Overview of the Individual Learning Plan (ILP)

The ILP serves as the backbone to your induction experience. It is a state requirement for all teachers completing induction. It is a foundational document in which the new teacher, with guidance and support from their mentor, develop professional goals based on the California Standards for the Teaching Profession. The new teacher reflects on the progress made towards each professional goal and has the opportunity to revise the goal throughout the program.

The ILP and related documents (partnership agreement and support log) are the only required documents you will need to submit throughout the induction program. Our courses include several professional development opportunities, including faculty-developed modules, announcements of any current webinars or workshops offered through the university or otherwise, etc., and these options are available to you to complete as part of your professional engagement should you choose.

*Induction Program Standard 3*: The Individualized Learning Plan (ILP) must address the California Standards for the Teaching Profession and provide the roadmap of the candidate’s Induction work during their time in the program along with guidance for the mentor in providing support. The ILP must be collaboratively developed at the beginning of Induction by the candidate and the mentor, with input from the employer regarding the candidate’s job assignment, and guidance from the program staff. The ILP must include candidate professional growth goals, a description of how the candidate will work to meet those goals, defined and measurable outcomes for the candidate, and planned opportunities to reflect on progress and modify the ILP as needed. Within the ILP, professional learning and support opportunities must be identified for each candidate to practice and refine effective teaching practices for all students through focused cycles of inquiry.

Instructions for the ILP

*Mentor Meetings*: Plan to meet with your mentor for an average of one hour per week. There are several “formal” mentor meetings outlined in the ILP. On weeks when you do not complete the formal activities outlined the ILP, you and your mentor should plan on discussing your teaching, IEP development and meetings, student behavior issues, an any other issues or dilemmas you are facing. Log each mentor meeting in your support log.

*Administrator Meetings*: You will see two administrator meetings outlined in your ILP, one if your first semester and one in your last. The purpose is to share your inductions goals and progress with your administrator and inquire about any relevant professional development opportunities.
Goals: You will be developing professional goals for yourself with the support of your mentor. Goals are based on the California Standards for Teaching Profession (CSTPs). For each goal, you will identify 3 action steps to take that will assist you in meeting your goals. Action steps can include any professional development or support activities you deem relevant to your growth, including course modules, trainings, workshops, readings, and observing another teacher. It is required that at least one action step must be observing another teacher, so please note that you will need to work with your administrator and mentor to identify who you would like to observe and how to make that happen logistically. You will also identify measurable outcomes for each goal, track your progress, and reflect on your experiences and growth.

Courses: You will complete all induction activities across 4 semesters/4 courses (2 semesters/2 courses for Early Completion Option – available for teachers who have at least 2 prior years credentialed teaching experience). Optional modules will be available to you as opportunities for action steps toward your goals. These modules have been curated by university faculty based on the common and current needs of Education Specialists. In each course, you will complete roughly ¼ of the ILP (1/2 for Early Completion Candidates). Your instructor will serve as your course mentor, while your mentor will serve as your site mentor. You will submit portions of your ILP and supporting documents to your instructors as you move through the program.

Questions? Your mentor, your site administrator, and you are encouraged to reach out to your course instructor with any questions or concerns at any time.