Please indicate the appropriate number of hours (minimum two (2) hours) that you have devoted to the pre-planning portion of your conference experience. Acceptable activities include but are not limited to research and readings, activity coordination, setting of academic goals to achieve, selection of presentations to attend.

**Example:**

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|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Hours** |
| 8/1/18 | Researching presenting organization (Santa Cruz/Silicon Valley New Teacher Project) and their partner’s (National Equity Project) history, mission, philosophy, basic concepts in coaching in education | page4image3799184  2 |
| 8/9/18 | Coaching Academy, part I | 6.5 |
| 8/10/18 | Researched and read content area standards, district policies and initiatives that guide my work as a coach | page4image3792944  3 |
| 8/24/18 | Meetings with English classroom teachers I coach/support to map out year (Aronson & Humphreys) | page4image5884688  2 |
| 8/24/18 | Meeting with administrator to map out the year, begin to define my goals | page4image5887392  1 |
| 8/27/18 | Meetings with English classroom teacher I coach/support to map out year (Tatone & Kirsch) | page4image5799824  2 |
| 8/27/18 | Perusing Coaching Academy website and materials | page4image3789408  1 |
| 8/29/18 | Coaching Academy, part II | 6.5 |
| 9/1/18 | Adapting curriculum, creating pre-assessments | page4image3783168  2 |
| 9/3/18 | Familiarizing myself with core content curriculum and materials, creating alternative materials, graphic organizers to support ELL students which demonstrate how to adapt particular tasks to be “ELL-friendly” | page4image3796896  2 |
| 9/9/18 | Planning & research for first of three Professional Development trainings I will lead for core class teachers who work with ELL students | page4image3782336  2 |
| 9/10/18 | Meeting with Social Studies teacher, Marc Appell, to map out year, learn targets, assess needs | page4image5890928  2 |
| 9/29/18 | Planning professional development workshops for supported teachers with my supervisor, Emily Matter | page4image5893216  4 |
| 10/1/18 | ESL, Special Education, Senior English collaborative planning meeting | page4image5897168  1 |
| 10/5/18 | Meeting with Economic teacher, Mark Zimtbaum, I support to go over scope & sequence, learning targets, upcoming assessments, and to evaluate how my support in the class is going | page4image7864736  1 |
| 10/17/18 | Planning & research for the Professional Development trainings I will lead for core class teachers who work with ELL students | page4image7868064  4 |
| 10/22/18 | ESL, Special Education, Senior English collaboration check in | page5image5805232  1 |
| 10/23/18 | Run through of Professional Development training I will lead for core class teachers who work with ELL students | page5image5824368  2 |
|  | **Total hours** | **45** |

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template:**

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