



Quick Tip

Drafting your Reflection Paper

Things to remember as you draft your reflection paper:

- **Select your focus indicator from the CCT Performance Profile.** Please do not select an indicator from the Common Core of Teaching standards document. You must access the performance profile for your module through your cteam workspace and select an indicator from there.
- **Include teacher learning in your goal statement.** TEAM is about recognizing that your development of new learning will positively impact your practice and your students. Start your goal statement with what you plan to learn related to your selected indicator and then add what the results will be for your students.
- **Your goal and initial summary automatically transfer to your reflection paper.** Please do not waste words re-writing your goal and initial summary in the body of your reflection paper. When you write in the individual fields through the links in your module center, the information transfers to the reflection paper.
- **Please do not include any identifying information in your paper.** Your name and the names of your colleagues should not be used. Do not mention the district or the school where you teach. Create fictitious names for students or refer to them by their initials if you reference them in your paper.
- **Proofread your paper.** Papers that contain numerous grammatical, punctuation and spelling errors can be ineffective in communicating clear ideas. Please proofread your paper and ask a friend, colleague or family member to read it too. Your reflection paper should professionally represent the work you have done in the module.