**West Virginia State University**

**College of Professional Studies Department of Education**

**Professional Development (PD) Reflection Outline**

This document is intended to demonstrate thoughtful reflection after participating in a Professional Development event. Each is to be typed and professionally prepared.

To receive credit for the PDUs, the candidate must provide verification of attendance for the activity (such as a certificate of completion, signed activity description, or registration handouts) and complete the Professional Development Reflection Outline form available at the Education Department website.

It is the responsibility of the candidate to complete the documentation and submit it to a WVSU Education Department professor for a signature. Professors will give the document to the Administrative Assistant, certificates will be made and emailed to the candidate. When the emailed certificate is received by the candidate, the original PDU form is ready for pick up in the Education Department central office, Wallace 629. Allow 2 weeks for the certificate to be completed.

It is also expected that candidates keep these documents either electronically and/or in a personal, up-to-date Professional Development file in preparation for the Capstone phase of the program. The PDU forms **will not** be placed in the official folders of the candidates.

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| ***Name:***  ***Email Address:*** | ***Major Content Area:*** | ***Circle one:***  ***FR SOPH JR SR*** |
| ***PD Topic/Title:*** | ***PD Date:*** | ***Current Education Course:*** |

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PD Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please respond to the following prompts:**

1. Summarize the key points you learned from this Professional Development experience.
2. Discuss how these key points connect to your content area.
3. Share how you might use this new information in your future classroom.

*Note: Upload this completed documentation to your professional portfolio along with your verification of attendance.*