



## Teacher Academy Planning Checklist

### 1. Lay the Groundwork

- Review Memorandum of Agreement (MOA) with the College of Education, at Rowan University
- Organize a signing of the MOA ceremony
- Establish a school advisory committee
- Determine a timeline for teacher academy implementation

### 2. Devise a Program Framework

- Determine a teacher academy theme to drive mission and vision statement
- Create a mission and vision statement
- Consider existing programs to develop course electives
- Develop a coherent course elective sequence (not fewer than 4 courses)
- Align the content to the Common Core Content Standards AND nationally recognized teaching content standards (e.g., National Board Professional Teaching Standards, International Society for Technology Education, Association for Supervision Curriculum Development)
- Opportunities to participate in structured learning experiences (e.g., observations, critical reflection, engaging with teacher candidates and educator, lesson demonstration, lesson study, action research)
- Opportunities to participate in career student organization

### 3. Commit Institutional Resources

- Select a program coordinator
- Recruit teachers
- Provide staff training and offer teacher incentives
- Allot curriculum development time and resources
- Establish contact with the College of Education to discuss the teacher academy

#### **4. Create Recruitment Policies and Practices**

- Develop admissions requirements
- Emphasize program responsibilities and incentives
- Develop student recruitment strategies
- Reach out to prospective students in lower grades

#### **5. Plan Student Academic and Social Supports**

- Offer academic support
- Prepare students to think about college early
- Provide college admissions process support
- Plan summer components

#### **6. Design Teaching and Learning Course Electives**

- Create college credit bearing classes, in collaboration with university liaison
- Ensure content is connected to content standards and national standards
- Align content to mission and vision
- Submit course documents for College of Education credit-bearing course approval

#### **7. Structure Internships**

- Establish partnerships with local schools to place student interns
- Work out an optimal internship schedule
- Support cooperating teachers
- Provide range of internship opportunities
- Offer interns other leadership opportunities
- Help link theory with practice

#### **8. Publicize Program**

- Develop effective recruitment materials
- Generate publicity for your program

#### **9. Document Program**

- Build support for student portfolios

- Survey student interns and teachers

## **10. Evaluate Your Program**

- Understand and evaluate the purpose of your evaluation
- Identify the audiences for your evaluation
- Formulate the right evaluation question
- Select appropriate methods for data collection
- Use evaluation findings for program improvement