Quick Tip

Submitting Your Reflection Paper

Frequently Asked Questions

- **How long is my reflection paper supposed to be?**
  Your reflection paper cannot exceed 3000 words in length. All samples provided on the ctteam website have fewer than 3000 words and were reviewed as successful. Please see your Mentoring Module Guidelines for Step #4 posted on the ctteam website for additional details.

- **Can I go slightly over the 3000 words if necessary?**
  No. In an effort to be fair to all team participants, the length of the paper is a universal expectation. The web system has been designed to warn you that the 3000 word limit is approaching. You will not be allowed to submit the paper if you have exceeded the word limit.

- **Does my goal and initial summary contribute to the word count?**
  Yes. Most goal statements are 2-3 sentences in length and initial summaries are about a paragraph in length. The initial summary should clearly describe your current practice and where your students are performing relative to your selected indicator at the start of the module.

- **Why is the word count different when I cut and paste from a word document into the ctteam website?**
  It has come to our attention that the word count is lower in a Microsoft Word Document than when it is pasted into the ctteam site. Please be aware that there are two different applications in use and they are not directly compatible at this time. Most successful reflection papers range between 2000-2500 words so exceeding the 3000 word limit should present a significant challenge. Please frame your thinking around these word boundaries.

  Should you have additional questions/concerns, please contact any of the TEAM Program consultants listed on the www.ctteam website.