

**Numbers 9 and 10 may be inaccessible during the summer. If that is the case, send the separate documents for 9 and 10 as soon as possible before August 25.**

9. Please scan in ONE lesson plan typical of those you use to guide your instruction, preferably one connected with the topic you identified in #8b. This plan is not an entire unit, but only represents a significant formative step...typically one to five days of instruction/work time. Send it via Microsoft Word or a PDF attachment that allows copying. *This sample plan is NOT graded.* It only serves as a personal starting point, so you earn credit just by sending it. You may copy the plan to the end of this document or send it in a separate attachment.

If you have a plan from last year in the topic you identified for #8b, please use that plan if it is handy. If not, here are options, starting with the next-best alternative:

- a. Use any lesson plan related to the broader subject (#8a).
- b. If you use personal notes to teach, submit one example. (Messy doesn't matter! 😊)
- c. If you use a teacher's textbook or company plans to teach, please submit just one relevant lesson copied from that textbook and scanned as a MSW document.
- d. If you have yet to teach that subject and have no plans, submit a plan you created/used from ANY previous experience. First-year teachers may use a college plan.

10. Please scan in ONE copy of an assessment tool you used in the past, preferably connected with the topic you identified in #8b, and preferably the summative tool for the related unit used by you and your students. This tool may be copied from a text or online source; the point is to study what you currently use to assess student work in connection with the 8b topic.

Options if you do not have a summative assessment tool or list of expectation/criteria related to the topic for #8b:

- a. Choose a formative assessment tool for that unit used by both you and your students.
- b. If students did not use this assessment tool, use what guided your own assessment of whether students achieve the learning objectives. For example, you may send a rubric you used from your teacher's text, a checklist, or just list your memorized criteria on a document.
- c. If the tool does not directly relate to 8b, just send one related to the subject (8a).

11. Please write below the times that work for your one-on-one call with me to begin Task 2, and the phone number I should call. Your dates may begin with 8:00 a.m. on August 6 if you send this by 3:00 on August 5<sup>th</sup>. Plan for one hour of time as an average; probably less if you are familiar with developmental assessment and vertical standards for your subject, and probably more if you are not. You will need a laptop/desktop computer, Internet access, and phone. Please list a few options and I will try to schedule your first choice. (I will indicate the time I plan to call you when I respond to viewing this completed task.) The call can be initiated anytime from 8:00 a.m. to 8:00 p.m. If the phone number I should call is different your personal number listed at #1, please write it here:

Dates and time range between now and August 26, listed in order of priority:

August 20	between 8:00-3:00
August 21	between 8:00-3:00