



NTI 2020 Checklist

Please bring the following items with you to NTI July 26-July 29, 2020. You will be using these materials in the training.

- Most current syllabus for the course(s)/program you will be teaching. A syllabus is an overview of the course or program.
- Your teaching schedule. Those teaching in a career center should also bring their school's bell schedule.
- Curriculum that was used in your program last year and/or you anticipate using in the upcoming school year.
- A lesson plan that was used in your program last year if available.
- Textbooks or primary student and teacher resources used in your class(es). Do not bring all of your resources. Bring what would be helpful as you develop a lesson plan you might use the first week or two of school.
- School or District Student Handbook and Faculty Handbook. These handbooks are helpful as you develop a classroom management plan.
- High-speed internet.
- Laptop or notebook computer and charger that has audio, video and camera capabilities. You will be watching several presentations and you will be interacting with your cohort group using your computer. Be sure to check that your computer can access the hotel Wi-Fi network. Your computer must be able to access the DESE website, Moodle and various other websites. It is preferable that you can also access Google Docs and be able to exchange information with your cohort group via a Gmail account. **Be sure to have login information for any school-issued devices.**
- Visit with your administrator to determine if you are required to become certified as a career and technical education (CTE) teacher. Bring your DESE logon information if you or your administrator has already applied for your Career Education Temporary Authorization Certificate (CTAC).
- Pens/pencils/notebook

You will be provided with a textbook, participant notebook and other materials prior to NTI. These will be online resources. The conference begins promptly at 2:00 on July 26. Once you login into the meeting, you will be introduced to your cohort leader and others in your group. You will be working with the same cohort of new teachers throughout the training.

Assignments will be given during NTI. You will complete most assignments while at NTI, while others will be completed after NTI has concluded. You will usually have some evening assignments to complete during the course of the institute.