



New Haven Public Schools

TEAM Module Timeline: 2014-2015

All Beginning Teachers must complete their modules by the FINAL dates.
The dates given for the completion of parts of the module process are just guidelines, except PGAPs must be submitted by the dates below.

September 26, 2014: (or ASAP if hired after 8/25/14)

1. register at www.ctteam.org – if new to the program
2. **Mentors:** return mentor agreement/continuation letter by 9/10/14 (or ASAP)

October 3, 2014 (or ASAP if hired after 8/25/14) and January 22, 2015 for the second Module

1. Hold meetings with your mentor and review TEAM Module Process
2. Complete your **CCT Profile** and choose the indicator you want to work on
3. Enter your **Professional Growth Goal** to the TEAM website

October 17, 2014 (or ASAP if hired after 8/25/14) and January 29, 2015 for second Module:

1. Enter your **Initial Summary**, **proposed meeting dates**, and **anticipated timeline** for module completion (8-10 weeks) as part of your PGAP requirements
2. Brainstorm learning activities with your mentor and resources you'll need for your goal
3. Add the **learning activities** and **resources** you've chosen online.
4. Review **completed PGAP** with your mentor and **notify your principal that it is ready for their review and approval.**

ALL PGAP'S must be submitted to the principals by 10/27/14 and 2/6/15 at the LATEST!

Please note: You should continue implementing your module learning activities even if your PGAP has not yet been approved by your principal.

December 3, 2014 and April 6, 2015:

This should be your 10th week of the TEAM module process. Meet with your mentor to discuss the NEW LEARNING you've experienced, how that has affected your students, and if you are ready to begin the first draft of your reflection paper or if you feel you need another week to complete the process.

December 15, 2014 and April 20, 2015:

The first draft of your reflection paper must be completed this week and sent to your mentor for review. Meet with your mentor to discuss their feedback and how best you can implement it.

December 22, 2014 and April 27, 2015:

The second (and third+) draft of your reflection paper should be edited with emailed feedback from your mentor. It is highly recommended that you submit your paper BEFORE 1/5/15 and 5/7/15.

FINAL DUE DATES: January 5, 2015 and May 7, 2015:

Once you both agree it's finished, submit it as your FINAL paper for your mentor's sign off.

BT submits the final paper electronically for review. **These dates are the final deadlines, so please try and submit earlier if possible. If there is a reason you are unable to submit on time, you must complete a "Special Circumstances" form and submit it to the TEAM Coordinating Committee for approval. This must be done at the earliest possible moment you are aware of the problem and not a couple of days before the deadline. Forms are available at www.nhps.net and on SchoolNet.**

If your paper is unsuccessful, you must revise and resubmit it within 2 weeks.