PROTOCOL FOR PRESENTATIONS

While your training provides a transition into leadership in your school, we discourage you from offering your full presentation during working hours there. If TC's choose to arrange presentations on their own, they may NOT characterize the workshop as AWP-sponsored or identify themselves as AWP consultants. Remember that the AWP provides a fee-based service to school systems that results in you being paid for your research and preparation time. The AWP Inservice model exists to protect you from being exploited and also protects the AWP from liability. Again, all representations on behalf of AWP should be arranged by me or Grace Bradshaw; as director, I am ultimately responsible for presentations designated as AWP so I need to be aware each time one takes place and be given the evaluation results. If this policy is unclear, please email me for clarification. This policy follows the model set by the National Writing Project and Virginia Writing Project network.

INTELLECTUAL PROPERTY:
Presentations designed by AWP TC's or outside presenters who are training AWP TC's remain the intellectual property of the teacher who designed them and may not be replicated by another TC or outside presenter. While secondary materials such as published articles and worksheets may appear in presentations where there is overlap, an original work—such as slides, graphics, or text from a PowerPoint presentation, for example—remains the sole property of the person who created it. Do not copy someone else's titles or lesson plans; should you want to use primary material, please contact the author and request permission to use it and cite the author. Furthermore, downloading lesson plans or packets of materials from the Internet is discouraged; instead, direct your audience to those links.

Presentations should contain original student samples developed from the presenter's classroom research. I realize in some cases that TC's may borrow samples from other teachers; in that case, you must have permission from the teacher to use those samples and the students should remain anonymous.

The AWP presentation model is as follows:

- Presentations are developed as a result of classroom research conducted by the presenter alone and are original
- Samples are presumed to have been developed in the presenter's classroom unless otherwise specified
- Presentations should have a theoretical base
- Presentations should identify the SOL's covered
- Presentations using secondary (published) material should be cited
- Primary material such as powerpoint presentations, pictures, rubrics or worksheets should be the presenter's original creation; if not, the presenter should have permission from the original author and should use those materials in a limited capacity.

We have some excellent presenters with wonderful presentations in our organization. My hope is that we continue to expand our menu of workshops with ideas that teachers may not readily find anywhere else.

Thanks everyone. As always, if you have questions, please contact me.

Amy