# Practicum Timeline

## *Academy Contacts*

- **Chair Academy Emails:**

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| * chair.academy@mcmail.maricopa.edu<br>* leadershipacademy@mcmail.maricopa.edu<br>* chair.conference@mcmail.maricopa.edu | When you want to send an e-mail to The Chair Academy staff |
| • **Chair Academy Web site:** http://www.mc.maricopa.edu/chair | When you want information about The Chair Academy Programs and Services |
| • **Your Academy Listserv:** dl-aust07@mail.mc.maricopa.edu | When you want to contact your entire class |
| • **Your Academy Class Web site:** http://www.mc.maricopa.edu/community/chair/academy/aus07-08/classindex.html | When you want to register, email individual class members, take surveys, view class photo's and find other information regarding your Academy |

**PLEASE REQUEST YOUR COLLEGE IT DEPARTMENT TO PLACE THESE EMAIL ADDRESSES ON THEIR "WHITE LIST". THIS WILL ALLOW EMAILS FROM THE CHAIR ACADEMY TO PASS THROUGH YOUR SPAM FILTER.**

| Date | Activity |
|---|---|
| April 29-May 4, 2007 | Initial Leadership Session<br>Initial IPDPs collected will be reviewed by your facilitators, Dave Gatewood and Sue Mahoney, and returned to you. |
| May 18, 2007 | Submit/Complete online Mentor Selection form; the webpage will be sent to you. |
| Within One Month | Meet with your mentor, share your IPDP, and establish regular meeting times. |
| November 2, 2007 | Midyear Reflection Report Due<br>Send to Chair Academy, your mentor, and your facilitators, Dave Gatewood and Sue Mahoney. |
| February 2008 | Register for the 2nd leadership session online at your class webpage. |
| March 28, 2008 | Final, Comprehensive Reflection Report Due<br>Send to the Chair Academy, your mentor and your facilitators Dave Gatewood and Dianne Williams. |
| March 2008 | Complete on-line Interim MLQ (Multi-factor Leadership Questionnaire) and LSPS (Leadership Skills Perception Survey). Also ask supervisor and other evaluators to complete surveys. |
| April 1 – 4, 2008 | Attend the Chair Academy Annual International Conference in Denver, Colorado. |
| April 2008 (dates TBA) | Final Leadership Session |
| October 2008 | Complete on-line Post MLQ (Multi-factor Leadership Questionnaire) and LSPS (Leadership Skills Perception Survey). Also ask supervisor and other evaluators to complete surveys. |