The Path & Pace

We recommend this "Path Pace" for any context that already has some strong components of a performance assessment system in place. A system that has a graduate profile, shared rubrics, an advisory structure, and a culture of critique and revision can use this as a guide for putting this work into the virtual space.

Included:

- A "package" for students and Advisors to set them up for success
- A task list for Admin or the Design Team for prep and process
- A timeline for implementation + process built in week-long chunks

Student "Package"

- Graduate Profile
- Selected Competencies for Defense
- Handbook + Event Description
- Rubrics

Advisor "Package"

- List of student Advisees
- Role description/ responsibilities
- Copy of Student Package
- Training on platforms

Admin Task List

- Build a Team to hold this project
- Map what needs to happen before Week 0
- Purchase/Assemble Tech (as necessary)
- Design "Package for Families"
- Communicate re: Path & Event with all stakeholders
- Select & train Defense Panel Members for the event
- Deliver necessary materials
- Design & communicate resubmission plan
- Design & facilitate reflection & analysis session post-defenses

When we say "package," we mean the materials + information they receive for the roll out.

The Attribution-NonCommercial-ShareAlike 3.0 Unported license means that you can use our materials, must give appropriate credit, and indicate if any changes have been made. You may not use the material for any commercial purpose. And you must re-share any adaptations under the same kind of license.
**WEEKLY PLAN FOR ROLL OUT**

### STUDENTS
- Receive student package
- Determine questions
- Begin planning tool

### ADVISORS
- Contact advisees
- Build a call schedule
- Set up documents/dashboards for tracking calls

### ADMIN
- Set up communication plan for staff
- "Lay down the beat" for how this is messaged to all stakeholders

---

**WEEK 0**

- **STUDENTS**
  - Receive student package
  - Determine questions
  - Begin planning tool
- **ADVISORS**
  - Contact advisees
  - Build a call schedule
  - Set up documents/dashboards for tracking calls
- **ADMIN**
  - Set up communication plan for staff
  - "Lay down the beat" for how this is messaged to all stakeholders

---

**WEEK 1**

- **STUDENTS**
  - 1-1 Coaching session with Advisor
  - Discuss what artifacts & reflections you have
  - Review your planning tool
  - CREW call
- **ADVISORS**
  - 1-1 coaching session with advisees
  - Document advisee progress in dashboard
  - Crew call
  - Set norms for peer feedback
- **ADMIN**
  - Assemble necessary tech
  - Leverage all adults to reduce advisory ratios
  - Train advisors
  - Establish how portfolios will be reviewed

---

**WEEK 2**

- **STUDENTS**
  - 1-1 Coaching session with Advisor
  - CREW call
  - Peer Feedback session on portfolio progress
- **ADVISORS**
  - 1-1 coaching session with advisees
  - Document advisee progress in dashboard
  - Crew call
  - Check in call with families
- **ADMIN**
  - Design "package for families"
  - Determine logistics for defense event
  - Schedule defenses
  - Assemble panels
  - Hold first calibration session
  - Design resubmission plan

---

**WEEK 3**

- **STUDENTS**
  - 1-1 Coaching session with Advisor
  - Event practice/rehearsal with either a buddy or your crew
- **ADVISORS**
  - 1-1 coaching session with advisees
  - Document advisee progress in dashboard
  - Set up practices/rehearsals with buddies or crew
- **ADMIN**
  - Communicate around the path and the event with all stakeholders
  - Check-in’s with advisors
  - Hold second calibration session

---

**REMINDER**

- **PEER REHEARSAL & FEEDBACK HAS HIGH IMPACT!**

---

The Attribution-NonCommercial-ShareAlike 3.0 Unported license means that you can use our materials, must give appropriate credit, and indicate if any changes have been made. You may not use the material for any commercial purpose. And you must re-share any adaptations under the same kind of license.
WEEKLY PLAN FOR ROLL OUT

WEEK 4
- Submit your portfolio 2-3 days before your scheduled event
- Practice & Prep
- Tech check
- Confirm logistics

WEEK 5
- Celebrate all of your hard work!
- Crew call to debrief experience & share shout out’s/appreciations
- Thank you’s for panelists

WEEK 6
- 1-1 calls with advisees needing to resubmit to make a plan
- Communicate with parents about resubmissions
- Celebrations for passing advisees
- Crew call

STAFF REFLECTION & ANALYSIS OF DEFENSES

THE PROCESS
- What innovations should be celebrated? What was challenging?

THE LEARNING
- What did we hear from students about what they know, & how they learned it?
- What did we learn about our instruction/curriculum?
- How did we as a staff collaborate together?

THE DATA
- How might we use portfolio defenses to guide how we assess student learning for this year, and inform teaching & learning for next year?
- How does this experience inform our defenses and school model moving forward?