

Progress Report Form

Note to facilitator. Add dates, face-to-face meetings, and virtual discussions throughout the syllabus. Facilitators will need to determine if they are offering 1, 2 or 3 hours for the coursework. The number of reports to be submitted is dependent on the number of credit hours.

Overview

(Two, four, six) reports are required. These reports will be submitted via the online class environment and/or email using the form provided in this document.

Success in Six class activities include:

- Contribute to virtual or face-to-face conversation.
- Read assignments, post reflection, contribute to resource list, and contribute application ideas either virtually or in class.
- Embedded work applying tools and practices from sessions. Report activity as outlined.

Assignments can be posted in the online environment or distributed in paper.

Reporting Deadlines:

Date	Report description

Participants are encouraged to apply the learning in their classroom, school or district. Application activities might include:

1. Creating and sharing lesson plans.
2. Creating and sharing assessment tools, questionnaires, surveys.
3. Creating and sharing bibliographies.

Progress Report Form

Name: _____

Report period: _____

Start date: _____

End date: _____

Include the following:

- Summary of work completed since last report.
- Reflections on activity and progress.
- Questions for group and/or instructor.
- Plans for next steps.

Time Log

Log your time spent outside the *Success in Six!* Sessions. Please be sure you divide your time proportionally among these activities.

- **80% Application** - Tools applied in practice. Identify tools or strategies and application to your educational practice such as assisting classroom teachers, creating learning opportunities for students, integrating content and digital tools into instruction and assignments, differentiating instruction using digital tools and resources, addressing policy issues, etc.
- **20% Resources** - Share resources to support the *Success in Six!* modules. Resources can include websites, journal articles, videos, or books.

Date	Time	Description	Application	Resources