**Directions:** Coaches, meet a minimum of 1 hour per week with your teacher and document a summary of highlights/insights from your weekly conversations that will provide evidence of growth over the course of the program. Use the [Monthly Collaboration Log Resources](https://induction.fcoe.org/monthly-collaboration-log-resources) for support in facilitating your weekly meetings.  *Coaches,* *at the end of the month, include your signature and obtain your teacher’s electronic signature before uploading the log to your digital account.* **Please Note: The April Log will use this Culminating April Log Template designed to guide end of year conversations.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Induction Coach Name: | | | | Participating Teacher Name: | | | | | Teacher Placement (Grade Level & Subject): | | | | |  | Month of: | Total hours: |
| Date: |  | Date: |  | | Date: |  | Date: |  | | Date: |  | Date: |  |  | Notes to Program: | |
| Hours: |  | Hours: |  | | Hours: |  | Hours: |  | | Hours: |  | Hours: |  |  |

|  |  |
| --- | --- |
| Coaches, each week document the highlights and insights from your weekly conversations to provide evidence of teacher growth over the course of the month.  **Please clearly distinguish from one meeting to the next by dating or color coding**. If needed, here are[**sample guiding questions**](https://induction.fcoe.org/monthly-collaboration-log-resources#:~:text=Fall%20Semester-,Spring%20Semester,-Digital%20User%27s%20Guide)toguide your conversation. | |
| **Strengths or Current Celebrations:** | **Current Focus or Challenges:** |
| **Discussion of goals related to ILP/Focus of Practice:**  *Coaches, share the* ***insights*** *your teacher has described as it relates to their weekly ILP/Focus of Practice reflections.*    **Discussion of other long term/short term goals:**  *Focus, challenges, CSTP actionable next steps and/or teacher needs* (*Encouraged, not required)* | **Induction Coach’s NEXT STEPS to Support Teacher:**  *In relation to goals, any current teacher needs, CSTP growth and/or teacher’s ILP/Focus of Practice* |
| Coaches, take a moment to review this month’s notes with your teacher, discuss the questions below, and document teacher responses to both prompts. Your teacher should be reflecting across all CSTPs over the course of their program, so if you are seeing the same CSTPs emerging month after month, contact your designated Induction team member for guidance. | |
| **End of Month CSTP Reflection:**  **a) Based on the information captured from this month’s conversations, which Domain is emerging as a key theme?** *(Highlight Domain below)*  Domain I: Professionalism Domain IV: Student Engagement & Agency  Domain II: Instructional Culture & Classroom Management Domain V: Data-Driven & Differentiated Instruction  Domain III: Effective Use of Lesson Design & Instructional Time  **b) Based on the Domain you selected above, use the** [**CSTP Connections**](https://drive.google.com/file/d/1sRoIhZYTe7et-jnDdP0Ph-NpPlGV3RIV/view?usp=sharing) **document to identify one specific CSTP element you have grown in this month. Please identify the entire CSTP element (number and title).** [(See Exemplar)](https://drive.google.com/file/d/1PSgArFBhxkX5Sn5n2Q0oyI5f0EBTBOI0/view?usp=sharing) | |
| **Additional Support** | |
| *(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. This is not required every month. Document this time and date in your total monthly hours and below.)*   * **Title of individual & reason for referral:** * **Date and time spent:** * **How was this meeting/observation beneficial to you? How might you use this in your practice?** | |
| Signature of Induction Coach: | Signature of Participating Teacher: |

**I understand and agree that my typed full name above serves as my electronic signature. Signatures Required**