A Professional Improvement Plan (PIP) is a tool designed to support students who may be in danger of not progressing in their major/academic plan. The PIP outlines specific action steps a student must complete in order to maintain or return to good standing within their major/academic plan. There are three reasons for making a PIP referral:

- Poor academic standing (i.e. ongoing academic deficiencies across coursework)
- Issues regarding professionalism (classes or clinical experience)
- Academic integrity violation (plagiarism, cheating, etc.)

**If at any time a P-12 Administrator request removal of a Teacher Candidate from a field placement, dismissal from TechTeach will happen immediately.**

Professional Improvement Plan

The following outlines the steps to be taken in completing the Professional Improvement Plan process.

Stage 1

1) The Site Coordinator will have a discussion of concerns with the Teacher Candidate within two working days of the initial onset of concern. This discussion will include:

   a) Reasons and examples of the problem
   b) Asking the student if there are outside factors that are hindering his/her progress and success
   c) Review academic status (as appropriate)

2) The Site Coordinator works with the Teacher Candidate to solve problems by offering examples of support that can be given by the SC or by other departments within the college. Teacher Candidate should include suggestions for improvement as well.

3) The Site Coordinator maintains written documentation resulting from meetings with the Teacher Candidate. If the issues are resolved no further action is necessary.

4) All documentation will be included on the Professional Improvement Plan form.

If the Teacher Candidate does not meet all requirements of Stage 1 Professional Improvement Plan the following steps are taken to develop Stage 2 of the Professional Improvement Plan:

Stage 2

The Site Coordinator submits a Professional Improvement Plan to the Professional Development Facilitator.

1) The Site Coordinator notifies the Teacher Candidate and schedules a meeting to discuss the issue(s) on the Professional Improvement Plan form with the Professional Development Facilitator.

2) The Professional Development Facilitator, Site Coordinator, and Teacher Candidate form an Action Plan that will be put into place immediately. The Teacher Candidate has two weeks to show evidence of completion or improvement.

3) Upon the two-week deadline the Professional Development Facilitator and Site Coordinator will determine the next steps for the Teacher Candidate. If the expectations detailed on the Professional Improvement Plan are not met, the Certification Officer and Director of Teacher Education will become involved in the PIP process.

4) All documentation will be included on the Professional Improvement Plan form.

If the Director of Teacher Education and Certification Officer determine that further action is needed, then the following steps will be taken to develop Stage 3 of the Professional Improvement Plan:

Stage 3

1) The Site Coordinator works with the Director of Teacher Education and Certification Officer (and other roles as appropriate) to determine further action (s) to be taken.
2) A meeting will be convened with the Teacher Candidate and program administrators to communicate the plan.

3) The Site Coordinator will monitor the Professional Improvement Plan and communicate progress to the Director of Teacher Education and Certification Officer.

4) Failure to meet requirements of Stage 3 will result in dismissal from the TechTeach program.

Note: All communication regarding a student's progress is confidential. If email is used, names and R numbers cannot be included in the subject line.
<table>
<thead>
<tr>
<th>Phase</th>
<th>Teacher Candidate name</th>
<th>Date</th>
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**Expectation**

**Evidence**

**Concerns**

**Strategies**

**Deadline**

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Name: Teacher Candidate  
Date:  

Name: Site Coordinator  
Date:  

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**Comments:**