# Program Summary

# Insert Institution and Program Name

The Program Summary is designed to provide contextual information to the program reviewers and site visit team members. The summary should be no more than 2-3 pages in length and address each of the three categories below. Embed links to appropriate evidence in the narrative.

The Program Summary may also be used by the site visit team members as the initial basis for the Program Report.

## Program Design

1. 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 do they report to and how does that fit into the larger organizational unit. (Do not include names).
2. Describe each pathway and delivery model the program offers for the intended credential.
3. Describe how program leadership regularly communicates and collaborates with program staff/faculty, mentors/coaches, and with the larger education unit/institution.
4. Describe how the program seeks input and feedback from internal constituents and external community partners.
5. **Induction Job Placement and the Mentor/Coaching System**
6. Describe the process for matching candidates with mentors/coaches.
7. Describe how mentors/coaches are selected, oriented, evaluated, and provided feedback on their performance. Include the process for reassigning a mentor/coach if the relationship is not effective.
8. 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, including how candidates are supervised, advised, and evaluated during the program by mentors/coaches and by program leaders/staff. Describe how the program ensures availability of resources for both candidates and mentors/coaches toward meeting candidate professional growth goals.
9. Describe the connection between professional learning and support opportunities and candidate employment experiences/current job placement in preparing candidates for the clear credential.
10. Describe how the program seeks feedback from candidates, mentors/coaches, and other constituents about the effectiveness of the program. Briefly describe how the program analyzes and uses the feedback data for continuous improvement.

## Assessment of Candidates

1. Describe the evidence the program uses to monitor and support candidates regarding performance in order to ensure they are progressing toward meeting program requirements. Describe how the program supports candidates who are not making successful progress.
2. Describe the information candidates receive about how they will be assessed and evaluated in relation to program competencies.