Format for a Common Professional Growth Plan (PGP)

The following template is a suggested format to be used in the development of a Professional Growth Plan. The plan should be written on Department Letterhead.

I. Course Name and Number, Document Title, Candidate Name, Date

Education Practice xxx
Professional Growth Plan
For
Candidate name
Date

II. Members of the Professional Team and role of each member.
List all members present and their role.

III. Purpose of the document

**Purpose:** The purpose of this document is to identify the candidate’s strengths, to identify areas for improvement and concerns in those areas, and to outline expectations that must be met for him/her to successfully complete his/her student teaching experience.

IV. Overview of Progress and Experiences

**Background:** Provide sufficient background to explain how the situation has reached this point.

**Candidate’s Strengths:** List the candidate’s strengths

V. Concerns and Expectations

**Professional Growth Area I:** Identify area in which improvement is needed

**Concern** – Fully explain the area of concern

**Expectations** – List the expectations and be very specific

**Professional Growth Area II:** Follow above pattern for each specific area in which improvement is needed.

VI. Outcome Options

**Specify the outcomes and/or repercussions:**

**Example:** To complete EDPR xxx successfully, (name) must satisfactorily meet all of the above requirements and all responsibilities outlined in the (program) handbook and the EDPR xxx syllabus.

If all requirements are met satisfactorily, (name) will receive a "satisfactory" in EDPR xxx and be recommended for certification; however, if all of the requirements are not met satisfactorily, (name) may choose:
To petition to withdraw from EDPR xxx and petition to repeat student teaching in the future, (Name) must be able to document that she has satisfactorily addressed the areas of concern before she will be placed in another student teaching experience.

To petition to withdraw from EDPR xxx and graduate without certification, She must consult with (specify individual), to select eight additional educational hours to replace EDPR xxx.

If a petition is not submitted or is denied, (name) will receive an "unsatisfactory" grade in EDPR xxx and will not be recommended for certification.

**VII. Support Services**

List support services that will be provided to the candidate to help him/her be successful.

**VIII. Signatures**

Cooperating Teacher

University Supervisor

Clinical Experiences Representative

_I have read and been given a copy of this document. Any comments I have are attached._

Candidate
EDPR xxx Student Teacher

**IX. Copy to professionals**

cc: Undergraduate Academic Advisor
Department Head
Certification Officer
Director of Clinical Experiences

04/10/12