



  
COLORADO MESA  
UNIVERSITY

Center for Teacher Education

Elementary Pre-Internship  
Teacher Candidate &  
Mentor Teacher Orientation

August 30, 2017

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**Purpose of the Meeting**

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



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**Agenda**

- Welcome and Introductions
- Overview of Pre-Internship Requirements and Expectations
- Overview of Methods' Courses
- Questions/Discussion
- Contact Information

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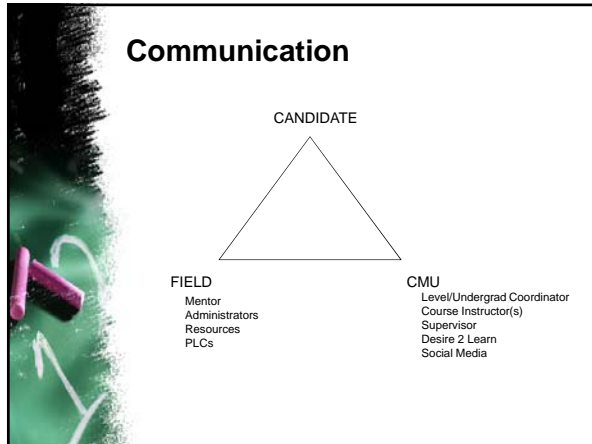
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**Pre-Internship**

**Overview**

- START and END with school district calendar – **not** by hours completed or CMU calendar
- Balance between coursework, observation, and working with students.
  - First methods courses
  - Full load
- Pre-interns spend time in the classroom building relationships with mentors and students
- Learning the classroom routines and the logistics of the school

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**Professionalism**

- Dispositions
- Attendance and Punctuality
  - Notify school, mentor and level coordinator
  - Record on program time log
- Dress – professional (no denim)
- Communication
  - Oral
  - Written
  - Social Media/Cell Phones
- Attitude

\*\* See handbook for more detail

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### Communication between Candidate, Mentor & CMU

- All course assignments are given at beginning of semester
- Candidate responsible for forms (what, where, when)
- Get to know your supervisor – she will be with you through internship
- Mentors: Please call or email us if you have questions or something does not feel right!

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### Expected Candidate Behavior

- Highly motivated and asks a lot of questions
- Working with students (not coursework)
- Arrives early and leaves late
- Provides course information to mentor in timely manner

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### Pre-Internship Observations & Evaluations

- Observation – CMU Supervisors
  - Anne Breckenridge, Paula Martin, Carrie Fleming, Denise Hoxtor
  - ITL – To be determined
  - Minimum 2 formal lesson observations
- Lesson Observation – Mentor Teacher
  - Some courses may require formal lesson observations
- Pre-Interns are expected to have written lesson plans for any lesson they teach
- Evaluations (Pre-intern and Mentor)
  - Midterm and Final
  - Review Intern Evaluation (COTQS) and use to set goals for student teaching

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**Pre-Internship**

**Field Paperwork Due (see checklist)**

- Schedule
  - Traditional elementary every Monday and Tuesday
  - ITL – Three consecutive days a week (per ITL calendar)
- Evaluations (Pre-intern and Mentor)
  - Midterm and Final
- Time Log
  - Pre-interns log hours and absences (daily/weekly)
  - Mentor’s signature is required on time log
- Growth Plan
  - Candidates and mentors will fill this out together at the end of the pre-internship semester using the Intern Evaluation as a resource (COTQS)

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**Pre-Internship**

**Guidelines for Continuing into Internship**

To continue in this placement and into student teaching, pre-interns must:

- Take content area exam (Praxis II – Multiple Subject Exam – Literacy, Math, Science, & Social Science)
- Pass all EDUC courses with a “B” or better
- Maintain overall and content GPA of  $\geq 2.8$
- Turn in evidence of current CPR/FA certification

\*See handout “Guidelines for Continuing into Internship”

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**Internship Requirements**

- Internship Paperwork—**Due by November 1<sup>st</sup>**
  - CPR/First-Aid/adult and child
  - Passing scores on PRAXIS II or PLACE test
- CPR/FA
  - CPR/FA will be scheduled through Health Sciences. The date will be posted on our website and sent to students’ CMU email.
- Fall 2017 Orientation (*with mentor*) – **Early January**
- Fall 2017 Colloquia (*Intern attendance required*)
  - **Colloquium 1** – *now integrated into EDUC 475 or 570 or 599*
  - **Colloquium 2** – **March TBA** -evening

\*\*Check website and CMU email for updated dates and times

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**@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.*

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**Overview of Methods' Courses**

- Cindy Chovich – Literacy
- Lisa Friel-Redifer – Math & Assessment
  - Teaching Dates – Any Conflicts?:
    - November – Week of 11/6
- Mark Schmalz – Science/Social Studies  
maschmalz@coloradomesa.edu
- edTPA Overview – Literacy or Math

\*\*See handout "Overview of Teacher Candidate Assignments in the Field"

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**Timeline & Questions**

- Take a few minutes to look over the timeline – between the two of you, what questions do you still have about the pre-internship experience?

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### Contact Information

**Program Advisors:**

- **Dr. Blake Bickham**, Department Head, Center for Teacher Education  
248-1729 [bbickham@coloradomesa.edu](mailto:bbickham@coloradomesa.edu)
- **Dr. Lisa Friel-Redifer**, Elementary Coordinator  
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- **Dr. Cynthia Chovich**, ITL Coordinator  
248-1462 [cchovich@coloradomesa.edu](mailto:cchovich@coloradomesa.edu)
- **Dr. Nancy Alex**, Secondary Coordinator  
248-1517 [nalex@coloradomesa.edu](mailto:nalex@coloradomesa.edu)
- **Mark Schmalz**, K-12 Coordinator  
248-1419 [msschmalz@coloradomesa.edu](mailto:msschmalz@coloradomesa.edu)
- **Denise Hoctor**, Distant Learning Coordinator  
248-1705 [dhoctor@coloradomesa.edu](mailto:dhoctor@coloradomesa.edu)

**Program Support Personnel:**

- **April Cackler**, Undergraduate Program Support Coordinator *(Specializes in field placement, student teaching progress monitoring and communication; and program reporting)*  
248-1732 [acackler@coloradomesa.edu](mailto:acackler@coloradomesa.edu)
- **Mary Kienietz**, Administrative III Support *(Specializes in undergraduate program admission; mentor, supervisor and other contracts; and stipend, CEU, and licensure authorization)*  
248-1786 [mkienietz@coloradomesa.edu](mailto:mkienietz@coloradomesa.edu)
- **Laura Ousley**, Graduate Program Support Coordinator *(Specializes in graduate program and institutional advising; and graduate reporting)*  
248-1618 [lousley@coloradomesa.edu](mailto:lousley@coloradomesa.edu)

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### Follow Us

- **Website** 
  - [www.coloradomesa.edu/teachered](http://www.coloradomesa.edu/teachered)
  - All forms are located on the CTE website on the Student Resources page
- **Twitter** 
  - @cmuctesec
- **Like us on Facebook** 
  - <https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644>

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### Thank you!

Mentor teachers, thank you for attending the pre-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. ☺

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