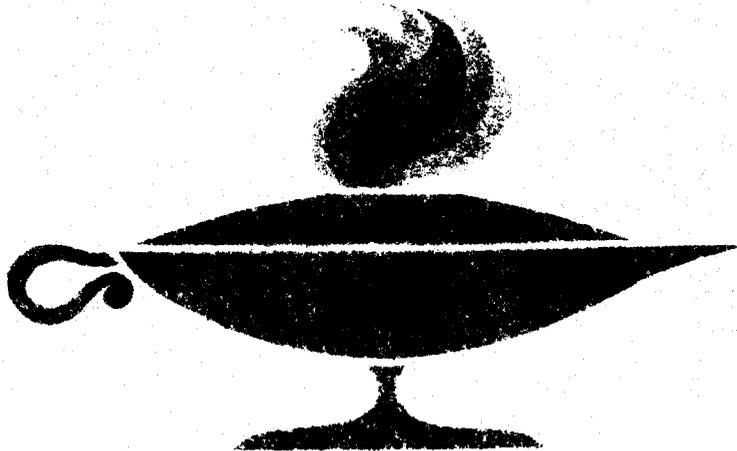


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Professional Development for Oregon Extension Workers



Extension workers are on the leading edge of change. Their duties take them where the action is—with the managers of farms, forests, marine resources, communities, homes, businesses, and youth leaders. To keep up-to-date in subject technology for this action presents a challenge to you and all Extension staff members.

Subject matter expertise alone does not make an effective Extension educator. Your ability to assess and evaluate needs and to transfer applicable technology from the source to the user is important to success. The development of these abilities is often neglected in a subject-matter degree program. Therefore, you may have to acquire these abilities through other professional development efforts.

To maintain a high level of proficiency in both subject matter and program delivery techniques, the OSU Extension Service provides you with numerous opportunities for professional improvement.

In-Service Training

A major responsibility of Extension subject matter specialists is to provide subject-matter training

for field staff members. Some of this responsibility is carried out through consultation, newsletters, and direct correspondence. In addition, training meetings, conferences, and workshops are conducted by the specialists. These training events are scheduled to provide each county agent from 10 to 15 days training annually. These are scheduled and coordinated by the staff development leader and a training schedule is issued twice each year.

The broad objective of in-service training is to help you keep up to date in subject matter, in planning effective educational programs, and in effective methods of delivery.

Professional Scientific Meetings

Extension policy recognizes professional scientific meetings as professional improvement. These may be subject-oriented, or meetings of national organizations of Extension workers.

If budget funds are available, reimbursement for transportation, expenses en route, and registration fees can be obtained. Attending such meetings must have the approval of your supervisor.

OREGON STATE UNIVERSITY EXTENSION SERVICE



Professional Reading

A reference library is maintained in each county Extension office and all staff have access to the OSU Library.

As your own professional improvement responsibility, you are encouraged to subscribe to professional journals, including the Journal of Extension. The national Extension organizations endorse the Journal of Extension as a professional journal for all Extension workers.

Other Professional Improvement Activities

You are urged to pursue special study activities every three to five years. Up to three weeks study leave on duty status can be granted for such study, including travel. This is a privilege rather than a right, and administrative approval is based on continuance of necessary work.

A number of state, regional, and national activities are scheduled annually. These may be summer workshops at Oregon State University, regional Extension-sponsored workshops, or regularly scheduled Extension schools. The Western Regional

Extension Winter School is held annually in late January and early February at the University of Arizona, Tucson. The National Extension Summer School is held annually in mid-June at Colorado State University, Fort Collins.

Sabbatical Leave

Academic staff members are eligible for sabbatical leave after six years of continuous service. Sabbatical leave is granted for purposes of advanced study, research, writing, and certain kinds of travel or related scholarly or professional activity. Such leave is granted only when it can be shown that you are capable of using this period of sabbatical leave in a manner that will make you of greater service to Oregon State University and to the state.

Staff members employed on a fiscal-year basis are eligible for one of the following types of leave:

1. One year (twelve months) on one-half salary during the period of sabbatical leave; or
2. Two-thirds of a year (eight months) on five-eighths salary during the period of sabbatical leave; or
3. One-third of a year (four months) on full salary during the period of sabbatical leave.

Make application for sabbatical leave through your immediate supervisor. Application forms can be obtained from Budgets and Personnel Service, AdS A520, Campus. Final approval must be granted by the University president and the chancellor of the State System of Higher Education.

College and University Courses

As employees of the State System of Higher Education, all staff members (academic and classified) may enroll in any State System Institution for a reduced tuition fee. One course is allowed (up to five credit hours) each term if it does not interfere with your work load.

FINANCING PROFESSIONAL DEVELOPMENT

Budget funds may be used for the following types of training and educational activities:

- A. Training offered on the In-Service Training Schedule.
- B. Training offered through the U.S. Civil Service Commission or the Personnel Division of State Government if you are asked to enroll in the training by your supervisor.

C. Travel expenses and registration fees for attendance at professional meetings.

D. Purchase of approved reference books for the Extension Library.

Educational expense for other types of professional improvement are the financial responsibility of the individual staff member. These include:

A. Summer school, winter school, and special workshops

B. Sabbatical leave programs

C. Degree programs

D. Dues for professional organizations

E. Subscriptions to professional journals

To aid staff members in pursuit of independent professional development, the following grant programs are provided:

A. Extension Fellowship Fund

The Extension Fellowship Fund was established in 1969 to provide financial assistance for both academic and classified staff to pursue professional development activities. Many Extension staff and supporters have contributed to this endowment fund. The earnings are distributed as grants to staff members whose applications are approved by a committee appointed by the direc-

tor. The committee has established the following priorities for approving grants for academic staff.

(1) Staff members seeking an advanced degree

(2) Professional improvement through Extension summer and winter schools

(3) Special workshops and activities not normally funded from regular budgets

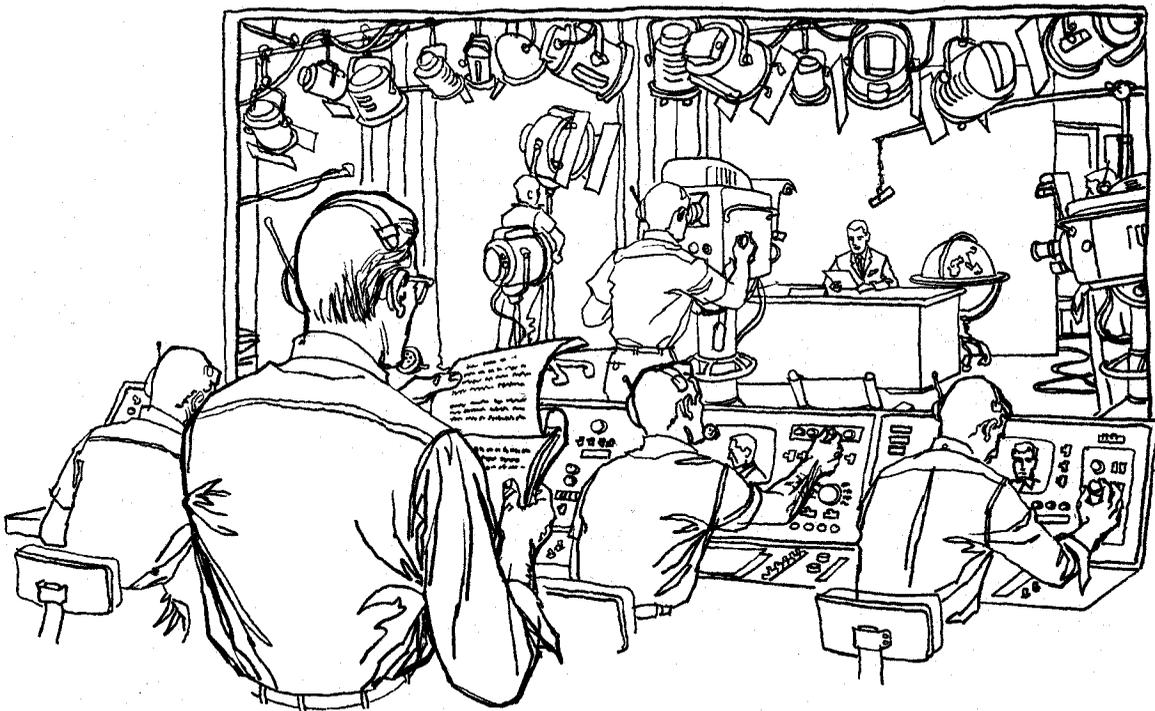
(4) Assistance on other sabbatical leaves

Make application through the staff development leader.

B. Staff Development Fellowships

The OSU Foundation provides about \$5,000 annually to assist OSU faculty, particularly those in the lower ranks, in carrying out activities that will contribute to their professional development. This program is supplemented by state funds allocated by the dean of faculty. Grants provide partial support for activities such as research or other scholarly endeavors, participation in institutes and workshops, summer studies, and special projects during sabbatical leaves.

Grants normally are made each quarter, following the application due dates of October 15, December 15, March 15, and June 15, but requests may be considered at other times. You can obtain

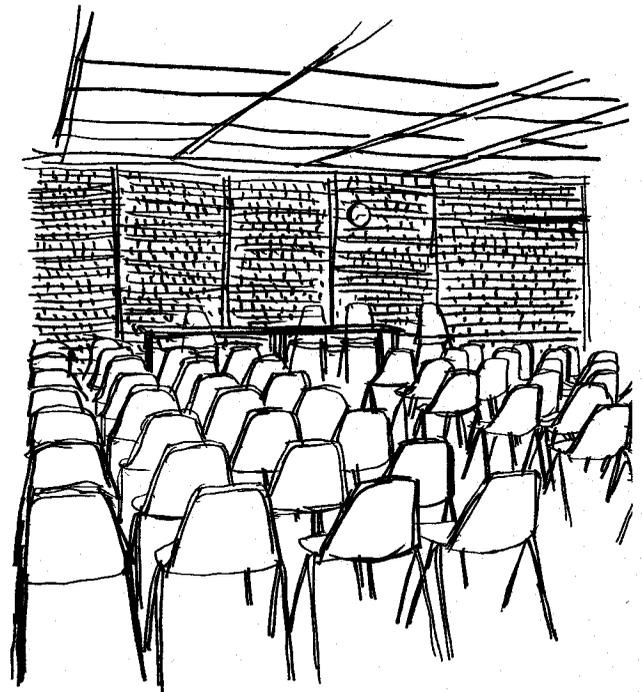


application forms from the dean of faculty or from the Extension staff development leader.

C. OSU Foundation Travel Grants

Oregon State University Foundation travel grants are provided from private gifts and are awarded to permit faculty to attend academic meetings and other functions important to their professional pursuits.

Deadlines for acceptance of travel grant applications are September 20, November 20, February 20, and May 20. Due to the limited funds, funding for approved grants is normally at the rate of 60 percent of the round trip air coach fare—regardless of the actual transportation mode used. Obtain application forms from the OSU Foundation or from the Extension staff development leader.



Farm Foundation Fellowships

The Farm Foundation, in Chicago, offers fellowships up to \$4,000 for Extension workers to pursue graduate studies. Courses should deal with educational administration and methodology, with emphasis on agricultural economics, rural sociology, psychology, political science, or agricultural geography.

Priority is given to Extension workers with administrative responsibility. Applications are due March 1 each year.

departments at Oregon State University, Portland State University, and the University of Oregon. Catalogs for these, as well as most universities in the United States, are available in the OSU Library.

Other Scholarships and Fellowships

A number of scholarships and fellowships are provided nationally either by organizations or universities. These are outlined in a publication *Extension Staff Development Opportunities*, sent to all staff members annually (usually in January).

If you plan to begin a degree program or an extended educational activity, refer to *Extension Staff Development Opportunities* or the *General Catalog* for a particular institution of higher learning. A number of assistantships are offered in many

Procedure for Obtaining Study or Professional Leave

Staff members who wish to participate in independent staff development activities that take them away from their normal work location are requested to confer with both their immediate supervisor and their area supervisor (county staff) or program leader (central staff).

If out-of-state travel is required, an out-of-state authorization request is required four weeks prior to departure. This does not apply to travel during sabbatical leave.

