

# EXPERIENCE SUGGESTIONS FOR YEAR ONE

**Suggestion: Complete two experiences per semester for a total of four.**

1. Following the district's format, create a syllabus for a course, including the following:
  - rationale which relates the course goals to the district's mission and philosophy
  - general description of the content of the course
  - general goals for graduates in the program area
  - other information students need to know about the course
2. With the help of your CTSO officers and committee chairs (if possible), create a program of activities/calendar for the organization, including activities designed to develop leadership skills, community/school service, occupational competence, and professionalism. Ideally, the program of work is aligned with curriculum goals and objectives and will be approved and implemented by all chapter members.
3. Prepare a professional development plan for the upcoming school year; your plan should align with your individual performance-based teacher and evaluation. Suggestions for areas of focus include: Classroom Management, High-Stakes Accountability, Time Management, Sensitivity Awareness, Classroom Instruction, Student Motivation, Technology in the Classroom, and Relationships with Parents/Colleagues.
4. Review your content area's program resource book/handbook and prepare a personalized planning calendar of school and professional happenings and deadlines.
5. Establish an advisory committee comprised of representatives from aspects of current and emerging local and state-level industry, appropriate local district representatives, and possibly postsecondary representatives. Schedule the date of the first advisory committee meeting and prepare the meeting agenda.
6. Complete the *Report for Local Program Quality Improvement* for your content area program.
7. Develop a system for tracking mastery of competencies. Check with your school administrators or co-workers to see how this is managed in your building or district.
8. Incorporate critical thinking/practical problem solving into a lesson.
9. Work with students to prepare a classroom project to enter in a CTSO event and submit the completed project to mentor.
10. Develop curriculum for student portfolios with appropriate assessments.

11. Develop a brochure or flyer to use in promoting your program.
12. Develop an oral presentation (outline or PowerPoint slides) to use in presenting your program to prospective students.
13. Select a unit and identify (a) measurable competencies aligned with assessment methods, (b) activities to support learning, and (c) related resources.
14. If you need to complete one of the suggested experiences from the Year Two list instead of one from this Year One list based on your school district's expectations for your first year, you may do so.
15. If you wish to complete experiences not on this suggested list or the one for Year Two, please complete a written description of your proposed alternate experience to the appropriate content expert for approval.