

eMINTS Peer Visit Guidelines – Year 2 2006-2007

This year's Comprehensive Professional Development schedules for Year 2 teachers include a full-day visit to another eMINTS classroom. All districts have agreed to provide substitute teachers and pay travel expenses for visiting other eMINTS classrooms. Year 2 visits to eMINTS classrooms should be completed between the middle of January and the middle of April.

The eMINTS staff encourages teachers to visit eMINTS classrooms they have not already seen. If more than one eMINTS classroom is available for visiting at a particular school, and it is workable for the teachers involved, try to see more than one classroom on a visit. We do NOT recommend going to more than one school per visit.

Please plan a minimum of four hours for the actual classroom visit. An exception to the four hour requirement will be made for those teachers that use a portion of the peer visit day to collect observation data for a lesson as outlined in the Lesson Design sessions. Allow for travel time, likely to be at least one hour each direction, two hours roundtrip. If drive time is less than two total hours, please be professional and spend the extra time on the classroom visit itself. Don't forget to take the eMINTS Classroom Visit Reflections form.

1. Year 2 teachers who are VISITORS should select a teacher from the list and contact that teacher by e-mail or phone and offer at least two possible dates for a classroom visit.
2. The eMINTS teacher being visited should reply to the visiting teacher as soon as possible, indicating a preferred date.
3. The two eMINTS teachers should mutually decide on and confirm the date for the visit. Teachers who are visiting are responsible for their own lunches on the day of the visit.
4. Once a date for the visit has been confirmed the visiting Year 2 eMINTS teacher should send an email with the date and location of the visit to his/her eMINTS facilitator.
5. The visit length should be at least four hours (unless part of the visit day is used to collect observation data for a lesson in conjunction with the lesson design sessions) so that the visiting teacher gets a good picture of how a whole day of instruction is set up. Visiting teachers should plan locations with this schedule in mind and keep driving time to a minimum.
6. Teachers may visit any teacher on the peer visit list as long as the location of the school is within one hour travel time.
7. Districts are responsible for mileage costs incurred by teachers while traveling to and from classroom visits. Overnight stays for classroom visits are NOT recommended.
8. Teachers from the same school may schedule their visits for the same day, so they can travel together or on different days if that arrangement is more convenient.
9. Teachers may select anyone on the list to visit. It is not necessary that the teacher being visited is a "graduate" of the entire two-year professional development program, though it may be desirable to watch someone with more experience.
10. Teachers may visit classrooms at their own grade levels or at other grade levels.
11. Host teachers are asked to e-mail the eMINTS staff member working with the teachers who visit their classrooms at the end of each week they have visitors. These messages and the completed Classroom Visit Reflections forms will verify the visits at the end of each quarter for attendance reporting.