

- One full semester
 - START and END with school district calendar – ***not*** by hours completed or by the CMU calendar
 - Internship is a full-time placement
 - Interns are to follow their mentor's schedule – *intern's daily hours mirror mentor's*
 - Interns are required to be in the classroom fulltime (*full teaching load*) observing, working with small groups and working up to taking the lead teaching role.
- Student teachers have opportunity to apply what they have learned
- Intensive induction experience
- Semester Schedule
 - Gradual phase-in → 8-10 week lead role → phase out
 - For more details on pacing and observation overview, see:
 - [Recommended Timeline](https://www.coloradomesa.edu/teacher-education/documents/internshiptimeline.pdf) - <https://www.coloradomesa.edu/teacher-education/documents/internshiptimeline.pdf>
 - [Visitation Timeline](https://www.coloradomesa.edu/teacher-education/documents/visitationschedule.pdf) - <https://www.coloradomesa.edu/teacher-education/documents/visitationschedule.pdf>

Expectations

- Team Teaching Model

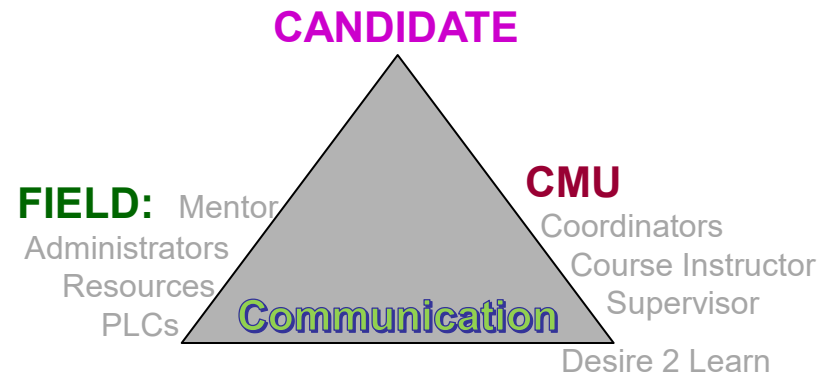
- Learners come 1st
- Interns should not be left alone in the classroom
- Interns cannot be substitute teachers
- Guide intern through reflective practice: the why, how, what & when of teaching
- Mentor Resources: <https://www.coloradomesa.edu/teacher-education/mentors.html>

- 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 [Field Resources](#) page: <https://www.coloradomesa.edu/teacher-education/undergraduate/placement.html>.
- You have learned the theory of teaching. Now you will have the opportunity to develop the art of teaching!



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: Professional dress required. (*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](#) at <https://www.coloradomesa.edu/teacher-education/documents/InternshipHandbook.pdf>
- Attitude: *This is a yearlong interview. All impressions are important. TQS 4: Teacher's demonstrate professionalism through ethical conduct, reflection, and leadership.*

Observations

- Lesson Observation – CMU Supervisor
 - Minimum of 4 observations
 - Formal typed lesson plan must be emailed to supervisor PRIOR to visits
- Lesson Observation – Mentor Teacher
 - Recommended 2-4 formal observations for student feedback and documentation
- 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
 - Interns will be planning, instructing (video), assessing and analyzing student learning

Evaluations

Grading

- CMU faculty assign the final Grades
- Grades are based on supervisor evaluations, student performance, and internship requirements.

Field Evaluation

- Field evaluations are completed with the intern, mentor, & supervisor at midterm and final
- [Intern Field Evaluation Form](#)
 - Midterm and Final (one form) – Conferences
 - Follow the Colorado Teacher Quality Standards
 - Recommend a working copy throughout the semester
 - Notes for ongoing evidence
- Midterm/Final **Signatures Page**
 - Second Page of Field Eval. Form
 - **Must be signed at midterm & final**



edTPA (ECSE, Elementary, & Secondary)

- National performance-based assessment for teacher candidates.

FIP & Portfolio (K12 Only)

- K12 Final Intern Presentation – demonstrate effectiveness in classroom
- K12 Portfolio – demonstrate standards based teaching in classroom



edTPA Overview

– *only required for ECSE, Elementary, & Secondary* –

Students' opportunity to demonstrate that they are meeting the InTASC/CTQ standards

- Planning, Instruction, and Assessment
- 3-5 Lesson Segment
- Lesson Plans, Commentaries & 15-20 minutes of video
- edTPA Workshops

499 Course Upkeep

– *ECSE, Elementary, & Secondary* –

- Keep a daily journal in the classroom and meet regularly with mentor to reflect on performance on CO-TQS.
- Participate in edTPA meetings & submit drafts by due dates for timely feedback
- Use resources on D2L
- Submit edTPA documents to Pearson by required due date



K12-only FIP & Portfolio:

K12 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 <https://www.coloradomesa.edu/teacher-education/documents/FIPGuidelines9-12.pdf>
- An evaluation rubric can be found at <https://www.coloradomesa.edu/teacher-education/documents/FIPRubric9-12.pdf>

K-12 Portfolio

- Students' opportunity to demonstrate that they are meeting the InTASC 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: <https://www.coloradomesa.edu/teacher-education/undergraduate.html>

Important Dates



- **Colloquium:** March 9th @ 5:00pm
 - ALL interns; only student-teacher participation required
- **edTPA Submission:** March TBA – see D2L
 - ECSE, Elementary, & Secondary only –
- **K12 Portfolio Deadline:** May TBA – see D2L
- **K12 FIP Deadline:** May TBA – see D2L
- **Final Mentor/Supervisor Evaluation:**
due by first week in May
- **Teacher Education Fair** – March 16, 2023
 - Free for CMU teacher candidates and graduates
 - <https://www.coloradomesa.edu/career/events/fairs/teacher.html>
 - Prep for the Teacher Job Fair Workshop Offered

Substitute Teaching During Internship

- Substitute teaching during internship **is optional**, and students should not be tasked to substitute teach without being authorized by the Colorado Department of Education (CDE) and the district's Human Resources Department.
 - Students who are not established as substitute teachers within their district **are not authorized** to be left in classrooms without the supervision of a licensed teacher or authorized substitute.
 - Starting in the last quarter of the semester, CMU student teachers are permitted to substitute only for their mentor teachers, within their placement classrooms, for no more than 2 days a week (or 16 total hours a week).
 - Compensation for substitute teaching is determined by the host school district.
 - Student teachers interested in substitute teaching should obtain the approval of their mentor teachers and school principals prior to pursuing state and district authorization.
- **Student Teachers are only eligible for substitute teaching when:**
 - The student teacher is in the last quarter of the last semester of their student teaching (approximately, the last 9 weeks of internship).
 - The student teacher has obtained the required 1-year substitute authorization through CDE: <https://www.cde.state.co.us/cdeprof/checklist-substituteauth1year>
 - The student teacher has completed the substitute application process through their placement district's human resources department.
 - The student teacher is substituting in the classroom where the student teacher is currently completing internship, and only for up-to 16 hours, or less, a week.

Contact Information

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