

Approximate Timeline for Induction

First 30 days

- Meet with Mentor and establish a schedule to periodically meet together to determine strengths, challenges, and goals for student learning using First Best Instruction. Meetings should be a minimum of 4 hours each month. This includes your Induction meetings, email correspondence, phone, skype, etc.
- Arrange for a 15-30 minute meeting comprised of Candidate and Mentor, and Administrator at Candidate's site (preferably the administrator who will be formally observing the Candidate) to discuss district and site goals and any other concerns or issues a Candidate might have. *Be sure to include this in your log as a matter of record. Jot down topics discussed*
- Set up a portfolio in Schoology where you will post your Individual Learning Plan (ILP) as well as the other requirements (see **Portfolio Contents**)
- Upload your Candidate/Mentor Reflection Log to your portfolio
- Candidates should be aware of all site, district, and community and resources
- Candidates should understand site protocols for copying, absences, 525 forms, calling for a substitute, etc.

Within 60 Days

- Begin to develop a focus question for the Individual Learning Plan #1 connected to the CSTP and the Content Standards using the 5 Cs
- Be sure your ILP contains skills and activities that embrace the 5 Cs and upload it to your Portfolio in Schoology
- Mentors should have made an informal observation of his/her Candidate. Based on both that observation and a discussion, both agree on what elements of the CSTP will be the focus and how to incorporate the 5Cs in the process.

Approximate Timeline for Induction

Within 60 Days (Cont'd)

- Candidate should participate in a reflective learning walk
- Mentors and Candidates go over portfolio using the [Progress Monitoring Checklist](#) to make sure they are on track

By End of First Semester

- Typically, ILP #1 should be completed by the end of first semester
- Some student evidence should be posted along with an explanation of the assignment(s) and a written or oral reflection of the assessment.
- Video segment(s) of the lesson your Mentor observes should be uploaded to your portfolio along with a written reflection after your collaboration concerning the lesson
- Your Mentor/Candidate log should be posted with a running record of your meetings and a brief explanation of topics discussed
- A record of any meetings you had with Administrators should be recorded along with the topics discussed

By End of Year

- You should have completed ILP #2 addressing another essential question
- Your Mentor/Candidate log should be up to date
- Additional student evidence should be posted with a reflection showing the need to re-teach or move ahead based on the evidence you collected
- Additional videos of student work or presentations showing their achievement
- Additional reflections on your ILP relevant to your professional growth within CSTPs and 5 Cs as an educator, while always citing the evidence on which you base your conclusions.
- Candidate and Mentor take a final look at the portfolio to be sure all the required elements are contained using the Progress Monitoring Checklist
- Remember that the portfolio needs to show professional growth of the CSTPs by the Candidate over time.