



APPEL Program

Expectations and Requirements **I**

Learning Environment, Curriculum, Instruction & Planning, and Diverse Learners

WINTER 2025 **I**

Candidates earn credit in MIDAS for their Professional Learning Plan - Course **I** *Learning Environment, Curriculum Instruction & Planning, and Diverse Learners* by:

- ★ Attending and actively participating in at least 90% of the [face-to-face training](#).
- ★ Completing all tasks in **Units 1, 2, and 3** by **Tuesday, September 23, 2025 by 12:00 NOON**.
- ★ Completing all tasks in **Unit 4**.
- ★ Earning a passing score (3 or 4) on each of the four written responses of the Pedagogical Demonstration TASK 1: *Knowledge of Students and the Learning Environment*.

Rationale: The tasks and accompanying due dates enable candidates to demonstrate the pedagogy discussed in all 37 Utah Competencies in their classroom on a regular basis and receive feedback throughout.

Unit 1 - To demonstrate proficiency with Learning Environment, Curriculum, Instruction & Planning, and Diverse Learners

1A - DUE DATE - Submitted to Canvas Before Class on February 18th

1. **Establish Expectations Rough Draft.** Bring the finished rough draft to class next time (front and back). Each expectation must include the 1) definition, 2) rationale, and 3) critical discrimination. [Granite Characteristics](#) and [Behavior Supports](#).
2. **Know Your Students.** Create or choose TWO meaningful, whole-class activities that illustrate you are getting to know your students to build positive relationships. For each activity, include 1) the date you will give it to students 2) an example of the activity, and 3) the plan for how you will use the information learned about your students in your classroom decisions. (approx 250 words). Bring the dates, two examples, and the plan to class next time.

1B - DUE DATE - Submitted to Canvas Before Class on March 4th

3. **Establish Procedures.** Establish at least 10 procedures using the [template](#) for explicit teaching from training. Upload 10 completed templates.
4. **Plan Book Structure.** Upload evidence of your structured plan book adhering to the rubric in column 2 of [Lesson Design](#). Give us a link set to "Anyone With a Link May View."
5. **Classroom Culture.** Upload 2-3 photos and a written explanation that explains HOW your classroom demonstrates a clean, safe, and student-centered environment. (approx 250 words)

1C - DUE DATE - Submitted to Canvas Before Class on March 25th

6. **Classroom Expectations Visible.** Upload a picture(s) of each of your finished 3-5 visible classroom expectations posted on the wall, large enough for students to read from their desks. Each expectation must include the 1) definition, 2) rationale, and 3) critical discrimination. [Granite Characteristics](#) and [Behavior Supports](#).
7. **Plan Book Feb/March 2025.** Enter 3 weeks of content in your plan book for each course you teach AND complete the [plan book scoring guide](#). Upload your completed scoring guide and plan book evidence with the link set to "anyone with the link may view."

8. **Explicitly Teach Procedures.** Follow the five (5) [Guidelines for Recording Classroom Videos](#). **Video** a lesson showing you [explicitly teaching](#) or re-teaching a procedure to your students. Make sure the video includes all four steps of explicitly teaching a procedure: 1) state, 2) rationale, 3) critical discrimination, and 4) model and practice. Upload a link to the video. *0.5 hour clinical experience.*
9. **Seating Charts.** Upload a photo of EACH of your seating chart(s) and an analysis for ONE class of how you determined which students to seat near each other and in various locations in the room (approx 250 words).

1D - DUE DATE - Submitted to Canvas Before Class on April 15th

10. **Visible Learning.** **Video** a lesson that makes learning visible because students are writing, speaking and/or making physical responses consistent with the objective. Complete the [Self Observation Video Reflection](#) form. Upload the completed form with a link to the video. *1 hour clinical experience.*
11. **Plan Book April 2025.** Enter at least 3 weeks of content in your plan book for each course you teach AND complete the [plan book scoring guide](#). Upload your completed scoring guide and plan book evidence with the link set to “anyone with the link may view.”
12. **Course Timelines.** Create or revise your timelines for each subject you teach for at least 3rd-4th terms using the [timeline template](#). Upload your completed timelines with the link set to “anyone with link may view.”
13. **Modeling.** **Video** about 10-15 minutes of a lesson that shows you modeling with your current students. The teacher and students are doing the same task simultaneously. *0.5 hour clinical experience.*
14. **Communicating with Families.** Upload an example of a communication sent to ALL families in at least one class. Give at least 3 examples of how this communication built relationships with your students’ families.

Unit 2 - To demonstrate proficiency with Learning Environment, Curriculum, Instruction & Planning, and Diverse Learners

2A - DUE DATE - Submitted to Canvas Before Class on April 29th

15. **Positively Reinforce and Correct Errors.** **Video** about 15 minutes of a lesson showing you [positively reinforcing and correcting errors](#) using effective teaching skills and positive praise. (1) Watch the video and keep track of the data on the [Effective Teaching Skills](#) form. (2) Write a reflection on what you learned (approx 250 words). Upload the link to the video, completed form with tally marks, and written reflection. *0.5 hour clinical experience.*
16. **Know Your Students & School Artifacts.** Compile the “[Knowing My Students and Classroom](#)” artifact that demonstrates you know about the non-academic interest(s), academic strengths, unique learning needs and home demographics of your current students (*upload at least one class*). Compile the “[School Profile Spreadsheet](#)” artifact. Create a file for this task that includes the links to each artifact.
17. **Plan Book May 2025.** Enter at least 3 weeks of content in your plan book for each course you teach AND complete the [plan book scoring guide](#). Upload your completed scoring guide and plan book evidence with the link set to “anyone with the link may view.”

2B - DUE & MARKED COMPLETE Before Friday, May 9, 2025 at 12:00 NOON

18. **Monitoring Learning.** Upload a finished example of a tool you use DURING class time to keep track of individual students as they progress in a lesson or unit (*eg/ anecdotal notes*). Submit a description of how the tool was used to monitor progress (approx 150 words). Upload the finished tool and description.
19. **Universal Design for Learning.** Complete the [Universal Design for Learning](#) form and upload it.

Unit 3 - To demonstrate proficiency with Learning Environment, Curriculum, Instruction & Planning, and Diverse Learners

3A - DUE DATES

Submitted to Canvas Before Friday, August 29th. We do **NOT** have class on that day.

20. **Plan Book Aug/Sept 2025.** Enter at least 3 weeks of content in your plan book for each course you teach AND complete the [plan book scoring guide](#). Upload your completed scoring guide and plan book evidence with the link set to “anyone with the link may view.”
21. **Communicating with Families.** Upload an example of a communication sent to ALL families in one class. Give at least 3 examples of how this communication built relationships with your students’ families.

Submitted to Canvas Before Class on September 11th

22. **Data, Decisions, Strategies.** Complete the [Instruction Practice sheet](#) that we started in class.
23. **Parent Communication.** Upload an example of a communication sent to ALL families in the class that expects a response of information. 1) Give 2+ examples of how it fostered a positive relationship with individual students. 2) Give 2+ examples of how it encouraged continued communication with you and your students’ families. 3) Finally, describe how the data from this communication influenced an instructional decision that affected your **whole class**.
24. **Non-Response.** Based on the communication method you sent out from the task above, discuss what you would do the same and differently in each of the three areas of non-response 1) design, 2) accessibility and 3) value if you choose to use it again (approx 250 words). Upload the written response.

3B - DUE & MARKED COMPLETE in Canvas Before Tuesday, September 23rd at 12:00 NOON
HARD DEADLINE

25. **Updated Clinical Experience Log in OneNote.** 1) Make a copy of the [Clinical Experience Log](#) and update it with your [list of Clinical Experience HOURS](#). 2) Put the link to your Log in [OneNote](#) under *Candidate Uploads* so Travis Rawlings can access it at any time. 3) Submit both a link to your Log and a screenshot of [OneNote Candidate Uploads](#) to Canvas.
[Directions: Setting Up 3-4 Peer Observations](#)
26. **Plan Book Sept/Oct 2025.** Enter at least 3 weeks of content in your plan book for each course you teach AND complete the [plan book scoring guide](#). Upload your completed scoring guide and plan book evidence with the link set to “anyone with the link may view.”

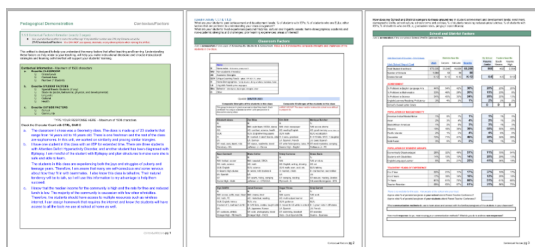
WINTER 2025 cohort: If the following TWO conditions are met, then candidates are eligible to complete Unit 4 and submit the Pedagogical Demonstration - TASK 1. Otherwise, candidates will re-enroll in Course **I** with the **Winter 2026 cohort** beginning in February 2027.

- ★ Attended and actively participated in at least 90% of the [face-to-face training](#) for **Units 1, 2, and 3**.
- ★ All tasks in **Units 1, 2, and 3** marked complete in Canvas by **Tuesday, Sept 23, 2025 by 12:00 NOON**.

Unit 4 - To demonstrate proficiency with Learning Environment, Curriculum, Instruction & Planning, and Diverse Learners

4A - DUE DATE - Submitted to Canvas Before Class on October 14th

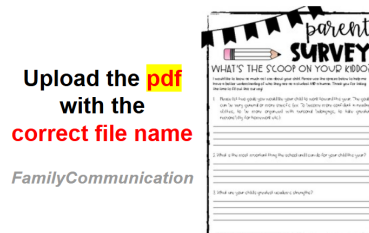
1. **ContextualFactors artifact.** Upload the **COMPLETED** .pdf artifact to Canvas. That is exactly **three-pages**.



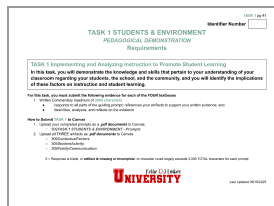
2. **StudentActivity artifact.** Upload the **COMPLETED** .pdf artifact to Canvas. Maximum length of two-pages.



3. **FamilyCommunication artifact.** Upload the **BLANK** .pdf artifact to Canvas. Maximum length of two-pages.



4. **1.1.1 & 1.2.3 Completed Prompts.** Submit a link of your completed prompts to Canvas.



TASK 1 Submission Window: **Wednesday, October 15th - Sunday, October 26th at 12:00 NOON**

TASK 1 Resubmission Deadline & Course I Closes: **Sunday, November 9th at 12:00 NOON**

4C - DUE DATE - Due before the first day of Course II

5. **Assessment Reflection pieces.** Upload a completed [assessment reflection](#) for a small unit or week of instruction to the Canvas course named **Winter 2025 - Course II** that you will receive an invitation after Course I closes.

Course **I** will close on **Sunday, November 9th at 12:00 NOON.**

If the following TWO conditions are met, then credit for Course **I** will be awarded in MIDAS and candidates will automatically be enrolled in Course **II** Learning Environment, Curriculum Scope & Sequence, Diverse Learners. Otherwise, candidates will repeat **Unit 4** with the next available cohort.

- ★ Attended and actively participated in at least 90% of the [face-to-face training](#) for **Unit 4**.
- ★ Earned a passing score (3 or 4) on each written response of TASK 1.

CLINICAL EXPERIENCE

You have until the deadline posted on your Professional Learning Plan to complete at least 21 hours of Clinical Experience.

❑ [APPEL Clinical Experience Log](#)

Activities that count towards Clinical Experience:

Videos of Yourself Teaching

Accompanied with the paperwork associated with the video

- Video for an APPEL task **varies**
- [Video Analysis and Reflection](#) = **1.0** hour

Peer Observations

Your mentor or coach goes on the observation with you.

Accompanied with the paperwork associated with the observation

- [3-4 Peer Observations and Reflection](#) = **3.0** hours
- [Peer Observation and Reflection](#) = **1.0** hour

Observations can be completed in your school and/or in other schools both in and outside the district with your administrator's approval.