# Overview: Timeline of Observations and 3-Way Meetings in the CAP Process

icon of pen in ink jar to represent author **CONTRIBUTOR**

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Icon of a document with lines of text and a folded corner**WHAT is this resource?**

This document presents a suggested timeline for scheduling all observations and all three 3-way meetings for the practicum experience.  It also serves as a reminder for creating goals and for administering student feedback surveys.

Icon of a calendar with multiple blocks to represent time **WHEN could this resource be used?**

This resource is best used before the practicum begins so that the Program Supervisor (PS), Supervising Practitioner and the Teacher Candidate can schedule observations and 3-way meetings, aligned with the CAP cycle.

Icon with a group of five people standing together  **WHO could use this resource?**

The faculty member responsible for preparing Teacher Candidates for the practicum, as well as the **Program Supervisor, Supervising Practitioner** and **Teacher Candidate** could all use this resource.

**icon with a checkmark in a circle HOW could this resource best be used?**

This resource supports the members of the 3-way team in scheduling and planning for the meetings during the Practicum.

* It is shared with the Program Supervisor, Supervising Practitioner and the Teacher Candidate at the beginning of the Practicum to establish dates for meetings and observations, as well as for expectations of what each member of the three-way team needs to do.
* Dates in the left-hand column should be adjusted, based on the Sponsoring Organization’s and school’s calendar.

***Note:*** *This resource was submitted for inclusion in the Candidate Assessment of Performance (CAP) Resource Hub. It is intended to serve as a reference and source of guidance for others engaged in the CAP process. While it reflects one approach, users should adapt its content to fit the specific context and needs of their own evaluations.*

## Timeline of Observations and 3-Way Meetings in the CAP Process

Note that these dates are intended as guidelines; you and your team will develop your specific schedule.

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| **2025** | **Specific activities within CAP** | **Stages in the CAP Cycle** |
| Week 1 Jan 2-3  Week 2 Jan 6-10 | Getting Oriented and Settling into the Practicum | Stage 1: Setting Up for a Successful Process |
| Week 3 Jan 13-17 | Consult about Goal Setting | Stage 1: Setting Up for a Successful Process |
| Week 4 Jan 20-24 | Announced Observation #1 | Stage 1: Setting Up for a Successful Process |
| Week 5 Jan 27-31  Week 6 Feb 3-7 | **First Three-Way (Trio) Meeting**  **(Goal Setting)** | Stage 1: Setting Up for a Successful Process |
| Week 7 Feb 10-14  Week 8 Feb 17-21 | Unannounced Observation #1 | Stage 2: Evidence Collection, Part 1 |
| Week 9 Feb 24-28  Week 10 Mar 3-7 | Announced Observation #2 | Stage 2: Evidence Collection, Part 1 |
| Week 11 Mar 10-14 | **Second Three-Way (Trio) Meeting**  **(Formative Assessment)** | Stage 3: Formative Assessment |
| Week 12 Mar 17-21  Week 13 Mar 24-28 | Announced Observation #3 | Stage 4: Evidence Collection, Part 2 |
| Week 14 Mar 31 - Apr 4 | Unannounced Observation #2 | Stage 4: Evidence Collection, Part 2 |
| Week 15 Apr 7-11 | Student Feedback Surveys Administered | Stage 4: Evidence Collection, Part 2 |
| Week 16 Apr 14-18  Week 17 Apr 21-25 | Announced Observation #4 | Stage 4: Evidence Collection, Part 2 |
| Week 18 Apr 29-May 2 | **Final Three-Way (Trio) Meeting**  **(Summative Assessment)** | Stage 5: Summative Assessment |

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