

# TEAM Modules Pacing Guide

Although there are varied ways to complete the module process within the 8-10 week timeframe, the chart below may provide you with some guidance. When planning your module process, please recognize that there may be some overlap and variation in how different teachers develop new learning to accomplish the goal of their module.

Potential Time Frame	Module Process
<b>Weeks 1 - 3</b>	<p><b>Phase 1 - <i>Reflect on Practice</i></b></p> <ul style="list-style-type: none"> <li>Analyze data on teaching and student learning</li> <li>Explore CCT Performance Profile</li> <li>Select a CCT indicator for the focus of module work</li> <li>Develop an <i>Initial Summary</i> of current performance specific to the CCT indicator</li> </ul>
<b>Weeks 3 - 4</b>	<p><b>Phase 2 - <i>Develop a Professional Growth Action Plan</i></b></p> <ul style="list-style-type: none"> <li>Set a Professional Growth Goal for the Module that is achievable within an 8-10 week timeframe.</li> <li>Create a <i>Professional Growth Action Plan</i> (PGAP).</li> <li>Determine and record the Anticipated Timeline for Module</li> <li>Establish meeting dates with the mentor.</li> <li>Share the Professional Growth Action Plan (PGAP) with the building administrator</li> </ul>
<b>Weeks 4 - 6</b>	<p><b>Phase 3 - <i>Develop New Learning</i></b></p> <ul style="list-style-type: none"> <li>Engage in professional learning activities</li> <li>Record examples of what was learned and how it was learned</li> <li>Think deeper about your own practice and how the new learning relates to it</li> </ul>
<b>Weeks 6 - 8</b>	<p><b>Phase 4 - <i>Implement New Learning</i></b></p> <ul style="list-style-type: none"> <li>Implement new learning in daily practice.</li> <li>Discuss with mentor how implementing new learning is impacting practice and student learning.</li> <li>Make adjustments as needed or identify and develop additional new learning.</li> <li>Analyze impact on teaching practice, instruction, and student learning</li> <li>Record specific example/evidence of changes in practice and student outcomes</li> </ul>
<b>Weeks 8 - 10</b>	<p><b>Phase 5 - <i>Reflect on Practice</i></b></p> <ul style="list-style-type: none"> <li>Reflect on changes in practice and student learning,</li> <li>Collaborate with mentor to assess and adjust subsequent instruction or engage in additional professional learning as needed</li> <li>Document specific examples/evidence of impact on practice and student outcomes</li> <li>Draft your reflection paper for your mentor to review and provide feedback.</li> <li>Submit final draft of reflection paper</li> </ul>

Be sure all meetings are recorded by your mentor in the **BT/Mentor Meeting Log** and use **My Personal Journal** to record thoughts, observations and reflections about your new learning throughout the module process.