

Pilot Schedule of Activities for the Intern

Cycle 1 observations and committee meetings must be held between 1-60 instructional days from Orientation.

Cycle 2 observations and committee meetings must be held between 61-110 instructional days from Orientation.

Cycle 3 observations and committee meetings must be held between 111-140 instructional days from Orientation.

REFER TO THE TPA HANDBOOK FOR REGULATORY AND PROCEDURAL INFORMATION ONLY

Prior to Orientation Meeting, you will:

- Access the **Pilot KTIP Sources of Evidence** from the EPSB website. <http://www.epsb.ky.gov/internships/ktip.asp>
- Set up your account with the EPSB for your user ID and password (have this information available at each committee meeting).
- Meet with your Resource Teacher.
- Complete and sign the Intern Information Sheet template.
- Complete the *Self-Assessment and Reflection* document.
- Identify possible *Collaborative Leadership Plan* ideas.

During Orientation Meeting, you and your committee will:

- Review all materials, processes, and procedures, and discuss expectations.
- Discuss self-assessment results as they will relate to *Professional Growth Planning and Self-Reflection*.
- Discuss *Student Voice Survey* process and when it will be administered by KDE. It is suggested that the survey be completed during Cycle 1 and Cycle 3. The *Student Voice Survey* is available on EPSB website.
- Access and become familiar with the document *Think and Plan Guidance for Developing Growth Goals* located at: <http://education.ky.gov/teachers/PGES/Pages/Student-Growth-Page.aspx> by clicking on the link [Think and Plan Tool with Guiding Questions](#) near the bottom of the page.
- Discuss possible *Collaborative Leadership Plan* ideas and agree upon the plan you will implement.
- Set the timelines for completing all sources of evidence.
- Sign off on the Orientation Meeting in the Intern Management System (IMS).
- Work with committee members to set the observation and committee meeting dates.

Prior to Cycle 1 Committee Meeting, you will:

- Complete the *Lesson Plan* and submit electronically to the appropriate committee members prior to the observation.
- Complete the *Post-Observation Document* **no later than two days after each observed lesson** and submit electronically to the appropriate committee members.
- Work with your resource teacher to determine needs and set learning goals for student growth using the *Think and Plan Guidance for Developing Growth Goals* document. Submit progress electronically to committee members.
- Work with your resource teacher to identify your strengths and priority areas for growth and possible types of professional development needed for *Professional Growth Planning and Self-Reflection (PGP)*.
- Based on the task completion timeline set at the Orientation Meeting, work on the *Collaborative Leadership Plan* proposal. Electronically submit the *Collaborative Leadership Plan* proposal to your committee members for their review and approval prior to implementing the plan.

During Cycle 1 Committee Meeting, you and your committee will:

- Discuss the analytic and holistic scores and supporting evidence for the Danielson Domains as they relate to the Kentucky Teacher Standards. Focus on strengths and priority areas for growth identified by the committee during Orientation.
- Agree upon the professional growth activities for Cycle 2 and identify assistance and other documentation needed for these activities. Initiate *PGP* document.
- Discuss *Collaborative Leadership Plan*. Plan must be approved by your committee before implementation.
- Discuss needs and student growth goals on the *Think and Plan Guidance for Developing Growth Goals* document.
- Clarify expectations for Cycle 2.
- Sign off on the Cycle 1 Committee Meeting in IMS.
- Review dates for observations and committee meetings.

Prior to Cycle 2 Committee Meeting, you will:

- Complete the *Lesson Plan* and submit electronically to the appropriate committee members prior to the observation.
- Complete the *Post-Observation Document* no later than two days after each observed lesson and submit electronically to the appropriate committee members.
- Develop professional growth activities for each agreed upon priority area for growth. These two or three activities compose your *Professional Growth Planning and Self-Reflection (PGP)*. You must submit your *PGP* electronically to your committee members for their review and approval.
- Continue the implementation of your *Collaborative Leadership* and report to committee electronically.
- Create and implement teaching and learning strategies identified for student growth on the *Think and Plan Guidance for Developing Growth Goals* document submit strategies electronically to committee.

During Cycle 2 Committee Meeting, you and your committee will:

- Discuss the analytic and holistic scores and supporting evidence for the Danielson Domains as they relate to the Kentucky Teacher Standards. Focus on strengths and priority areas for growth identified by the committee during Cycle 1.
- Discuss the progress made in implementing the professional growth activities and identify assistance and other documentation needed for these activities on the *PGP*.
- Review progress made on the *Collaborative Leadership Plan* and confirm the time frame for its completion.
- Review implementation of teaching and learning strategies for student growth goals on the *Think and Plan Guidance for Developing Growth Goals* document.
- Clarify expectations for Cycle 3.
- Decide whether you will video one lesson for Cycle 3 or have each committee member observe a lesson.
- Sign off on the Cycle 2 Committee Meeting in IMS.
- Review dates for observations and committee meetings for Cycle 3.

Prior to Cycle 3 Committee Meeting, you will:

- Complete the *Lesson Plan* and video (if used) and submit electronically to the appropriate committee members prior to the observation.
- Complete the *Post-Observation Document* no later than two days after each observed lesson and submit electronically to the appropriate committee members.
- Complete the Cycle 3 section of the *Self-Assessment and Reflection* document to determine your current level of performance related to each component of the Framework for Teaching.
- Complete the Cycle 3 section of the *Self-Assessment and Summative Reflection* portion of the *Professional Growth Planning and Self-Reflection* document and submit to committee members electronically.
- Complete the *Think and Plan Guidance for Developing Growth Goals* document and determine whether the students achieved the goal. Submit results to committee members.
- Reflect on the *Student Voice Survey* results and submit electronically to committee members.
- Confirm that you have submitted all required and completed sources of evidence to your committee members for their review and summative evaluation, prior to the Cycle 3 Committee Meeting.
- Review and sign (if completed) the Resource Teacher Time Sheet in IMS.

During Cycle 3 Committee Meeting, you and your committee will:

- Discuss the analytic and holistic scores and supporting evidence for the Danielson Domains as they relate to the Kentucky Teacher Standards. Focus on strengths and priority areas for growth identified by the committee during Cycle 2.
- Discuss all required and completed sources of evidence.
- Sign off on the Cycle 3 Committee Meeting in IMS.
- Sign the Resource Teacher Time Sheet in IMS.