




Center for Teacher Education

Elementary Internship
Teacher Candidate &
Mentor Teacher Orientation

January 9, 2017

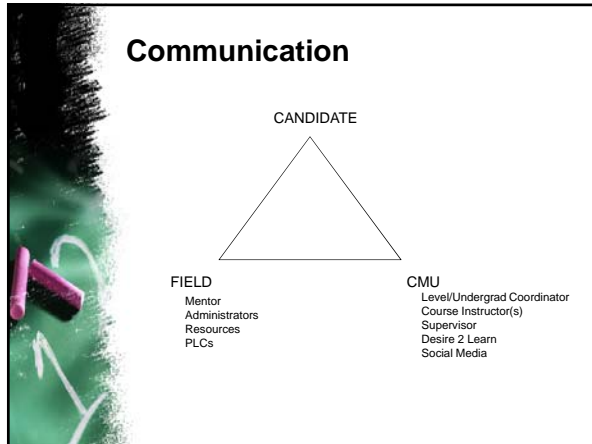
Purpose of the Meeting

- To review the details of your internship teaching experience
- To review the role and responsibilities of the intern, mentor teacher, supervisor, and level coordinator




Agenda

- Welcome and Introductions
- PowerPoint Presentation
 - Internship
 - Questions/Discussion
 - Contact Information



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- Professionalism – A Reminder ☺**
- Dispositions
 - Attendance and Punctuality
 - Notify mentor and level coordinator
 - Record on program time log
 - Dress
 - Communication
 - Oral
 - Written
 - Social Media/Cell Phones
 - Attitude
- ** See handbook for more detail


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- Internship**
- Overview**
- One full semester
 - START and END with school district calendar – **not** by hours completed or CMU calendar
 - An opportunity for student teachers to apply what they have learned
 - Intensive induction experience
 - Student Teacher:
 - Your primary responsibility is to complete CMU program requirements. Stay connected through D2L, colloquia, and email.
 - You have learned the theory of teaching. Now you will have the opportunity to develop the art of teaching.



Internship

Expectations

- Team Teaching Model
- **Gradual** phase-in, 8-10 week lead role, phase-out (see recommended timeline) Should be in lead role for 3 weeks prior to midterm evaluation
- Lesson Plan
 - Interns are expected to have written lesson plans for every lesson they teach
 - Mentor teacher should review the lesson plans prior to the lesson being taught
 - Supervisors will be doing spot checks on past lesson plans
- edTPA Lesson Segment (Math OR Literacy)
 - Interns will be planning, instructing (video), assessing and analyzing student learning
- Interns should not be left alone in the classroom
- Interns cannot be substitute teachers




Internship

Observations & Evaluations

- Provide program coordinator, mentor, and supervisor with a growth plan to begin semester – revisited every couple of weeks
- Lesson Observation – CMU Supervisor
 - Minimum of 4 observations (focus on math and literacy)
- Lesson Observation – Mentor Teacher
 - Recommended 2-4 formal observations for student feedback and documentation
- Field Evaluations (Intern, Mentor, & Supervisor)
 - Midterm
 - Final & Time Log
 - Midterm/Final Signature Page

Grading

- CMU faculty assign final grades based on Supervisor evaluations with mentor feedback, student performance, and internship requirements.




Internship

Observations

- Scheduled visits – usually one per month with focus on math and literacy
- Formal typed lesson plan and observation targets must be emailed to supervisor PRIOR to visit
- Past lesson plans should be available for review at each visit

Field Evaluations


- One form for Mentor, Supervisor, & Intern at midterm and final - Conferences
- Follows CO Teacher Quality Standards
- Recommend working copy throughout semester
 - notes for ongoing evidence



Internship


edTPA – Final Performance Assessment (Replacing Portfolio & FIP)

- Students' opportunity to demonstrate that they are meeting the InTASC/CO standards
 - Planning
 - Instruction
 - Assessment
- Math or Literacy – 3-5 Lesson Segment
- Lesson Plans, Commentaries & 15-20 minutes of video
- edTPA Workshops: Wednesdays 5:00-7:00




Internship

- Keep a daily journal in the classroom and meet regularly with mentor to reflect on performance on COTQS.
- Participate in weekly edTPA meetings & submit drafts by due dates for timely feedback
- Use resources on D2L
- Submit edTPA documents to Pearson by required due dates



Important Dates


- **Colloquia**
 - Colloquium I: February 6th 5:00 – 6:45
 - Colloquium II: March 13th 5:00 – 6:45
- **Teacher Education Fair**
 - Thursday, March 30, 2017:
 - Time: 8am to 5pm in the University Center
 - Interview with possible employers
 - Registration is free for CMU teacher candidates and graduates
 - <http://www.coloradomesa.edu/career/students/fairs/teacher.html>
- **edTPA Submissions – To be determined (February or Early March)**
- **Final Mentor/Supervisor Evaluation by end of April**



@mavs.coloradomesa.edu

- The Center for Teacher Education uses students' CMU email to share important information
- It is **the student's responsibility** to monitor his/her CMU email account:
student@mavs.coloradomesa.edu

*Check your email daily!
You do not want to miss deadlines.*



Contact Information

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Questions/Discussions

- Timeline?
- Observations?
- Supervisor visits?
- edTPA?





Thank you!

Mentor teachers, thank you for attending the intern and mentor orientation and your willingness to serve as a mentor teacher!

All Attendees: Please remember to fill out your [evaluation form](#) and hand it in before you leave off—the off-white page of packet. ©
