

# EDU 325C Traditional 2 Year Program – YR 2

## Mentor/Mentee Collaborative Syllabus

### Mentor Reminders:

Pre-course responsibilities for Mentee include:

- Join Google Classroom (using Gmail account created in Fall 2020)
- Review ILP from last semester
- Consider inquiry question

### Weekend 1: September 12, 2021

**Topics:** *Course Overview, Smart Goals and Research*

Mentor responsibilities to assist mentee with: (Due Sept. 25)

- Update CFT documents 1, 2, 3, 5, 6
- CFT 4 (Home/School Connection)
- Update ILP; set date for Triad meeting (complete by **10/8**)
- Work on C.1 *Individual Growth Plan, cells 1-4*
- **Module #1 Feedback Form due 9/25/21**
- **Collaborative Log #1 to be uploaded in Google Classroom by Mentee by 9/25/21**

### Weekend 2: September 26, 2021

**Topics:** *Researching Inquiry and Unit Planning*

Mentor responsibilities to assist mentee with: (Due Oct. 9)

- C.1 – Add cells 5 & 6 – send to portfolio reviewer (*copy [jtovar@msmu.edu](mailto:jtovar@msmu.edu)*). Reviewer must approve C.5 Focus Lesson, before videoing.
- Respond to C.1 feedback from Portfolio Reviewer before proceeding w/ C.2.
- After responding to feedback from your Portfolio Reviewer, Complete C.2 Unit Plan (place in Portfolio folder, in the Inquiry subfolder). Email to Reviewer (cc [jtovar@msmu.edu](mailto:jtovar@msmu.edu))
- Complete C.2 Unit Plan (4-6 weeks long):
- Complete C.3 - Blank copy of the assessment, Entry Level Assessment Rubric, Answer Key
- Complete C.3/C.7 - Recording sheet (C.3 column)
- Respond to 2 questions on CFT 7.1 - Pedagogy & CFT 7.2 -Equity
- **Module #2 Feedback Form due 10/9/21**
- **Collaborative Log #2 to be uploaded in Google Classroom by Mentee by 10/9/21**

### Weekend 3: October 10, 2021

**Topics:** *ELD, Differentiation, and Inquiry: Unit Planning*

Mentor responsibilities to assist mentee with: (Due Oct. 23):

- C.4 Graded Pre Assessment for 3 Students
- C.4 Focus Student Selection
- 2 questions from CFT 7.3 EL & CFT 7.4 SPED
- Update CFT 4 (Home/School Connection)
- C.5 Finetune Lesson Plan Template

\*\* C.5 Lesson Plan Template to Portfolio Reviewer for approval (cc [jtovar@msmu.edu](mailto:jtovar@msmu.edu))

Due by 11/3:

\*\*\*C.5 Lesson Video (15 – 30 min.), hyperlink or mp4

Heads up: C5 Focus lesson must be recorded before 11/12 (permission waivers must be

signed by parents prior to recording). Portfolio Reviewer must approve C5 Focus lesson before videoing. Mentee must *Email Reviewer as soon as possible, but before 11/3*.

- **Module #3 Feedback Form due 10/23/21**
- **Collaborative Log #3 to be uploaded in Google Classroom by Mentee by 10/23/21**

#### **Weekend 4: October 24, 2021**

**Topic: Focus Lesson**

**Mentor responsibilities to assist mentee with: (Due Nov. 3):**

- C.5 Lesson Video (15 – 30 min.), hyperlink or mp4
- View videoed lesson together via Zoom
- Complete and Discuss the following forms:
  1. Mentor Lesson Observation Sheet (**Due by Mentor 11/17**)
  2. Formal Mentor Observation Reflection (**Due by Mentor 11/17**)
  3. Formal Observation Self-Reflection

**\*\*Complete the following by 11/14:**

- Prep for Peer Portfolio Review
- Teach/Video of lesson (must be complete by **11/12**)
- Complete C.6 Analysis of Student Work and 3 Focus Students graded work samples
- C.7 Summative Assessment Reflection Rubric (include assessment, answer key, rubric)
- C.1, 7 – 10 (ILP)
- **\*\*Teaching and assessing of the whole unit must be complete by 11/17\*\***
- **Module #4 Feedback Form due 11/13/21**
- **Collaborative Log #4 to be uploaded in Google Classroom by Mentee by 11/13/21**

#### **Weekend 5: November 14, 2021**

**Topics: Inquiry Evaluation and Assessment Data; Presentations**

**Mentor responsibilities to assist mentee with: (Due Dec. 5):**

- Colloquium Google slides ready to present
- Finalize Peer Portfolio Review – responses to peer and Mentor reviewers' comments
- C.1 (cells 7 – 10)
- CSTP Self-Assessment, CSTPs 3, 4 & 5 (dated with evidence codes)
- ILP Fall Evidence/Triad with signatures
- Updated CFT 4 (Home/School connection)
- **Module #5 Feedback Form due 12/4/21**
- **Collaborative Log #5 to be uploaded in Google Classroom by Mentee by 12/4/21**

#### **Weekend 6: December 5, 2021**

**Topics: Presentations and Reflection**

**Mentor responsibilities to assist mentee with:**

- 12/4 Complete all Portfolio Corrections, if necessary
- Be sure mentee **\*\*Emails Reviewer (cc jtovar@msmu.edu) when all corrections are made\*\***