

Initial Institutional Approval Stage IV Program Summary Template for Induction Programs

The Program Summary is designed to provide contextual information to the Initial Institutional Approval review team. The summary should be no more than 3-4 pages in length, include embedded links to evidence, and address each of the three categories below.

1. Program Design

- a) Describe the location of the credential program within the larger unit/institution, as well as the structure and reporting relationships of the leadership team for the credential program. Also, describe the reporting structure for mentors/coaches: who will they report to and how does that reporting structure fit into the larger organizational unit? (Do not include names).
- b) Describe each pathway and delivery model the program will offer for the intended clear credential.
- c) Describe how program leadership regularly communicates and collaborates with program staff/faculty, mentors/coaches, and with the larger education unit/institution.
- d) Describe how the program seeks input and feedback from internal constituents and external community partners.

2. Induction Job Placement and the Mentor/Coaching System

- a) Describe what the process will be for matching candidates with mentors/coaches.
- b) Describe how mentors/coaches are or will be selected, oriented, evaluated, and provided feedback on their performance. Include the process that will be used for reassigning a mentor/coach if the relationship is not effective.
- c) Describe the process of developing candidate professional growth goals on the Individual Learning Plan (teacher induction) or Individual Induction Plan (administrator induction) and tracking their progress toward meeting those goals. Also include how candidates will be supervised, advised, and evaluated during the program by mentors/coaches and by program leaders/staff. Describe how the program will ensure the availability of resources for both candidates and mentors/coaches toward meeting candidate professional growth goals.
- d) Describe the connection between professional learning and support opportunities and candidate employment experiences/current job placement in preparing candidates for the clear credential.
- e) Describe how the program will seek feedback from candidates, mentors/coaches, and other constituents about the effectiveness of the program. Briefly describe how the program will analyze and uses the feedback data for continuous improvement.

3. Assessment of Candidates

- a) Describe the evidence the program will use to monitor and support candidates regarding performance in order to ensure they are progressing toward meeting program requirements.
- b) Describe how the program will support candidates who are not making successful progress.
- c) Describe the process that the program will use to inform candidates about how they will be assessed and evaluated in relation to program competencies.
- d) Describe how the program will use data regarding candidate competence for the purposes of programmatic improvement.
- e) Describe the process and who will be responsible for recommending candidates for the Clear credential.