# Alternative Career PathwaysProject Summary & Exit Documentation

*After completing this document and creating your exit presentation (see below), please email this document AND your exit presentation to your ACP Coordinator. You must present your exit presentation to your local ACP committee before your project completion can be finalized, so you should anticipate a response from your ACP coordinator or your local committee indicating the date and time of your scheduled presentation.*

**Your Name:**

**Project Title:**

**Project Number:**

1. **Please describe how you have been impacted by this professional learning experience.**
2. **Please describe how students (in your classroom, the building, the district, the community, the region…) have been impacted by your work in this ACP project.**
3. **Please create an exit presentation that will be shared with your local ACP committee.** *After successful completion of your ACP project, the exit presentation may also be shared on the ACP website and/or with other educators around the region. You are encouraged to consult with your ACP coordinator as you create this presentation.*

**The following must be included in your exit presentation:**

* + 1. **A project summary, including**
			- The challenge that your project addressed
			(If you used a “research question” to guide your work, be sure to include it.)
			- A list of all resources used and an itemized list of all expenses
			- Timeline of activities/benchmarks
			- If applicable, a description of your project’s alignment to your district’s strategic plan, district/building initiatives, student achievement goals, etc…
		2. **Your findings**
			- Anticipated impact/goals at project beginning
			- How was your new learning applied?
			- Summary, reflection, & next steps (What was the impact on your professional practice? Do you intend to continue with this work? If you were to do it over again, what would you do differently?)
		3. **Sharing your work**
			- If you have shared your work with colleagues, describe the experience and your colleagues’ feedback
			- If you have not yet shared your work with colleagues, outline your plans for doing so
		4. **A summary of hours spent outside of the contract day**
			- e.g. 15 hours research/reading; 5 hours planning student activities; 8 hours attending summer training; 3 hours analyzing student feedback and making adjustments