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) 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)
- 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) 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**