



The Center for  
Effective Learning

# Model Teaching Week

*Journal*

Name: \_\_\_\_\_

Susan Kovalik & Associates, Inc.  
dba **The Center for Effective Learning**  
33506 10<sup>th</sup> Place South Federal, WA 98003  
(253) 815-8800 Fax (253) 815-8816  
[www.theCenter4Learning.com](http://www.theCenter4Learning.com)



# Purpose of the MTW Journal

## Model Teaching Week Journal

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### **Purpose:**

- To provide greater consistency in how you receive feedback from your Teachers of Teachers
- To provide a convenient way to track your goals and progress throughout the summer season
- To allow you to receive feedback focused around your own goals for growth

### **Procedure:**

Carry your MTW Journal with you to each Model Teaching Week. Meet with your Teacher of Teachers to discuss your goals for the summer and your existing action plan. Your Teacher of Teachers will record notes and feedback for you during classroom observations. Later, the two of you can discuss the feedback and refine your personal goals and action plan.

### **Intentions for each section:**

#### **Page 4 – *Personal Goals for Teacher of Students***

- Use this page to look at the summer ahead and write your personal goals for growth. Consider specific environmental areas, instructional strategies, etc. The Teacher of Teachers will use these goals to focus her/his observations and feedback.

#### **Page 5 – *HET Action Plan***

- Prior to or throughout the summer, use this section to record focused action items for meeting your goals.
- Teachers of Teachers can review your action plan and timeline in order to make the most productive observations and provide resourceful feedback.
- If you are unsure what action steps you need to take to reach your professional development goals, this would be a great opportunity to discuss next steps with your Teacher of Teachers.

#### **Pages 6-26 – *Notes***

- Your Teachers of Teachers can record written feedback in this section.
- You may also use this section to record your thoughts or next steps.
- You are welcome to customize these pages for whatever feedback strategy/format you prefer. (We encourage you to write your thoughts, draw diagrams, and record your creative ideas.)

#### **Page 27 – *HET End of Summer Reflection***

- At the end of your summer training season, your reflections in this section (submitted via email) will provide SK&A with a line of communication to ensure that the goals and needs of each associate are being met.







**Notes**  
**Model Teaching Week Journal**

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**Date:** \_\_\_/\_\_\_/\_\_\_      **School:** \_\_\_\_\_      **HET Coach:** \_\_\_\_\_



# Notes

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Date: \_\_\_/\_\_\_/\_\_\_      School: \_\_\_\_\_      *HET* Coach: \_\_\_\_\_



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## *Highly Effective Teaching* End of Summer Reflection Model Teaching Week Journal

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*Please respond to the following via email no later than September 1<sup>st</sup>.*

1. Address the challenges encountered / overcome during the summer
2. Describe your personal growth
3. Provide additional feedback and/or concerns
4. List the feedback that had the greatest impact for you
5. List the follow-up you would like to receive for your *HET* experience
6. If applicable, mention what you will take from these (MTW) experiences back to your classroom in the fall
7. Tell us what you appreciated during the preparation for your MTW
8. Mention any helpful items you might have wished to have during the preparation for your MTW
9. Tell how the curriculum development process worked for you
10. Mention your appreciations or suggestions for Teachers of Teachers (please include names)
11. Include your comments of appreciation or suggestions for the curriculum editor(s) that you worked with (please include names)

Your honest feedback is very important to us. Your comments help us to efficiently meet your needs, evaluate our effectiveness, and consider improvements in our process while supporting your growth. Feel free to make additional comments as appropriate.

Email to the attention of the Project Coordinator: [skovalik@kovalik.com](mailto:skovalik@kovalik.com)



*The mediocre teacher tells. The good teacher  
explains. The superior teacher demonstrates.  
The great teacher inspires.*  
~ *William Arthur Ward*

*My Inspirations from this year...*

