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
- 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 have learned the theory of teaching. Now you will have the opportunity to develop the art of teaching!!!
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
- 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.
- 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
- 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, Paula Martin, and Denise Hoctor, Lisa Friel-Redifer
    - 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**
  - Every Wednesday afternoon, Thursday-full day, and Friday with students—may stay for trainings or meetings.

- **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 2020 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 – Math & Assessment
  - Teaching Dates – Any Conflicts?:
    - 4/15, 4/16 &/or 4/17 OR
    - 4/22-4/23 (4/24 will be Showcase)
- Nick Bardo – Science/Social Studies
  nbardo@coloradomesa.edu
- edTPA Overview – Math
  **See handout “Overview of Teacher Candidate Assignments in the Field”

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 fmel@coloradomesa.edu
- Dr. Cynthia Chovich, ITL Coordinator
  248-1462 cchovich@coloradomesa.edu
- Dr. Nick Bardo, Science/Social Studies Methods/ K-12 Coordinator
  248-1953 nbardo@coloradomesa.edu
- Denise Hoctor, Distant Learning Coordinator
  248-1705 dhoctor@coloradomesa.edu

Program Support Personnel:
- April Chandler, Undergraduate Program Support Coordinator
  (Support in field placement; student teaching progress monitoring and communication; & program reporting)
  248-1732 achandler@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 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.

Timeline & Questions

- Take a few minutes to talk between the two of you; what questions do you still have about the pre-internship experience?
- Meet with supervisors
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](https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644)

Thank you!

Mentor teachers, thank you for attending the pre-intern and mentor orientation and your willingness to serve as a mentor teacher!