



**COLORADO MESA**  
UNIVERSITY

Center for Teacher Education

Internship  
Teacher Candidate &  
Mentor Teacher Orientation

January 9<sup>th</sup>, 2017

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### 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



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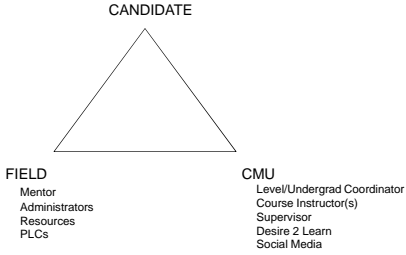
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### Communication



**CANDIDATE**

**FIELD**  
Mentor  
Administrators  
Resources  
PLCs

**CMU**  
Level/Undergrad Coordinator  
Course Instructor(s)  
Supervisor  
Desire 2 Learn  
Social Media

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### Professionalism

- 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.

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### Internship

#### Expectations

- Team Teaching Model
- **Gradual** phase-in, 8-10 week lead role, phase-out (see recommended timeline)
- 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
- Pre/Post Unit Data
  - Interns will be collecting pre/post data on student learning for the Final Internship Presentation (FIP)
- Interns should not be left alone in the classroom
- Interns cannot be substitute teachers

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### Internship

#### Observations & Evaluations

- Lesson Observation – CMU Supervisor
  - Minimum of 4 observations
- Lesson Observation – Mentor Teacher
  - Recommended 2-4 formal observations for student feedback and documentation
- Evaluations (Intern, Mentor, & Supervisor)
  - Midterm
  - Final
  - Midterm/Final Signature Page
  - Final Internship Presentation (FIP)

#### Grading

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

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### Internship

#### Final Intern Presentation (FIP)

- Student's opportunity to demonstrate their teaching effectiveness within their placement classrooms
- PowerPoint presentation of pre/post data for all units taught
- Guidelines can be found on the Student Resource page on the CTE website or at <http://www.coloradomesa.edu/teacher-education/resources/undergraduate.html>

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### Internship

#### Evaluation by Supervisor

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

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**Internship**

**Portfolio**

- Students' opportunity to demonstrate that they are meeting the InTASC standards and Colorado Teacher Quality Standards
- Students should work on their portfolios outside of school hours
- Portfolio guidelines and forms can be found on the Student Resource page on the CTE website: <http://www.coloradomesa.edu/teachered/stresources.html>

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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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**Important Dates**

- **Colloquia**
  - Colloquium I: February 6<sup>th</sup> 5:00 – 6:45
  - Colloquium II: March 13<sup>th</sup> 5:00 – 6:45
  - **Portfolio Due:** *see timeline*
- **Final Intern Presentation Date**
  - **Finals week**
- **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>

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### Contact Information

Dr. Blake Bickham, Department Head of Center for Teacher Education  
248-1729 [bbickham@coloradomesa.edu](mailto:bbickham@coloradomesa.edu)

Dr. Lisa Friel, Elementary Coordinator  
248-1106 [friel@coloradomesa.edu](mailto:friel@coloradomesa.edu)

Dr. Nancy Alex, Secondary Coordinator  
248-1517 [nalex@coloradomesa.edu](mailto:nalex@coloradomesa.edu)

Dr. Cynthia Chovich, ITL Coordinator  
248-1462 [cchovich@coloradomesa.edu](mailto:cchovich@coloradomesa.edu)

Dr. Jennifer LaBombard-Daniels, K-12 Coordinator  
248-1413 [jendanie@coloradomesa.edu](mailto:jendanie@coloradomesa.edu)

Denise Hoctor, Distant Learning Coordinator  
248-1705 [dhoctor@coloradomesa.edu](mailto:dhoctor@coloradomesa.edu)

April Cackler, Undergraduate Program Support Coordinator  
248-1732 [acackler@coloradomesa.edu](mailto:acackler@coloradomesa.edu)

Laura Ousley, Graduate Program Support Coordinator  
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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### Questions/Discussions

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**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. ☺

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