

# Monthly Log - Sample Guiding Questions - Fall

## Logs are due on the 1st of every month (September Log through April Log)

**Directions:** Coaches, meet a minimum of 1 hour per week with your teacher. Use this guide and the [Monthly Collaboration Log Resources](#) to support you in completing your monthly log. Document a summary of highlights from your weekly conversations for each of the highlighted topics below. Sample coaching questions have been provided, feel free to use any of these or come up with your own. Try to ask a variety of questions at each meeting that most closely relate to your teacher's needs. **At the end of the month, include your signature and obtain your teacher's electronic signature before uploading the log to your digital account.**

<p><b>Strengths or Current Celebrations:</b> (Asking 1 or 2 of these questions is a positive way to start your meetings. Document a summary of highlights from each of your weekly conversations.)</p> <ul style="list-style-type: none"> <li>In what ways have you used your strengths this week? What was the impact?</li> <li>What aspect of your teaching are you genuinely enjoying this week?</li> <li>What is going well personally or professionally?</li> <li>How have you connected with your students this week?             <ul style="list-style-type: none"> <li>Which student(s) stand out and why?</li> </ul> </li> <li>What would your students say about your teaching practice this week?</li> <li>What would your students say about the classroom environment this week?</li> <li>How have you grown as a teacher this week? What led to that growth?</li> <li>What was the best part of your day? Week? Why?</li> <li>What has become clear since we last met?</li> <li>What went well today? What was your role in making that go well?</li> <li>What fills you with energy and hope? What else?</li> <li>What possibilities do you see for yourself in the next few months?</li> </ul>	<p><b>Current Focus or Challenges:</b> (Asking 1 or 2 of these questions is a great support for addressing current needs. Document a summary of highlights from each of your weekly conversations.)</p> <ul style="list-style-type: none"> <li>What might be a current challenge you are facing?             <ul style="list-style-type: none"> <li>When has this worked for you before?</li> <li>How might you use your ____ strength to help you in this area?</li> </ul> </li> <li>What is the most important thing you and I should be talking about?</li> <li>What are you trying to make happen in the next three months?</li> <li>What do you wish you had more time to do?</li> <li>What is the toughest thing that happened today? This week?</li> <li>Which student(s) do you need to be more intentional about connecting with?             <ul style="list-style-type: none"> <li>What might be some reasons for this?</li> <li>What might be some things you can do to connect with these students?</li> </ul> </li> <li>What topic are you hoping I won't bring up?</li> <li>What aspect of your teaching are you avoiding right now?</li> </ul>
<p><b>Discussion of goals related to ILP/Focus of Practice:</b> (This is a major focus of your weekly meetings. These questions will help support your teacher's reflection of their ILP research.)</p> <ul style="list-style-type: none"> <li>Tell me about your latest piece of research. Describe your learning and insights.             <ul style="list-style-type: none"> <li>In what ways does this relate to your teaching practice and/or measurable outcomes?</li> </ul> </li> <li>How might you use your learning in your classroom?</li> <li>How have you implemented your new learnings and what are the outcomes so far?</li> <li>What might be your next steps?</li> <li>Tell me about your other piece of research.</li> </ul> <p><b>Discussion of other long term/short term goals:</b> (Discuss and document weekly/monthly goals that relate to a current focus, challenge, monthly CSTP reflection and/or other teacher needs.)</p> <ul style="list-style-type: none"> <li>Considering our discussion so far, what goal(s) might you want to set for yourself?</li> <li>What do you hope to do well this week, or this month? What might that look/sound like?</li> <li>What commitments have you made for yourself?</li> <li>What do you wish you knew? What is one thing you can do to work toward this?</li> <li>What are you learning about your teaching practice?</li> </ul>	<p><b>Induction Coach's NEXT STEPS to Support Teacher:</b> (Document your weekly/monthly next steps to support your teacher in relation to identified goals, current needs, CSTP growth and/or ILP research.)</p> <ul style="list-style-type: none"> <li>What do you think are the best possible outcomes of our work together?</li> <li>Tell me how I can support you this week and this month.</li> <li>How can I help you in achieving the long/short term goals you have set for yourself?</li> <li>What can I do better in my coaching to support you?</li> <li>What additional resources or contacts/personnel can I direct you toward?</li> <li>What would you like to observe someone else doing?</li> <li>What would be most supportive for you?</li> <li>Would co-planning a lesson be helpful?</li> <li>Would co-teaching a lesson be supportive?</li> <li>Would analyzing student data together be supportive?</li> <li>Include here how you as coach might support your teacher with growing in the CSTP element they chose in their Monthly CSTP Reflection.</li> </ul> <p><b>At the end of your meeting, consider closing the conversation by asking:</b></p> <ul style="list-style-type: none"> <li>In your opinion, what was the most beneficial thing we did in our time today?</li> <li>In what ways was this beneficial for you?</li> <li>What additional support do you need from me this week?</li> </ul>
<p><b>Monthly CSTP Reflection:</b> (Using the <a href="#">CSTP Reflection Protocol</a> and <a href="#">Continuum of Teaching Practice booklet</a>, ask your teacher to reflect on the prompts below once a month. Make sure to document your teacher's responses to both questions in each of the prompts. (If you are referring to a domain/indicator from the Teaching Practice Framework during this conversation, remember to include the corresponding CSTP element as found on the <a href="#">Teaching Practice Framework: CSTP Connections resource</a>.)</p> <ul style="list-style-type: none"> <li><b>Which CSTP element have you grown in?</b> • <b>What led to that growth?</b> Include the CSTP element along with insights that highlight evidence of your teacher's reflection and growth with the identified CSTP.</li> <li><b>Which CSTP element would you like to grow in?</b> • <b>What might be some strategies or appropriate next steps to grow in this element?</b> Include the CSTP element and provide a summary of strategies and/or appropriate next steps that your teacher considers as ways to grow in the identified CSTP. Include how you as coach might support your teacher with this in the Induction Coach's Next Steps section.</li> </ul>	
<p style="text-align: center;"><b>Additional Support</b></p> <p>(If you refer your teacher to meet with someone else besides yourself for a different area of expertise, please reflect with your teacher after the meeting and respond to the questions below. <u>This is not required every month.</u> Document this time and date in your total monthly hours and below.)</p> <ul style="list-style-type: none"> <li><b>Title of individual &amp; reason for referral:</b></li> <li><b>Date and time spent:</b></li> <li><b>How was this meeting/observation beneficial to you? How might you use this in your practice?</b></li> </ul>	