**T2L Annual Calendar**

**January**

* Pick up all fall science bins and bring to central location
* Get feedback from students/teachers about fall semester
* Spring recruitment begins
* Order any new items needed for spring science bins
* Begin thinking about spring orientation

**February**

* Hire new SF for spring semester
* Confirm which SF/teachers will be returning for the spring semester
* Plan and hold orientation for SF/teachers
* Print spring curriculum and create binders
* Create spring bins
* Deliver spring bins
* Create science teaching schedule (share with SF and teachers)
* Finish binder creation (send electronic version to SF and teachers)

**March**

* Science teaching continues
* Observe classes (gather photos/videos)
* Figure out timing of faculty associates
* Run first professional development event
* Begin recruitment for summer program

**April**

* Science teaching continues
* Meeting with faculty associates takes place for SF
* Run second professional development event
* Finish observations of all classes
* Begin meetings about summer curriculum work
* Begin summer planning

**May**

* Conduct a selection of exit interview with science fellows
* Science teaching finishes the first or second week of the month
* Meet with summer interns to discuss workload, science camp/lab, and process
* Survey SF
* Prepare for summer

**June**

* Pick up spring science bins
* Orientation for summer Science Fellows
* Summer Science Fellows begin work
* Summer Science Fellows work on spring/fall curriculum revisions
* Summer Science Fellows assist with SSL
* Professional development for teachers assisting with summer curriculum work

**July**

* Curriculum development takes place (Science Fellows work with classroom teachers and summer team)
* Joint professional development for teachers and Science Fellows
* Summer Science Fellows assist with Summer Science Lab and Science Camp
* Begin ordering for bins (fall is the focus but if ordering can take place for spring that is great)
* Finish up curriculum revisions- do a final read through (with help from project team)

**August**

* Summer Science Fellows finish work the second week in August
* Finish up spring/fall curriculum read through (prepare for printing)
* Begin thinking about Fall recruitment
* Stock bins for the fall
* Confirm which teachers will be participating in the program this coming fall

**September**

* Hire Science Fellows for the fall semester
* Make transportation schedule for Science Fellows (may need to hire drivers or encourage students to become certified drivers)
* Plan and hold orientation for Science Fellows /teachers
* Create science teaching schedule (share with SF and teachers)
* Deliver bins
* Finish fall binder creation (send electronic version to Science Fellows and teachers)
* Science teaching begins

**October**

* Science teaching continues
* Observe classes (gather photos/videos)
* Plan and run first professional development event
* Faculty Associates involvement/activities defined
* Meeting with faculty associates takes place for Science Fellows

**November**

* Science teaching continues
* Finish observations of all classes
* Plan and run second professional development event
* Plan and host a reflection dinner for Science Fellows

**December**

* Science teaching finishes the first or second week of the month
* Survey Science Fellows /teachers
* Can begin picking up bins if they are ready
* Begin thinking about what needs to be done regarding the spring curriculum and bins
* Review canvas posts from the semester