

| When Due   | Project Milestone, Assignment, Task, or Event   |
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| Summer or Fall   | Orientation Course (first year as Tech Mentor)  |
| September 30<br>(or, 2 weeks after end of fall mentor orientation)   | Preliminary project plan(s) for year; confirmed list of protégés; Professional Development Plan (for you as mentor); initial assessment of protégés; preliminary learning plan for protégés   |
| Monthly (time sheets and Act 48 reports are recommended on monthly basis; 1 <sup>st</sup> semester by end of February, please; 2 <sup>nd</sup> semester by mid-June) | <u>Hours for protégé after-school workshop rate compensation must be recorded on a District Time Report form (one form per month). Submit to Technology Office (your principal does not sign this sheet). Act 48 time reports should also be submitted monthly for protégés. (No paperwork for Mentor compensation and Act 48 hours.)</u> |
| October 15   | Submit dates for release/after school time <b>throughout</b> the year (dates may be changed, but you should <u>plan out the year in advance</u> )   |
| January 15   | Mid-Year Progress Report (reflection on your mentoring experience, status of your own technology development, technology progress of your protégés, and current project status)   |
| April 1  | Initial Submission of Project via Curricuplan (project- or problem-based curricular unit or lesson incorporating essential question, teaching to curriculum standards, authentic learning, and using technology with a constructivist approach)   |
| May 31   | Complete release-time mentor group meetings by this date (avoid scheduling these in June due to difficulty getting substitutes)   |
| June 1   | End-of-Year Progress Report ( reflection on your mentoring experience, status of your own technology development, technology progress of your protégés, and current project status)   |
| June 15  | Preliminary List of Protégés for next school year   |