6 Months Prior to Launch

- Collaboratively: Begin discussions to identify district’s needs and review off-campus program options.

- District: Select off-campus program option.

- Fairfield University: Issue MOU and establish a meeting with the district to sign/execute the MOU.

- Collaboratively: Design and schedule an Information Session/Admissions Open House event.

- District: Invite educators to participate in the Information Session/Admissions Open House event.

- District: Co-host the Information Session/Admissions Open House event in collaboration with a Fairfield University admissions counselor, financial aid counselor, Program Director, and current graduate candidate in attendance.

- District: Promote the cohort program to educators in the district through email, website, and school-based announcements.

5 Months Prior to Launch

- District: Promote the cohort program to educators in the district through email, website, and school-based announcements.

- Fairfield: Evaluate applicant numbers to determine if a district will meet the enrollment requirements (16) to launch the cohort.

- District: Finalize the scope of coursework with Fairfield University, with consideration for when supervised Structured Literacy remedial reading practica will be scheduled.

4 Months Prior to Launch

- Fairfield: Recruit faculty for appointment to the off-campus cohort.

- District: Promote the cohort program to educators in the district through email, website, and school-based announcements.

- District: Finalize instructional sites for coursework and clinical practica.

3 Months Prior to Launch

- Collaboratively: Decide how the quality of the program will be monitored and evaluated.

- Collaboratively: Decide how the continuing need for the program/resources needed to support the cohort will be periodically evaluated.

- Collaboratively: Decide how student satisfaction, curricula, and faculty will be evaluated.