PROFESSIONAL LEARNING LOG

Quick Reference Guide | St. Johns County School District

When is a learning log required?

Complete a Professional Learning Log when requesting inservice points for training not provided by St. Johns County School District. Find the log under "Forms" on the Professional Learning website. Click here to access the fillable Learning Log.

How to complete your log

1. Complete a separate learning log for each workshop attended. Please include workshop details on the cover of the learning log.

2. Enter the date and start–finish time for each learning session within the workshop, conference, etc.

3. For each session, include the learning objective and a reflection summarizing what you learned and how you will apply it to your role.

4. Calculate the total eligible training hours. *Exclude breaks, lunch, meetings, and contracted work.*

Required supporting documentation

☐ Completed Professional Learning Log

☐ Workshop registration form or email showing the participant's name

☐ Agenda with itemized session times attended highlighted or circled

☐ Certificate of completion showing hours, if provided

Important reminders

- Inservice points are awarded for training/learning only. Meetings and contracted work are not eligible under the District Master Inservice Plan. Break and lunch times must not be included in the hours requested.
- Please email your completed learning log and supporting documents to professionallearning@stjohns.k12.fl.us

See the original completed learning log on the following pages for an example of session-by-session reflections.

Date	Time (Start-Finish)	Required* 1) Learning objective for each session 2) Summary of your learning (How it applies to your role?) *A separate Word document should be attached if more space is needed.
Monday, July 13	1:00 - 2:00 pm	By Teaching We Learn: Models for Student-led Mentorship Peer teaching is a powerful strategy that has lasting impact for both mentor and mentee. By implementing this student leadership model we can extend our instructional reach and foster character and 21st century skills. I look forward to establishing this role-model structure with our school's robotics team for foster engagement, participation, and outreach to our community
Monday, July 13	2:30 - 3:30 pm	CS Coaching for Beginners: Strategies to Launch, Learn, and Lead Great session with actionable steps to create a 90-day and a year at a glance plan with resources aligned to school goals and priorities to guide STEM instruction. I will be using this resources first hand to improve my teaching but also as a CET to guide pre-service educators.
Tuesday, July 14	9:30 -10:30 am	Programming in Motion: Teaching CS with Physical Activities It has been demonstrated that multi-modal learning creates stronger neural pathways, reduces cognitive barriers for beginners and boosts engagement, equity, and differentiation. Teaching the basic concepts of computer science can be done unplugged using movement and games to create the schema to support later learning of programming languages. These unplugged strategies will be specially useful with ESE and ELL students in my classroom.
Tuesday, July 14	11:00 am - 12:00 pm	Cooking Up Your First Algorithm Algorithmic thinking and algorithmic logic is a crucial skill to be successful in computer science. Being able to create flowcharts to trace algorithms is usually taught in dry and boring lessons in high school. I feel that using a simple recipe (like how to make a PB & J sandwich) is a much more fun way of teaching even young children using physical logic models that require them to use sequencing, selection and iteration to create simple flowcharts demonstrating their algorithmic thinking and understanding of control structures
Wednesday, July 15	1:30 - 2:30 pm	Music and Programming Platforms for Classroom Teaching: a review There is a clear connection between music and computational thinking, rhythms are loops, melodies are sequences; computing is at the core of modern electronic music. Mflow (mflow.sciencemusic.org) is a programming platform with a low floor to be used with elementary school but a high ceiling that allows them to grow in their programming skills and develop creativity. The site was develop by music/sound scientists at the university of California and offers great physical science lessons about sound as well as programming.
Total Hours Requested _____		

Date	Time (Start-Finish)	Required* 1) Learning objective for each session 2) Summary of your learning (How it applies to your role?) *A separate Word document should be attached if more space is needed.
Wednesday, July 15	3:00 - 4:00 pm	Experience AI: What we've learned about teaching AI literacy Raspberry Pi Foundation AI Literacy lessons for upper elementary. Students must develop the ability to critically evaluate digital technologies (AI) and their application, design and use technology for good. They should be able to engage with changes in technology and make choices on the role they want it to play in their lives.
Total Hours Requested 6		

SJCSD Professional Learning Log *

* **Please note:** *If you are seeking inservice credits that will count towards the SWD Certification Renewal Requirement, please complete the Application on the Professional Learning (PL) web page and Receive Approval* ***before attending the event****.*

This form is used to apply for inservice points for professional learning opportunities (PLO) that take place outside the district or that are not preapproved as indicated on the district's Professional Learning webpages. **A separate learning log must be submitted for each PLO.**

Submit the following required documentation to the Department of Leadership and Professional Learning **within 30 days** of attending any PLO. Professional Learning Logs submitted **beyond 60 days** may be significantly delayed before being processed. **Submission options**: 1) Upload in Business Plus, 2) Submit to your school/department professional learning contact, 3) email the Department of Leadership and Professional Learning, or 4) send via inter-office mail.

Name & Employee Number:	**School/Department:**	**Principal/Supervisor**	
Professional Learning Activity Title		**Start Date**	**End Date**

Type of Professional Learning Activity

___PLC ___Peer Mentoring/Coaching ___Classroom Observations ___Supervising Interns/Practicum ___Conference/Seminar

___Other (explain) _____

Required Documentation

(1) Both pages of the Learning Log, (2) a copy of the program agenda with the times of sessions attended highlighted or circled, (3) Evidence of Registration for the Event (4) An official certificate of completion with the participant's name, date(s) of the event. Any submission without a certificate of completion will be reviewed and approved on an individual basis.

This section is to be completed by the SJCSD Department of Leadership and Professional Learning Staff.

_____	_____	_____	_____
Signature	Date	Component	Points

Date	Time (Start-Finish)	Required* 1) Learning objective for each session 2) Summary of your learning (How it applies to your role?) *A separate Word document should be attached if more space is needed.
Total Hours Requested _____		