



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.