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
Communication

CANDIDATE

FIELD
- Mentor
- Administrators
- Resources
- PLCs

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

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

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)
  - 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 (edTPA, etc.).

**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 – 3-5 Lesson Segment
• Lesson Plans, Commentaries & 15 minutes of video
• edTPA Workshops: Wednesdays or Mondays 5:00-7:00 (These are recommended but not required)

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: March 21, 2018
• Teacher Education Fair
  – Thursday, March 29, 2018:
    • 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/centerforstudents/fair/teacher.html](http://www.coloradomesa.edu/centerforstudents/fair/teacher.html)
• edTPA Submissions – No Later than March 15!
• Final Mentor/Supervisor Evaluation by last week 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

Program Advisors:
- Dr. Blake Bickham, Department Head, Center for Teacher Education 248-1729 bbickham@coloradomesa.edu
- Dr. Lisa Friel-Redifer, Elementary Coordinator 248-1106 lrfriel@coloradomesa.edu
- Dr. Cynthia Cheovich, ITL Coordinator 248-1462 ccheovich@coloradomesa.edu
- Dr. Jeni Akey, Secondary Coordinator 248-1617 jakey@coloradomesa.edu
- Mark Schmalz, K-12 Coordinator 248-1419 mschmalz@coloradomesa.edu
- Denise Hoctor, Distance Learning Coordinator 248-1706 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
- Mary Kienietz, Administrative III Support (Specializes in undergraduate program administration: research, grant; and other reporting; student teaching; and graduate program reporting) 248-1786 mkienietz@coloradomesa.edu
- Laura Ousley, Graduate Program Support Coordinator (Specializes in graduate program administration: admission; and graduate program reporting) 248-1618 losley@coloradomesa.edu

Follow Us

- Website – www.coloradomesa.edu/teachered
  - All forms are located on the CTE website on the Student Resources page
- Twitter – @cmuctesec
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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!