



**Baldwin County School District - Georgia College**

**Professional Development School Partnership**

**Procedure to Initiate Partnerships**

Compose a memorandum that includes a full description of the following:

1. A description of the partnership activity

	* Purpose of partnership activity
	* List the school site, if one has been identified
	* Involvement of teachers and students
	* Benefits of this activity or project
	* Requirements of the school site (i.e., classroom space for number of students, field based assignments, faculty co-teaching, etc.)
2. For courses taught on site, include:

	* A course schedule of meeting days and times
	* List the school site if one has been identified
	* Activities and assignments of the course
	* Requirements of the school site (i.e., classroom space for number of students, field based assignments, faculty co-teaching, etc.)

Send this memorandum to:

 Dr. Sandra Webb, Associate Professor

 Professor in Residence, Baldwin County Schools

 sandra.webb@gcsu.edu

Upon receipt of your memorandum, the proposed partnership will reviewed by Dr. Noris Price, Superintendent of Baldwin County Schools. Further information from the school will be considered, and you will be contacted as soon as this preliminary review is completed.