**INDIVIDUAL ACTION PLAN**

 **(IAP #1)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(First and Last Name)**

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| **Initial Planning Session***(Complete with the mentor and administrator within three weeks of the Beginning Teacher Program Orientation.)***Date: \_\_\_\_\_\_\_\_\_**1. **Meet with your mentor to plan for the school year. Read and review the *Vocational Completion Guide*, *Information You Should Know* packet, and the *CTE Curriculum Frameworks* for the subjects you are teaching.**
2. **Schedule a date for your first observation. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Discuss your perceived strengths and areas of concern and how you will get the support and training that you need.**

**Perceived Strengths:****Perceived Areas of Concern:****How will concerns be addressed? List specific meetings/workshops/training sessions planned** *(for example: Preparation for classroom observation, one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)***Required training currently enrolled in or completed:** **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)****\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session****\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent****\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #2)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **First Mentor Observation (Planning and Follow-up)***(Complete mentor observation prior to the administrator’s first formal observation. Follow-up must occur within 10 days mentor of observation.)***Date: \_\_\_\_\_\_\_\_\_****Mentor observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Administrator’s formal observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Meet with your mentor to discuss areas of concern and what she/he will be looking for in your first observation. Discuss which FEAPs you should be demonstrating, and how you can demonstrate mastery of those FEAPs.*****Which FEAPS will be demonstrated in this lesson?******How will you demonstrate mastery of those FEAPs?*****How will areas of concern be addressed? List meetings/workshops/training sessions planned** *(for example: one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)***Required training currently enrolled in or completed:** **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)****\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session****\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent****\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #3)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(First and Last Name)**

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| **Second Mentor Observation (Planning and Follow-up)***(Complete mentor observation prior to the administrator’s second formal observation. Follow-up must occur within 10 days mentor of observation.)***Date: \_\_\_\_\_\_\_\_\_****How is the year going?****Mentor observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Administrator’s formal observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Meet with your mentor to discuss your areas of concern on your first observation, and what she/he will be looking for in this observation. Discuss which FEAPs you should be demonstrating, and how you can demonstrate mastery of those FEAPs.*****Which FEAPS will be demonstrated in this lesson?******How will you demonstrate mastery of those FEAPs?*****How will areas of concern be addressed? List meetings/workshops/training sessions planned** *(for example: one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)***Required training currently enrolled in or completed:** **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)****\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session****\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent****\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #4)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(First and Last Name)**

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| **Final Review Session***(Complete no later than one week before program due date.)***Date: \_\_\_\_\_\_\_\_\_****How did your first year of teaching go?****What are your strengths?****What are your areas of concern?****Mentor’s and Administrator’s recommendations for addressing these concerns:****Have you completed all required training?** **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)****\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session****\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent****\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_