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:**



|  |  |  |
| --- | --- | --- |
| **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  | page4image37991842  |
| 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  | page4image37929443  |
| 8/24/18  | Meetings with English classroom teachers I coach/support to map out year (Aronson & Humphreys)  | page4image58846882  |
| 8/24/18  | Meeting with administrator to map out the year, begin to define my goals  | page4image58873921  |
| 8/27/18  | Meetings with English classroom teacher I coach/support to map out year (Tatone & Kirsch)  | page4image57998242  |
| 8/27/18  | Perusing Coaching Academy website and materials  | page4image37894081  |
| 8/29/18  | Coaching Academy, part II  | 6.5  |
| 9/1/18  | Adapting curriculum, creating pre-assessments  | page4image37831682  |
| 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”  | page4image37968962  |
| 9/9/18  | Planning & research for first of three Professional Development trainings I will lead for core class teachers who work with ELL students  | page4image37823362  |
| 9/10/18  | Meeting with Social Studies teacher, Marc Appell, to map out year, learn targets, assess needs  | page4image58909282  |
| 9/29/18  | Planning professional development workshops for supported teachers with my supervisor, Emily Matter  | page4image58932164  |
| 10/1/18  | ESL, Special Education, Senior English collaborative planning meeting  | page4image58971681  |
| 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  | page4image78647361  |
| 10/17/18  | Planning & research for the Professional Development trainings I will lead for core class teachers who work with ELL students  | page4image78680644  |
| 10/22/18  | ESL, Special Education, Senior English collaboration check in  | page5image58052321  |
| 10/23/18  | Run through of Professional Development training I will lead for core class teachers who work with ELL students  | page5image58243682  |
|  | **Total hours**  | **45**  |

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

**Template:**



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| **Date**  | **Activity**  | **Hours**  |
|  |  | page4image3799184 |
|  |  |  |
|  |  | page4image3792944 |
|  |  | page4image5884688 |
|  |  | page4image5887392 |
|  |  | page4image5799824 |
|  |  | page4image3789408 |
|  |  |  |
|  |  | page4image3783168 |
|  |  | page4image3796896 |
|  |  | page4image3782336 |
|  |  | page4image5890928 |
|  |  | page4image5893216 |
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|  |  | page4image7864736 |
|  |  | page4image7868064 |
|  |  | page5image5805232 |
|  |  | page5image5824368 |
|  | **Total hours**  |  |

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