



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

College of Education and Allied Studies
Department of Teacher Education

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Improvement Plan Template

Date:

TO:

FROM:

IN RE: Improvement Plan

This Improvement Plan is the product of _____ *(list reasons for IP: supervisor observations, master teacher observations, poor performance, repeated absences, no binder, lessons not sent in a timely manner, etc. Be specific, with dates if possible. Also, if possible, cite the handbook and/or TPEs, e.g., failure to arrive at placement site 30 minutes before class. This can be a bulleted list.)*

The following must be completed to meet the requirements of this improvement plan:

- *Create bulleted list of "to-dos," with dates for completion, e.g.,*
- *Candidate will email all lesson plans to Cooperating Teaching 24 hours in advance beginning immediately.*
- *Using strategies from your methods courses, implement one new classroom management technique every week for the next four weeks. Be prepared to discuss with supervisor during your next post observation conference.*
- *Candidate will not miss any field work classes for the remainder of the year.*
- *Candidate will have all required lessons in a binder by such and such a date.*

Failure to comply with this Improvement Plan may result in a range of consequences from receiving a "No Credit" for your current field placement to declassification from the credential program.

CC: *Program Supervisor: Tonja Byrom, Dania Massey, or Kelly Moore*
Dr. Lyn Scott, Interim Department Chair
Dr. Shadi Roshandel, Associate Department Chair
Credential Student Service Center