

Orientation Committee Meeting Checklist

Held prior to any formal classroom observations

- _____ Review all KTIP materials and expectations
- _____ Intern Information Sheet (This will be the same all year)
- _____ Task E - Kentucky Teacher Standards Self-Assessment

Cycle 1 Committee Meeting Exhibit Checklist

1-60 instructional days following the orientation meeting

- _____ Intern Information Sheet (This will be the same all year)

Component I: Classroom Teaching

- _____ Task A-1 Teaching and Learning Context
- _____ Task A-2 Cycle 1 Lesson Plans from each observed lesson
- _____ Task B Intern Performance Records from each committee member
- _____ Task C Lesson Analysis and Reflection for each observed lesson
- _____ Technology documentation (if needed)

Component II: Professional Responsibilities

- _____ Task D Collaboration rationale and identification of one student with learning needs
- _____ Task E Identified Priority Areas for Growth
- _____ Task F Identified Leadership Project and rationale for selection

The intern must receive copies of each committee member's completed IPR by the end of each of the three cycles.

Cycle 2 Committee Meeting Exhibit Checklist

61-110 instructional days following the orientation meeting

- _____ Intern Information Sheet (This will be the same all year)

Component I: Classroom Teaching

- _____ Task A-1 Teaching and Learning Context (updated, if necessary)
- _____ Task A-2 Cycle 2 Lesson Plans from each observed lesson
- _____ Task B Intern Performance Records from each committee member
- _____ Task C Lesson Analysis and Reflection for each observed lesson
- _____ Technology documentation (if needed)

Component II: Professional Responsibilities

- _____ Task D Approved Collaboration Work Plan Progress Report
- _____ Task E Approved PG Work Plans Progress Report
- _____ Task F Approved Leadership Work Plan Progress Report

The intern must receive copies of each committee member's completed IPR by the end of each of the three cycles.

Cycle 3 Committee Meeting Exhibit Checklist

111-140 instructional days following the orientation meeting

_____ Intern Information Sheet (This will be the same all year)

Component I: Classroom Teaching

- _____ Task A-1 Teaching and Learning Context (updated, if necessary)
- _____ Task A-2 Cycle 3 Lesson Plan(s) from each observed lesson
- _____ Task B Intern Performance Records from each committee member
- _____ Task C Lesson Analysis and Reflection for each observed lesson
- _____ Technology documentation (if needed)

Component II: Professional Responsibilities

- _____ Task D Collaboration Work Plan Final Report
- _____ Task E PGP Work Plans Final Report
- _____ Task F Leadership Work Plan Final Report

Component III: Instructional Unit

- _____ Task G Designing the Instructional Unit
- _____ Task H The Assessment Plan
- _____ Task I Designing Instructional Strategies and Activities
- _____ Tasks J-1 Reflecting on the Impact of Instruction
- _____ Tasks J-2 Communication and Follow-Up

The intern must receive copies of each committee member's completed IPR by the end of each of the three cycles.