

Project SMART Timeline for Participants & Team Leaders

Sept:

- Documents, forms, and course resources will be posted to the website and listed under Project SMART Courses > Current Course.
 - Documents: Course Outline, and Timeline
 - Forms: Participant form, Team Action Plan, and Team Final Report on Teacher and Student Learning, and Non-Degree Graduate Student Application.
 - Course Resources: resources are updated throughout the year so check periodically.
 - Email from Project SMART will go out to participants as documents are received at the office to verify that Project SMART (PS) has received the document. Email will go out to submitted emails listed on the Participant form. It is important to include a 2nd email that is not a school email to ensure that emails are received as some school servers may not allow our emails through, also to ensure that that emails regarding course credit and registration communications are received. It may be necessary to check junk/spam folders for Project SMART emails, which will be from beth.canale@oswego.edu (please add this email address to your contacts).
 - PS Faculty Member(s) will have a copy of **Participant form** and **Informed Consent form** to pass out to participants at the 1st team meeting, so participants can request this form from them, or go online for the form. Please print, complete, and email to Beth at Project SMART office ASAP.
- PS faculty emailed Team Action Plan & Course Outline
- PS faculty fall meetings TBA via email
- First Team meeting/study group meet on-site

Oct:

- Site based study groups continue

Nov:

- Emails to participants for missing info from Participant forms

Dec:

-

Jan:

- PS faculty spring meetings TBA via email

Feb:

- PS Faculty should notify PS office of any participants that will not be continuing on to the spring semester (those who have not attended on-site meetings). Notify PS office of participants who do not turn in Team Action Plan (no course credit), but will continue to attend team mtgs.
- Interim Report – **PS Faculty will forward Team Action Plan to PS Office**, to be used by project directors for completion of the interim report.

April:

- Non-Degree Form – participants will be emailed on how to register for the Project SMART course (emailed to the emails listed on the participant form).

May:

- Final reminder to all participants to complete Non-Degree Form. Teachers who do not complete the Non-Degree form cannot be registered to receive course credit.
- PS faculty should email PS office with names of any participants' that did not complete the 40 hour course and should be removed from the registration list for course credit.
- **PS Faculty should submit the Team Final reports on Teacher and Student Learning to PS office.**

June:

- PS office verifies and submits registration for participants who completed the pre-registration information & who completed the 40 course, and requirements for team final report.

July:

- Participants who have been registered to receive course credit will be emailed when their transcripts are available, usually in mid-July.

Aug:

- PS faculty will be emailed for location of any PS equipment signed out to them.