  
**COLORADO MESA**  
UNIVERSITY  
Center for Teacher Education

**ITL Elementary and Secondary  
Internship  
Teacher Candidate &  
Mentor Teacher Orientation**

January 10, 2018

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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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**Agenda**

- Welcome and Introductions
- PowerPoint Presentation
  - Internship
  - Questions/Discussion
  - Contact Information

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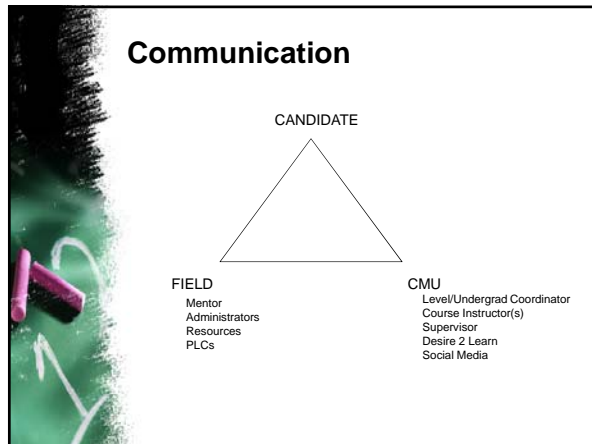
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- ### Professionalism – A Reminder☺
- Dispositions
  - Attendance and Punctuality
    - Notify coordinator, mentor, school
    - No 'personal days'; three 'sick' days
    - Record on program time log (NOATS)
  - Dress
  - Communication
    - Oral
    - 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) 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 checks on all past lesson plans
- edTPA Lesson Segment (Elementary: Math OR Literacy; Secondary: Content Area)
  - 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

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### 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
- Lesson Observation – Mentor Teacher
  - Recommended 2-4 formal observations for student feedback and documentation
- Field Evaluations (Intern, Mentor, & Supervisor)
  - Midterm
  - Final & NOATS Time Log
  - Midterm/Final Signature Page

#### Grading

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

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### Internship

#### Observations

- Scheduled visits – usually one per month with focus on math and literacy for elementary; different class periods for secondary
- Formal typed lesson plan and observation targets must be emailed to supervisor PRIOR to visit; pre-observation conference with supervisor
- 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

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### Internship

#### edTPA – Final Performance Assessment

- Students' opportunity to demonstrate that they are meeting the InTASC/CO standards
  - Planning
  - Instruction
  - Assessment
- 3-5 Lesson Segment (not a complete unit)
- Lesson Plans, Commentaries & 15-20 minutes of video
- edTPA Tutorials
- January/February/March Workshops (These are recommended but not required)

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### Internship

- Keep a daily journal
- Professional Growth Plan
- Use resources on D2L
- Submit edTPA by due date for timely feedback
- Submit edTPA documents to Pearson by required due dates

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### Important Dates

- **Colloquia**
  - Colloquium: **March 21, 2018 (mandatory)**
- **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/career/students/fairs/teacher.html>
- **edTPA Submission to Pearson –March 27**
- **Final Mentor/Supervisor Evaluation by first week in May**

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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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**Contact Information**

**Program Advisors:**

- **Dr. Blake Bickham**, Department Head, Center for Teacher Education  
248-1729 [bbickham@coloradomesa.edu](mailto:bbickham@coloradomesa.edu)
- **Dr. Lisa Friel-Redifer**, Elementary Coordinator  
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- **Dr. Cynthia Chovich**, ITL Coordinator  
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- **Dr. Nancy Alex**, Secondary Coordinator  
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- **Mark Schmalz**, K-12 Coordinator  
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- **Denise Hoxtor**, Distant Learning Coordinator  
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**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](mailto:acackler@coloradomesa.edu)
- **Mary Kienietz**, Administrative III Support (Specializes in undergraduate program admissions; mentor, supervisor and other contracts; and stipend, CEU, and licensure authorization)  
248-1786 [mkienietz@coloradomesa.edu](mailto:mkienietz@coloradomesa.edu)
- **Laura Ousley**, Graduate Program Support Coordinator (Specializes in graduate program and institutional admission; and graduate program reporting)  
248-1618 [lausley@coloradomesa.edu](mailto:lausley@coloradomesa.edu)

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**Follow Us**

- **Website** 
  - [www.coloradomesa.edu/teacherec](http://www.coloradomesa.edu/teacherec)
  - All forms are located on the CTE website on the Student Resources page
- **Twitter** 
  - @cmuctesec
- **Like us on Facebook**  Find us on Facebook
  - <https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644>

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**Questions/Discussions**

Timeline?  
Observations?  
Supervisor visits?  
edTPA?

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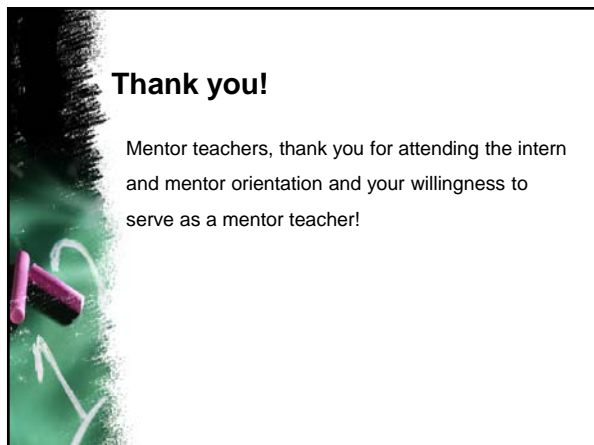
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**Thank you!**

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

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