



TAPESTRY
UNIVERSITY

Where you are the faculty.

Your Notes:

MASTER TEACHER SERIES: SESSION 1 HANDOUT

Below are spaces for you to answer questions that will be asked during the session. Ideally, you should NOT read through this handout before viewing the presentation.

Question #1: _____ (Write a number from 1 to 10.)

Question #2: Answer in your own words when prompted.

Question #3: Answer in your own words when prompted.

SMART Rubric Template (You can use any kind of digital or paper copy.)

Goal:	
Specific	
Measurable	
Appropriate	
Realistic	
Time-bound	
Evaluation	
Revision	

Evaluations and revisions happen at intervals and the procedures (time tables, etc.) can be spelled out initially in this rubric, or left for later.

Sample SMART Goal-setting Rubric Filled In

Goal: <i>Finish our year-plan in one school year.</i>	
Specific	<i>In the 2014-2015 school year, I will complete Year 3 with one UG, one D, and one R student. The word "complete" means that we will get through all 36 week-plans.</i>
Measurable	<i>I will determine the year's overall schedule in advance, planning in breaks so I can chart my course as I go. Week by week, I'll chart our progress. I will note where lessons were dropped from each week's plan, and note circumstances or choices that caused the omissions.</i>
Appropriate	<i>In planning weekly assignments, I will make sure that I don't overload my students with too much schoolwork for their learning stages.</i>
Realistic	<i>I need to pick and choose assignments/disciplines and not do everything that's offered in the year-plan from FEAR that I might leave something out!</i>
Time-bound	<i>I will record our weekly progress faithfully as we go. I will do weekly planning for the week ahead faithfully. I will evaluate this goal quarterly with Mark.</i>
Evaluation	<i>Evaluate reasons that we succeeded in reaching this goal, and ways that we either struggled or failed quarterly. Ask for Mark's observations and direction before implementing changes.</i>
Revision	<i>Adjust the plan according to the evaluation above.</i>

Quarterly evaluations might look like these:

Evaluation for 1st Quarter	<ol style="list-style-type: none"> 1. <i>For 6 of the 9 weeks, I planned & prepared faithfully.</i> 2. <i>I regularly recorded each week's progress, and we fell one week behind the overall year's plan.</i> 3. <i>Planning is so key! When I prepare, weeks go well. When I stick to my plans, things go well overall. When I add in things, or don't plan sufficiently, not so good.</i> 4. <i>I consistently fight guilt that I'm not doing enough. This FEAR tempts me to depart from my plan. It's my biggest problem.</i> 5. <i>Bad pattern: We regularly don't get to the library in time to get books that we need for the week's work ahead, then we get stopped.</i> 6. <i>I often wish that I could purchase a few key books to use in our studies, rather than penny pinching so much that I shoot myself in the foot. Ask Mark!</i>
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(See next page for how you might make revisions to your goal, or new goals springing from this evaluation.)

Sample record of revisions after meeting with husband Mark.

<p>Revisions for 1st Quarter</p>	<ol style="list-style-type: none"> 1. Mark and I re-upped our shared commitment to me getting weekly planning time. Thursday nights after dinner, he will take the kids and do a science experiment or help them with math problems or do yard work, and I will go to the library to plan and prepare. 2. While at the library planning, I will be able to take out books that I need. I plan to look far enough ahead that I can reserve what I need several weeks in advance (trying for three weeks) so Interlibrary Loan can get them there on time. 3. Mark agreed that I should buy a few key books that we need so I don't come up short. (I need to write myself a note to get that done pronto!) 4. Mark agreed to pray for me to win my struggles with guilt. We agreed that I'll share with him when I'm tempted so he can help me assess my fears more biblically and accurately. (If Mark isn't around, I'm going to call Amy, since she's been homeschooling longer than me.) 5. Because we've only lost one week's time over the 9 weeks of unit 1, we're encouraged! We decided to first see if we can combine any weeks coming up in the next unit to catch up. If not, we agreed to extend school one week beyond our planned end date, and I'll adjust all of the milestones between here and there accordingly if this becomes our choice.
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At this point, it's a great idea to do the following:

1. Pray for God's sustaining grace, His favor, and the eternal hope given to you in His Son's sacrifice for your sake to become more and more real to you.
2. Ask for God's help in growing where you have identified weaknesses.
3. Express gratitude to God for all that has gone well, and plan to celebrate this with your kids!
4. If you are going to need to change things in ways that your kids will notice, be sure to explain fully to them both what the changes are and why you are making them. Seek to encourage them in what they have done right, and shoulder any responsibility that you should for how things have not measured up to your goals.

Remind Yourself Regularly!

As a general rule, you should plan to file such goal charts, evaluations, and revised goals where you can easily access them week to week.

Keeping your goals before you (on your refrigerator, on bathroom mirror, or in your teaching notebook or quiet time journal) will remind you of the SMART end you have in mind and how you purpose to get there!

Follow-up Assignments for Session 1

If you're doing homework for this session because you're pursuing certification (or for your own edification), and/or taking the quiz, your assignments are listed on page 4.

Homework and Quiz (won't be done in one sitting)

1. Read chapters 1-4 in *Love the Journey*.
2. In written form, answer the questions found on pages 26, 31-32, and 37-38. (Ideally, you should do this with your husband.)
3. From these answers, craft a family profile and mission statement for your unique homeschool. (Chapter 3 gives you four examples of what we're asking for here.)
4. Think about and fully answer the questions on page 1 of this handout.
5. Last, identify your two greatest weaknesses as a teacher, and create foundational SMART goals that will help you improve. You may use some of the foundational goals that we identified in the presentation. They were:

Spiritual Goals

- With my husband, to do a "student survey" for each child that I'm teaching this year that spells out specific academic, spiritual, and social goals that are measurable, appropriate, realistic.
- To pray weekly for the children in my homeschool (ideally, with my husband), lifting up the specific lessons of the week ahead and asking for God's help and energy.
- To review and "E" (meaning "evaluate") these identified goals quarterly with my husband, and "R" (meaning, "revise") them as needed.

Planning Goals

- To do long-range planning ahead in the summer, enough to make a detailed schedule of mile markers that I should attain if all goes well.
 - Example: $\frac{1}{4}$ of the math curriculum done by November 1, or to plan to overall do one chapter a week of read-alouds
 - Maybe planning out the year as a whole, identifying ahead your start date, family vacation weeks, holiday breaks, and then identifying weeks of *Tapes-try* that you'd like to be in at about that time
 - Also, to evaluate and revise these goals quarterly
- To identify a weekly planning time for the year ahead, and guard it zealously from all intrusions.
- To use this weekly time faithfully to plan out lessons thoroughly for the week ahead, and not for other purposes.
- To clearly articulate my academic goals for each child each week such that each one knows, day to day and hour to hour, what s/he's to do in order to succeed academically.

Management Goals

- To diligently collect (purchase/borrow) my teaching materials at least two weeks in advance of when they are needed.
- To train my students to access and manage those supplies and resources that they use so that they are not lost or destroyed because of neglect or sloth.
- To organize well, and purpose to reorganize/clean quarterly, my teaching supplies (and my desk/file system).

Personal Preparation Goals

- To read through (or even skim or browse) my children's reading assignments as I make them each week in my advanced planning time, so that I have a good idea of the core essence of the lessons ahead.
- To seek quarterly to assess and then "freshen" or vary my approach. (To this end, you might set a goal to do crafts 2 times per month, or field trips 2 times per month, or have a "guest speaker" in once per quarter, etc.)

We *strongly* suggest that you involve your husband and pray as you do self-assessment and foundations goal setting. If you attempt too many goals, you will overwhelm and defeat yourself! Easy does it: improvement takes time, so start small and grow over time.

Just for those on the Master Teacher certification track:

We have created forms and charts (such as a worksheet that lists all of the assigned questions in *Love the Journey*—including a “student survey” form—and a blank SMART goal-setting chart) that you can download and/or print from your Master Teacher Training portal on Moodle. You may find them useful in accomplishing and turning in your homework, as well as useful for your own edification.

The Master Teacher Training class interface provides a place for you to upload your digital documents as required assignments. These are a part of your overall grade for this session, and are required. Please contact us if you have any technical difficulties in submitting your homework.

After all assignments are submitted/completed successfully, you will be able to take the quiz for this session, which you must pass with a score of 90% or better. You have two tries to achieve this score. If you fail a second time, please don't quit! Let us know, and we'll see what we can do to help you go forward with your training.

Contact Information

This is a program that we are constantly seeking to improve. If you have comments, questions or difficulty in mastering the technologies that we use to deliver this course, please don't hesitate to contact us!

Email us: tustaff@tapestryofgrace.com

Call us: Customer Service is open M-F, 10 - 4, Eastern