

Summer Workshop Hours

If you are interested in working together to complete your 2011-2012 school year planning, you can attend one of the following summer workshops from 9:00am to 12:00pm @ CSM (please let Ms. Byrd know via email if you are planning to attend):

June 1-2

June 13-14

June 28-29

July 11-14

August 1-5

Recommended Timeline:

- June 10, 2011 Find and print subject specific Tennessee standards, ACT standards and Stanford 10 standards.
- *June 10, 2011 Research state tests and complete skills needed worksheet to identify daily objectives.
- *June 17, 2011 Create end-of-year assessment.
- *June 30, 2011 Create units from the daily objectives.
- *July 13, 2011 Create a long term plan using the calendar to plan around school schedule.
- July 29, 2011 Create unit/quarterly assessments.
- August 5, 2011 Create unit one plans with an essential question.
- August 11, 2011 Create daily lesson plans for Aug. 17-Aug. 19 and gather necessary materials for class.

*These items must be submitted to the Director of Academic Achievement no later than Friday, August 12. At CSM we are always looking for ways to "go the extra mile," so consider using your summer time to get a head start.

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Raising the Academic Bar for 2011-2012



A guide for successful preparation for the upcoming school year.



Preparing young ladies and gentlemen for college success in a highly-structured, nurturing, Christian environment.

McKenzie Byrd, Director of Academic Achievement

Reflecting on 2010-2011

- Was I adequately prepared at the beginning of the school year? In what ways could I have been better prepared? In what ways do I want to prepare differently?
- What methods for planning and preparing for instruction were most beneficial? What methods should I adjust?
- Did I teach everything I planned to teach? How can I better adjust my timing to cover all necessary material?
- Was my level of expectation high enough to prepare my students for college success? How can I raise the level of rigor in my classroom?
- Based on the data collected throughout the school year, did my students learn what I was teaching? What were my strongest lessons? What were my weakest lessons? Which students needed more instructional support? How can I better differentiate for all types of learners?

Preparing for 2011-2012

Step 1: Familiarize yourself with the standards using the Tennessee Department of Education curriculum standards, the ACT standards, and the Stanford IO standards. All websites are available on the Teacher Resources section of the CSM website in the document titled, "Helpful Websites for Planning."

Step 2: For core subjects, research other state tests in addition to the Tennessee state tests for sample test items. Use the "Skills Needed Worksheet" to identify the appropriate level of rigor and break apart vague standards into clear skills and sub-skills (these will become your daily SWBATs). Other subjects may investigate national tests in their given subject areas for sample items.

Step 3: Create an end-of-year assessment that is rigorous and aligned to your subjects' Tennessee standards. Make sure to include one question per objective on your assessment. (Depending on the curriculum the objectives may be labeled as SPIs or Checks for Understanding.)

Step 4: Break your objectives into feasible units of study that logically build to higher-order thinking skills. (Unit Planning Worksheet)

Step 5: Create a Long Term Plan that has your units roughly planned on the calendar for the year.

Step 6: Create your major unit/quarter assessments.

Step 7: Create your unit plans and daily lesson plans (on-going).

Planning Checklist

- Find and print subject specific Tennessee standards.
- Research state tests and complete skills needed worksheet to identify daily objectives.
- Create end-of-year assessment.
- Create units from the daily objectives.
- Create a long term plan using the calendar to plan around school schedule.
- Create unit/quarterly assessments.
- Create unit plans with an essential question.
- Create daily lesson plans and gather necessary materials for class.

**All documents and links are available at www.Collegiatememphis.org/tr. If you have any questions, please reach out to Ms. Byrd for assistance.

See the back of this brochure for a recommended timeline of events.