

Roles and responsibilities of CTI Fellows

Odds & Ends

- Incorporate checking the **CTI Slack** in your daily routine. **Tip:** It is helpful to have notifications turned on during working hours.
- Be ready to attend, participate in, and prepare for **biweekly (every 2 weeks) CTI Fellows meetings**.
 - Meeting day/time: _____
 - Date of first meeting: _____
- We will all complete the **Teaching and Learning in the Diverse Classroom** online course. Discussions from this course will occur during our biweekly meetings.
- Even if you are not facilitating the **U-Wide Conference**, please be prepared to attend as a participant.
- As you prepare for workshops, **please save all your materials in the CTI Box!**

Jigsaw Activity

We will introduce the remaining roles and responsibilities of CTI Fellows through a jigsaw activity, led by the Lead Fellows. The instructions for this activity are listed below.

1. Navigate to your first group, where a designated Lead Fellow will share information on a role/responsibility of CTI Fellows.
2. Record notes on the role/responsibility on the following pages in this document.
3. Navigate to your second group, which is composed of one person from each of the groups in (1). Everyone will take turns teaching the group about the role/responsibility that they just learned about.

Group 1: Workshop Observations

Record the answers to the following questions as you learn about Workshop Observations.
Note that more details on observations can be found in the CTI Box!

Why are Workshop Observations useful? (Consider this question for both the observers and the Fellows being observed!)

Who will be observing your workshop in the Fall vs. the Spring?

Fall workshop observations	<input type="checkbox"/> CTI Staff	<input type="checkbox"/> CTI Fellows	(select one)
Spring workshop observations	<input type="checkbox"/> CTI Staff	<input type="checkbox"/> CTI Fellows	(select one)

Where can you find the observer for your workshop?

What will your observer do *before* the workshop?

During the workshop, what will the observer be doing?

What will the observer do *after* the workshop?

Other notes:

Group 2: Microteaching

Record the answers to the following questions as you learn about Microteaching. Note that more details on microteaching can be found in the CTI Box!

What *is* microteaching? As a fellow, what do you need to do during the microteaching session?

Why is microteaching useful? (Consider this question for both the teacher and as someone observing a microteaching session!)

Who will you practice microteaching with?

How will you know when and where your microteaching session takes place?

Other notes:

Group 3: Professional Development Groups

Record the answers to the following questions as you learn about Professional Development Groups. Note that more details on the groups can be found in the CTI Box!

What *are* Professional Development Groups?

What is the purpose of having Professional Development Groups within the CTI Fellows Program?

How will you learn which Professional Development Group you are in?

How often will your Professional Development Group meet (on average)?

Where will Professional Development Group meetings take place?

Other notes:

Group 4: CTI Liaisons

Record the answers to the following questions as you learn about the CTI Liaison role. Note that more details on the liaison role can be found in the CTI Box!

What is your goal as a CTI Liaison?

Who can you share CTI Resources with?

How often should you engage in CTI Liaison activities?

What are some examples of CTI Liaison activities?

Where can you record your CTI Liaison activities?

Other notes: