter Expert in a Content Area, there is no need to resubmit when workshop approval is requested *in that content area for three years.*
	2. *Only submit a new SME application when requesting approval for other content areas. For example; if submitted for social-emotional once and you are submitting for social emotional again you do not need to resubmit.*
4. Curriculum Approval will be dependent on showing Subject Matter Expert status in that content area.
5. Attach the following artifacts with Application for Subject Matter Expert (need only submit these once):
	1. Résumé
	2. Two Professional Letters of Reference
	3. Verification of Adult Learning and Instruction Experience and Expertise
	4. Transcripts from all Higher Education Institutions (indicate requested and sent by College)
	5. Verification of Credentials, etc. as appropriate

**SUBJECT MATTER EXPERT (SME) APPLICATION**

NAME:Click or tap here to enter text.DATE OF SUBMISSION**:** Click or tap to enter a date.

ADDRESS: Click or tap here to enter text. CITY, STATE: Click or tap here to enter text. ZIP: Click or tap here to enter text.

PHONE: Click or tap here to enter text. EMAIL: Click or tap here to enter text.

Content Area(s) for approval: Click or tap here to enter text.

[ ]  First SME Submission

[ ]  Already SME approved in these content areas:

[ ] Child/Youth Development and Learning (year DIEEC approved\_\_\_\_\_\_)

[ ] Environment and Program Design (year DIEEC approved\_\_\_\_\_\_)

[ ] Curriculum and Instruction (year DIEEC approved\_\_\_\_\_\_)

[ ] Social Emotional Development (year DIEEC approved\_\_\_\_\_\_)

[ ] Observation and Assessment (year DIEEC approved\_\_\_\_\_\_)

[ ] Health, Safety and Nutrition (year DIEEC approved\_\_\_\_\_\_)

[ ] Family and Community Partnerships (year DIEEC approved\_\_\_\_\_\_)

[ ] Professionalism (year DIEEC approved\_\_\_\_\_\_)

[ ] Management and Administration (year DIEEC approved\_\_\_\_\_\_)

Experience in Content Area: be specific with experience related to teaching, supervising, mentoring etc. in the appropriate content area(s) listed above.

Click or tap here to enter text.

Résumé Updates (if applicable): list any new certifications, experiences or education since résumé was submitted:

Click or tap here to enter text.

**SPONSORING ORGANIZATION INFORMATION (IF APPLICABLE)**:

NAME OF ORGANIZATION Click or tap here to enter text.

CONTACT PERSON Click or tap here to enter text. ROLE IN ORGANIZATION Click or tap here to enter text.

ADDRESS Click or tap here to enter text.

EMAIL Click or tap here to enter text. PHONE NUMBER Click or tap here to enter text.

BRIEF DESCRIPTION OF ORGANIZATIONAL FAMILIARITY WITH SUBJECT MATTER: Please describe how the organization will insure instruction of the content area in a professional and expert way.

Click or tap here to enter text.

NAMES OF INSTRUCTORS ASSIGNED:

Name Click or tap here to enter text. Role Click or tap here to enter text.

Expertise Area: Click or tap here to enter text.

Name Click or tap here to enter text. Role Click or tap here to enter text.

Expertise Area: Click or tap here to enter text.

Organization status: [ ] for-profit [ ] non-profit

**SUBJECT MATTER EXPERT**

**CHECKLIST FOR ARTIFACT SUBMISSION**

Use this checklist to ensure SME application is complete BEFORE submitting paperwork.

|  |  |  |
| --- | --- | --- |
| **ARTIFACT:** | **DESCRIPTION:** | **ADDITIONAL INFORMATION:** |
| SME Application | [ ] Includes Name[ ] Includes Business/Organization (SPONSORING ORGANIZATIONS **ONLY**)[ ] Includes Contact information[ ] Includes Request for SME status for \_\_\_\_ workshop in \_\_\_\_ content area[ ] Includes Relevant Experience in Content Area[ ] Includes Resume Updates | **Must be submitted with each new workshop.** |
| A. Résumé | [ ] Includes Education/Degrees* + Bachelor’s Degree plus three years’ experience.
	+ Master’s Degree plus two years’ experience.

[ ] Includes a brief, no more than 25 word, bio that can be shared. [ ] Includes Experience facilitating adult Instruction[ ] Includes Work history[ ] Includes Professional development within last three years. | *Examples Could Include:*ConferencesStaff workshopsIn-serviceDIEECOther organizations (include contact information) |
| B. Reference Letters | [ ] Includes two Professional References [ ] References are signed and sent by writer (NOT applicant) directly to DIEEC[ ] Includes contact information of reference | **Mail or Email scan/fax must include contact information for your reference.** We may contact them for further information.**One reference must have observed you instructing adults.** They should include evaluative information about your instruction of adults. |
| C. Adult Instruction Training or Education | [ ] Certificates and/or Transcripts included | *Examples Could Include:*Relationship Based Adult Learning (From DIEEC) College TranscriptsMaryland or PA KeysHuman Resources DegreePublic Speaking courseLeadership Course (NOT workshop)Johnson and JohnsonMcCormick FoundationATD |
| D. Transcript(s) | [ ] Transcripts included | **Official transcripts should be sent directly to DIEEC from Institution.** Transcripts only needs to be sent once for your file.Address:Delaware Institute for Excellence in Early ChildhoodUniversity of Delaware Department of Human Development & Family Studies111 Alison Hall WestNewark, DE 19716**ATTN: Michele Portello** |
| E. Credential(s) or Certification(s) (as appropriate) | [ ] Credential(s) or Certification(s) related to content area…[ ] Child/Youth Development and Learning[ ] Environment and Program Design[ ] Curriculum and Instruction[ ] Social Emotional Development[ ] Observation and Assessment[ ] Health, Safety and Nutrition[ ] Family and Community Partnerships[ ] Professionalism[ ] Management and Administration | *Examples Could Include:*ERSInclusion CredentialPreschool CredentialAdministrator CredentialInfant Toddler CredentialState teaching license WIDACDA |

**CURRICULUM APPLICATION**

**The following information should be included in entirety: 1) Application with logistical information; will be used in publishing workshop information when listed on the registry 2) Outline; will be used in validating presentation modes, adult learning principles as well as sequence/timing 3) Activity Charts; will be used in assessing activity alignment to workshop objectives and adult learning theory.**

**For resources to support workshop development or alignment with adult learning principles, and other research information that guides review and approval, please see posted resources online. (list web address)**

APPLICANT NAME: Click or tap here to enter text. DATE:Click or tap here to enter text.

ADDRESS: Click or tap here to enter text. CITY, STATE: Click or tap here to enter text. ZIP: Click or tap here to enter text.

PHONE: Click or tap here to enter text. EMAIL:Click or tap here to enter text.

ORGANIZATION/AFFILIATION (if applicable): Click or tap here to enter text.

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| 1. **Logistics of the Training**
 | * Title: Click or tap here to enter text.
* Mode:

[ ] In-person [ ]  Online * Offered in any other language? [ ] Yes [ ] No

If yes, what language: Click or tap here to enter text.* Maximum number of participants: Click or tap here to enter text.
* Number of clock hours:Click or tap here to enter text.
* Number or sessions to complete clock hours: Click or tap here to enter text.
* Intended audience: Click or tap here to enter text.
 |
| 1. **Content Area**
 | [ ] Child Development and Learning[ ] Environment and Program Design[ ] Curriculum and Instruction[ ] Social Emotional Development[ ] Observation and Assessment[ ] Health, Safety and Nutrition[ ] Family and Community Partnerships[ ] Professionalism[ ] Management and Administration[ ] Other:  |
| 1. **Level of Training**
 | [ ] Introduction (little to no prior knowledge of topic required) [ ] Intermediate (specialized topics or requires prerequisite) [ ] Advanced (complex and/or requires completion of outside projects, completes hierarchy)  |
| 1. **Description of Session**
 | For marketing purposes, in 75 words or less, write a brief description: Click or tap here to enter text. |
| 1. **Training Resources and References**
 | List resources (at least 50% within last five years) used to develop curriculum.Click or tap here to enter text. |
| 1. **Summative Evaluation Method**
 | Include a copy of the assessment(s) used to determine the effectiveness of your training.  |
| 1. **REQUIRED Artifacts:**
	* **OUTLINE TEMPLATE-see following pages**
	* **ACTIVITY CHART TEMPLATE-see following pages**
	* **TEACHING NOTES (may be in PowerPoint notes, or a Word document)**
 | Must be included in application. |
| 1. **Artifacts if applicable:**
	* **HANDOUTS**
	* **POWERPOINT (or PREZI)**
 | If any additional artifacts are used in the workshop include in application. |

**Complete ONE of the following charts to show the scope and flow of the submitted workshop. Use the fillable spaces to provide required information. A sample can be found online at**

**OUTLINE TEMPLATE**

**Use as many rows as needed for your workshop. It is not required to use all rows.**

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| **DELAWARE STARS STANDARDS (www.delawarestars.udel.edu/standards/)**Align workshop to DE Stars Standards and DE Professional Competencies.Click or tap here to enter text. |
| **DELAWARE PROFESSIONAL COMPETENCIES: (https://dieecpd.org/early-childhood-professional-competencies)**Click or tap here to enter text. |
| **Overall Course Objectives (list all):** 1 per hour of instruction. Show use of Bloom’s Taxonomy.Click or tap here to enter text. |
| **Objective #** | **Slide(s) in PPT** | **Sequence** **(Brief summary/statement listing order of events throughout workshop. Note activities and handouts when applicable)** | **Allotted Time****(# minutes)** | **Training Methods****(use variety- see** [**Learning Pyramid**](http://tinyurl.com/hqtvu8q)**)** |
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**ACTIVITY CHARTS (complete one for each activity; up to five total. If you have more than five activities use the same criteria to describe the remaining activities in teaching notes)**

**A sample of an activity chart can be found online at (need web address)**

**ACTIVITY CHART TEMPLATE**

**#/Name:** Click or tap here to enter text.

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| **OBJECTIVE from overall workshop:** Click or tap here to enter text.(list the objective from the outline that the activity relates to) |
| **TITLE** | Click or tap here to enter text. |
| **PURPOSE***How will the activity help participants gain knowledge toward objective?* | Click or tap here to enter text. |
| **MATERIALS** | Click or tap here to enter text. |
| **PROCEDURE***Give detailed sequence of how to begin the activity through completion of activity.* | Click or tap here to enter text. |
| **QUESTIONS/****EVALUATION***What questions will you ask to check for understanding?* *How will you evaluate the learning of the participants?**How will you know if participants meet the objective?* | Click or tap here to enter text. |

**ACTIVITY CHART TEMPLATE**

**#/Name:** Click or tap here to enter text.

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**CURRICULUM APPLICATION**

**CHECKLIST FOR SUBMISSION**

Use this checklist to ensure curriculum application is complete BEFORE submitting paperwork

WORKSHOP TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORKSHOP CODE (DIEEC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
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| **CRITERIA** | **DESCRIPTION** |
| 1. Logistics of Training
 | [ ] Title aligned with content area[ ] In Person [ ] OnlineHours:Click or tap here to enter text.# of sessions:Click or tap here to enter text. |
| 1. Level of Training
 | [ ] Introduction [ ] Intermediate [ ] Advanced |
| 1. Content Area

(SME included) | [ ] Child Development and Learning[ ] Environment and Program Design[ ] Curriculum and Instruction[ ] Social Emotional Development[ ] Observation and Assessment[ ] Health, Safety and Nutrition[ ] Family and Community Partnerships[ ] Professionalism[ ] Management and Administration[ ] Other: |
| 1. Description
 | For advertising purposes. |
| 1. Resources
 | At least 50% within last five years. APA format, current and relevant, cited in notes |
| 1. Evaluation
 | Summative evaluation included. |
| 1. OUTLINE TEMPLATE
 | [ ] Stars Standards[ ] DE Competencies[ ] Teaching Sequence[ ] Objectives: 1 per hour of instruction, use of Bloom’s Taxonomy[ ] Training Methods: Uses mixed training methods aligned with adult learning theory.  |
| 1. ACTIVITY CHART

TEMPLATE | Include: [ ] process and [ ] procedure; [ ] alignment to objectives |
| 1. Handouts
 | [ ] Relevant to objectives[ ] Proper copyright usage |
| 1. Power Point (if applicable)
 | [ ] Proper grammar and spelling[ ] Objectives listed[ ] Limited use of text[ ] Divided into logical sections and sequence[ ] Includes Diversity [ ] Visually appealing and cohesive (color palette and font) |
| 1. Teaching Notes
 | [ ] Detailed teaching notes included: regarding content, process and procedure, cite resources (may be in PowerPoint notes, in a Word document)[ ]  Content is culturally responsive |