

Checklist

Before a Session

- Finalize your session plan and goals**
Follow your Residency Planning Form and make sure each session aligns with the overall residency goals determined by the team. Send AFO staff any changes to your plan throughout the residency.
- Agree and confirm session date, time and length**
Work with your team to determine a schedule that works for everyone. Sessions must occur during school hours. The most common format is one hour long session a week for six consecutive weeks. Double check with your team before each session.
- Virtual sessions: Do a test run on the video chat software used in the classroom**
Make sure to test out the video chat software that you will be using to connect with the students with your whole team before your first session.
- Decide what each team member is doing during the session**
Who is presenting the activity? What is discourse like between the teacher and professional when presenting? Remember that the teacher is responsible for classroom management.
- Decide who is gathering and preparing materials**
Who is putting together the slide deck? If your team is doing a virtual residency, what needs to be sent to students in advance? What materials and worksheets will they need access to?
- Check in with your team in between sessions**
Does the next session need to be adjusted? Are you still on track to meet your residency goals? We recommend that teachers spend some time outside of scheduled residency sessions solidifying concepts and continuing work on the project.
- Contact AFO staff with any issues, questions or concerns**
We are a resource and are here to help! Please let us know if we can assist you throughout the residency.