





COLORADO MESA
UNIVERSITY

Center for Teacher Education


Elementary Pre-Internship
Teacher Candidate &
Mentor Teacher Orientation

January 9, 2017



Purpose of the Meeting

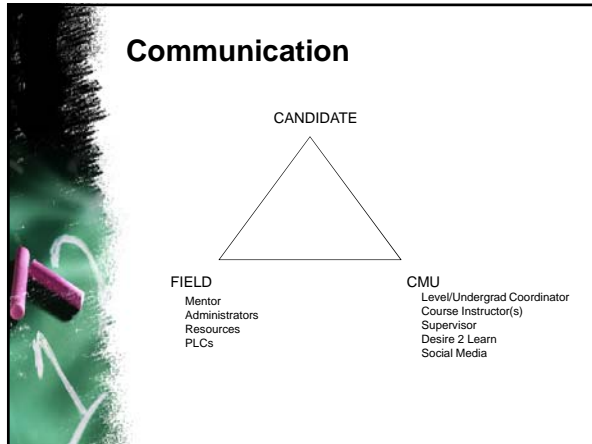
- To review the details of the pre-internship teaching experience
- To review the role and responsibilities of the intern, mentor teacher, supervisor, and level coordinator





Agenda

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



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

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




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!




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



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



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)




Pre-Internship

Guidelines for Continuing into Internship

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

- Take/Pass 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 ≥ 2.8
- Turn in evidence of current CPR/FA certification


*See handout “Guidelines for Continuing into Internship”



Internship Requirements

- Internship Paperwork—**Due by March 1st**
 - 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 August**
- Fall 2017 Colloquia (*Intern attendance required*)
 - Colloquium 1 – **September**
 - Colloquium 2 – **November**; usually a Monday evening


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



@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.*



Overview of Methods' Courses


- Cindy Chovich – Literacy
- Lisa Friel-Redifer – Math & Assessment
 - Teaching Dates – Any Conflicts?:
 - February – Week of 2/21
 - November – Week of 4/10
- Jennifer La Bombard-Daniels – Science/SS
- edTPA Overview – Literacy or Math

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



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?



Contact Information

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Dr. Cynthia Chovich, ITL Coordinator
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Dr. Jennifer LaBombard-Daniels, K-12 Coordinator
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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. ☺
