

## SUGGESTED TEAM TIMELINE FOR 1<sup>st</sup> YEAR TEACHERS

### FIRST OF TWO MODULES SEPTEMBER 2016 – JANUARY 2017

#### From September 5, 2016 – October 3, 2016:

Use “*Mentoring Module Guidelines*” located at [www.CTTEAM.org](http://www.CTTEAM.org)

- Explore the *Common Core of Teaching (CCT)* with mentor, noting the alignment with the *TEAM modules*.
- Review with mentor *TEAM module #1* – classroom environment.
- Complete *Common Core of Teaching Performance Profile* with mentor.
- Develop *Professional Growth Action Plan (PGAP)* with mentor.  
**Note:** Professional resources must be identified early to allow sufficient time for Library Media Center to order them. (3 – 4 weeks)
- **By October 5, 2016: Have meeting with principal:** share PGAP, discuss possible resources, and have him/her sign off electronically on plan. (See “*Mentoring Module Guidelines*” step #2 E & F)

**Note:** You have now completed steps #1 and #2 of the “*Mentoring Module Guidelines*”.

#### From October 5, 2016 – October 31, 2016:

- Utilize professional resources to create a plan for implementation.
  - Read professional books and articles, visit classrooms, meet with mentor and other colleagues, attend professional development workshops, etc...

#### From October 31, 2016 – December 5, 2016:

- Implement and complete plan. (See “*Mentoring Module Guidelines*” step #3).  
**Note:** We strongly suggest that you complete the *on-line journal* on a daily basis and use your entries to help write your final reflection paper.

**From December 5, 2016 – December 21, 2016:**

- Write reflection paper and submit to mentor for review. (See “*Mentoring Module Guidelines*” step #4).
- (This should be your personal 2<sup>nd</sup> or 3<sup>rd</sup> draft).

**From December 21, 2016 – December 27, 2016:**

- Revise reflection paper with mentor’s assistance.

**By January 27, 2017:**

- Have reflection paper signed-off electronically by mentor.
- Submit final reflection paper on [www.CTTEAM.org](http://www.CTTEAM.org)

**Note:**

*Italicized documents* are on the CTTEAM website – [www.CTTEAM.org](http://www.CTTEAM.org)

**SUGGESTED TEAM TIMELINE  
FOR 1<sup>ST</sup> YEAR TEACHERS**

**SECOND OF TWO MODULES  
JANUARY 2017 – JUNE 2017**

**From January 29, 2017 – February 13, 2017:**

Use “*Mentoring Modules Guidelines*” located at [www.CTTEAM.org](http://www.CTTEAM.org)

- Explore the *Common Core of Teaching (CCT)* with mentor, noting the alignment with the *TEAM modules*.
- Review with mentor *TEAM module #2* – planning.
- Complete *Common Core of Teaching Performance Profile* with mentor.
- Develop *Professional Growth Action Plan (PGAP)* with mentor.

**Note:** Professional resources must be identified early to allow sufficient time for Library Media Center to order them. (3 – 4 weeks)

- **By February 15, 2017: Have meeting with principal:** share PGAP, discuss possible resources, and have him/her sign off electronically on plan. (See “*Mentoring Module Guidelines*” step #2 E & F)  
**Note:** You have now completed steps #1 and #2 of the “*Mentoring Module Guidelines*”.

**From February 15, 2017 – March 14, 2017:**

- Utilize professional resources to create a plan for implementation.
  - Read professional books and articles, visit classrooms, meet with mentor and other colleagues, attend professional development workshops, etc...

**From March 14, 2017 – April 10, 2017:**

- Implement and complete plan (See “*Mentoring Module Guidelines*” step #3).  
**Note:** We strongly suggest that you complete the *on-line journal* on a daily basis and use your entries to help write your final reflection paper.

**From April 10, 2017 – May 15, 2017:**

- Write reflection paper and submit to mentor for review (See “*Mentoring Module Guidelines*” step #4).
- (This should be your personal 2<sup>nd</sup> or 3<sup>rd</sup> draft).

**From May 15, 2017 – May 19, 2017:**

- Revise reflection paper with mentor’s assistance.

**By May 31, 2017:**

- Have reflection paper signed-off electronically by mentor.
- Submit final reflection paper on [www.CTTEAM.org](http://www.CTTEAM.org)

**Note:**

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