




Center for Teacher Education


Elementary Pre-Internship
Teacher Candidate &
Mentor Teacher Orientation

January 13, 2021
via Zoom



Purpose of the Meeting

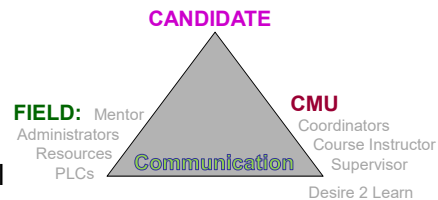
- To review the details of the pre-internship teaching experience
- To review the role and responsibilities of the intern, mentor teacher, supervisor, and level coordinator




Agenda

- Welcome and Introductions
- Overview of Pre-Internship Requirements and Expectations
- Overview of Methods' Courses
- Questions/Discussion
- Meet your supervisor – Break Out
- Contact Information

Expectations




- Team Teaching Model
 - Learners come 1st
 - Student Teachers should not be left alone in the classroom
 - Student Teachers cannot be substitute teachers
 - Guide Student Teachers through reflective practice: the why, how, what & when of teaching
- Program Supervisor:
 - Facilitates strong triad relationship between intern, mentor and program.
- Student Teacher:
 - It is your responsibility to complete ALL CMU program requirements. Stay connected through D2L, colloquia, email, and the CTE [website](#).
 - You are learning the theory of teaching and will also have the opportunity to develop the art of teaching in your classroom!!!



Pre-Internship Overview

- START and END with school district calendar – **not** by hours completed or by CMU calendar
- Balance between coursework, observation, and working with students.
 - First methods courses
 - Full load
 - Should NOT be teaching a lot – but some
- 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: see [Professional Dispositions Form](#)
- Attendance and Punctuality
 - Notify mentor and program coordinator of issues
 - Record on program [time log](#)
 - Absences are generally not acceptable.
 - An [Absence Form](#) must be submitted for all absences.
 - Report absences to school, mentor, AND supervisor ASAP
- Dress: *Remember this is a yearlong interview. No denim. You WANT to look like the responsible adult in the room.*
- Communication
 - Oral: *Express yourself thoughtfully with appropriate language.*
 - Written: *Be mindful of your audience. Emails can be forwarded. Proofread ☺*
 - Social Media/Cell Phones: *See pg. 8 of the [Intern Handbook](#)*
- Attitude: *As this is a yearlong interview, all impressions are important. TQS 4: Teacher's demonstrate professionalism through ethical conduct, reflection, and leadership.*




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. Please respond to any communication in a timely manner (e.g. to set up obs., etc.)
- 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, Leah Reynolds, Carrie Fleming, Denise Hctor, and Lisa Friel-Redifer
 - Minimum 2 formal lesson observations – these may be in the form of sending a video and meeting via Zoom
- 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




COVID Considerations

- Safety Protocols
 - Teacher candidates are expected to follow the guidelines of school district and university, including completing symptom trackers and screening requirements of the university and school district.
 - CTE/CMU requires TCs to wear masks while indoors at all times.
 - Full CMU Safe Together, Strong Together plan at: <https://www.coloradomesa.edu/covid-19/return-to-campus.html>
- Distance Education Provisions
 - Should your district need to go to a distance learning format, CDE has approved TCs completing field hours in this environment. We would like for mentors to involve candidates as much as possible in remote teaching including synchronous instruction. See <https://www.cde.state.co.us/educatortalent/educatortalentcovid19faq>
- Field Supervision
 - Supervisors may be expected by the district to supervise via distance, using recorded lessons & virtual observation sessions and meetings.
 - University Supervisors are also participating in CMU screening and are also required to wear masks indoors.



Field Paperwork Due (see checklist)

- Schedule
 - Every Wednesday afternoon, Thursday-full day, and Friday until 1:00 (it is recommended mentors and pre-interns discuss which Friday afternoons would be beneficial to stay for either planning or professional development).
 - Distance placements will set up schedule between mentor and pre-intern (2 ½ days back to back)
- Evaluations (Pre-intern and Mentor)
 - Midterm and Final
 - Review COTQS throughout the semester to gain familiarity
- 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:

- Complete CDE background check and district requirements at the beginning of placement
- Turn in evidence of current CPR/FA certification
- 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 or higher


*See handout “Guidelines for Continuing into Internship”



Internship Requirements

- **Fall 2021 Colloquia**
 - Intern attendance required (interns only)
 - **Colloquium – November TBA**
- **Field Evaluation**
 - **Field Evaluations:**
 - Completed with intern, mentor, & supervisor at midterm and final
 - **Lesson Plans:**
 - Interns are expected to have written lesson plans for every lesson they teach
 - Lesson plans are submitted to supervisor prior to observation
 - During internship, supervisors will complete 4 formal observations
- **edTPA**
 - *edTPA is a National performance-based assessment for teacher candidates.*
 - **edTPA Lesson Segment:**
 - Interns will plan, instruct (video), assess and analyze student learning
 - **Submission Date – October***

* *TCs: check D2L and CMU email this fall for specific dates and times.*



Overview of Methods' Courses

- Cindy Chovich – Literacy
- Lisa Friel-Redifer- Assessment
- Lisa Friel-Redifer – Math
 - LAMP Teaching – 2 days back-to-back. Please let us know if there are conflicts in suggested dates.
- Nick Bardo– Science/Social Studies
nbardo@coloradomesa.edu
- edTPA Overview – Math

**See handout “Overview of Teacher Candidate Assignments in the Field” – will be posted on CTE Website



Timeline & Questions

- Meet with supervisors in Break Out Rooms – introduce yourselves and discuss how observations will happen. What questions do you have? I will be dropping in to answer any questions.



Contact Information

Elementary Program Advisors & Orientation Hosts

Dr. Lisa Friel-Redifer, Elementary Coordinator
248-1106 friel@coloradomesa.edu

Denise Hoctor, Distant Learning Coordinator
248-1705 dhactor@coloradomesa.edu

Other CTE Program Advisors/Instructors:

- **Dr. Blake Bickham**, Department Head, Center for Teacher Education
248-1729 bbickham@coloradomesa.edu
- **Dr. Nick Bardo**, K-12 Coordinator & Science/Social Studies Methods
248-1953 nbardo@coloradomesa.edu
- **Dr. Cynthia Chovich**, ITL Coordinator & Literacy
248-1462 cchovich@coloradomesa.edu
- **Dr. Ann Gillies**, ECSE & SPED Program Coordinator
248-1924 agillies@coloradomesa.edu

Program Support Personnel:

- **April Chandler**, Program Support Coordinator (*Support in field placement, student teaching progress monitoring and communication, graduate admission & program reporting*)
• 248-1732 achandler@coloradomesa.edu
- **Mary Kienietz**, Administrative III Support (*Specializes in undergraduate program admission, mentor, supervisor and other contracts, stipend, CEU, and licensure authorization*)
• 248-1786 mkieniet@coloradomesa.edu



@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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