**Workplace Specialist I Calendar 2018-2019**

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| **1st Live Meeting Day at Assigned Remote Site**  **Monday, August 20, 2018 – 5-8 pm Local time**  Note: Please attend the remote site that you selected when you filled out your registration form for the training. Addresses for the remote sites can be found by visiting <http://www.workplacespecialists.com> and clicking on the REGISTERED TEACHERS button and then clicking on the REMOTE SITE ASSIGNMENTS button. | | | | | |
| Unit # | Tentative Dates | Days/Hours | Site Location | Topic | Due |
| Unit 1 | Recommended assignment start date  **Aug 20, 2018** | Asynchronous | Online | **Classroom Management** | Recommended assignment completion date  **September 2, 2018 @ 11PM** |
| Unit 2 | Recommended assignment start date  **Sept 3, 2018** | Asynchronous | Online | **Safety Procedures** | Recommended assignment completion date  **Sept 16, 2018 @ 11PM** |
| **Live Meeting Day, Marriott East Hotel**  **Friday Sept 21, 2018 – 9am-5pm**  **Saturday Sept 22, 2018 – 8am-1pm**  Attendance for Friday and Saturday of the Indiana Statewide CTE Professional Development Conference is required and mandatory for all Workplace Specialist I teachers, but not for mentors. When you arrive Friday morning, plan to attend the first WSI (Workplace Specialist I) session listed in the conference pamphlet.  Registration can be completed at <http://indianaacte.org/conference>  Schedule can be found at <https://indianaallctestateconference2018.sched.com/>  Contact the Executive Director of Indiana-ACTE with any questions at: [Director@IndianaACTE.org](mailto:Director@IndianaACTE.org) | | | | | |
| Unit 3 | Recommended assignment start date  **Sept 17, 2018** | Asynchronous | Online | **Special**  **Education** | Recommended assignment completion date  **Sept 30, 2018 @ 11PM** |
| Unit 4 | Recommended assignment start date  **Oct 1, 2018** | Asynchronous | Online | **Standard Based Objective** | Recommended assignment completion date  **Oct 14, 2018 @ 11PM** |
| Unit 5 | Recommended assignment start date  **Oct 15, 2018** | Asynchronous | Online | **Assessment** | Recommended assignment completion date  **Oct 28, 2018 @ 11PM** |
| Unit 6 | Recommended assignment start date  **Oct 29, 2018** | Asynchronous | Online | **Lesson Plan** | Recommended assignment completion date  **Nov 11, 2018 @ 11PM** |
| **Mentor Observation #1 (of 3)**  **Start November 5, 2018**  **Due November 19, 2018**  Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting <http://www.workplacespecialists.com> and clicking on the MENTORS button and then clicking on the REMOTE SITE ASSIGNMENTS button. | | | | | |
| Unit 7 | Recommended assignment start date  **Nov 12, 2018** |  | At WSI School | **Lesson Plan Follow-Up** | Recommended assignment completion date  **Nov 25, 2018 @ 11PM** |
| **Mentor Observation #2 (of 3)**  **Start November 19, 2018**  **Due February 4, 2019**  Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting <http://www.workplacespecialists.com> and clicking on the MENTORS button and then clicking on the REMOTE SITE ASSIGNMENTS button. | | | | | |
| **Live Meeting Day for TABE Exam at Assigned Remote Site**  **Monday, December 3, 2018** **– 5-9pm Local time**  **NOTE:** This is the only project administration and participation is required for further licensing. | | | | | |
| Unit 8 | Recommended assignment start date  **Jan 7, 2019** | Asynchronous | Online | **State and National Career Pathways** | Recommended assignment completion date  **January 27, 2019 @ 11PM** |
| **Mentor Observation #3 (of 3)**  **Start February 4, 2019**  **Due April 1, 2019**  Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting <http://www.workplacespecialists.com> and clicking on the MENTORS button and then clicking on the REMOTE SITE ASSIGNMENTS button. | | | | | |
| Unit 9 | Recommended assignment start date  **Jan 28, 2019** | Asynchronous | Online | **Integrating Academics** | Recommended assignment completion date  **Feb** **10, 2019 @ 11PM** |
| Unit 10 | Recommended assignment start date  **Feb 11, 2019** | Asynchronous | Online | **Instructional Materials and Resources** | Recommended assignment completion date  **Feb 24, 2019 @ 11PM** |
| Unit 11 | Recommended assignment start date  **Feb 25, 2019** | Asynchronous | Online | **Advisory Committee** | Recommended assignment completion date  **Mar 10, 2019 @ 11PM** |
| Unit 12 | Recommended assignment start date  **Mar 11, 2019** | Asynchronous | Online | **Career and Technical Student Organizations (CTSOs)** | Recommended assignment completion date  **March 24, 2019 @ 11PM** |
| **Live Meeting Day for Teachers Who Failed Sections of the TABE Exam. The exam is proctored at the assigned remote site.**  **Monday, March 11, 2018 – 5-9pm Local time**  **Note:** This is the final authorized administration of the exam. | | | | | |
| Unit 13 | Recommended assignment start date  **Mar 25, 2019** | Asynchronous | Online | **Professional**  **Development**  **Plan** | Recommended assignment completion date  **Apr 7, 2019 @ 11PM** |
| Unit 14 | Recommended assignment start date  **Apr 8, 2019** | Asynchronous | Online | **Reflection** | Recommended assignment completion date  **Apr 21, 2019 @ 11PM** |