




Center for Teacher Education

Pre-Internship
Teacher Candidate &
Mentor Teacher Orientation

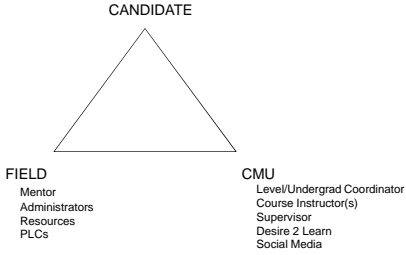
August 30, 2017

Purpose of the Meeting

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



Communication



CANDIDATE

FIELD
Mentor
Administrators
Resources
PLCs


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



Professionalism

- 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 details



Pre-Internship

Overview


- START and END with school district calendar – **not** by hours completed or CMU calendar
- Balance between coursework, observation, and working with students.
 - First methods courses
 - Full load
- Pre-interns spend time in the classroom building relationships with mentors and students
- Learning the classroom routines and the logistics of the school



Pre-Internship

Observations & Evaluations


- Observation – CMU Faculty
 - 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
 - Scoring



Pre-Internship

Field Paperwork Due (see checklist)

- Schedule
 - All secondary must set a regular schedule within two weeks and provide copies to mentor teacher **and** undergraduate coordinator (acackler@coloradomesa.edu)
- Evaluations (Pre-Intern and Mentor)
 - Midterm and Final
- 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




Pre-Internship

Guidelines for Continuing into Internship

To continue in this placement and into student teaching, pre-interns must:


- Pass content area exam (Praxis II or PLACE)
- Pass all EDUC courses with a “B” or better
- Maintain overall and content minimum GPA of 2.8 (Secondary English candidates must have a 3.0 in their upper-division content area)
- Submit evidence of current CPR/FA training
- Internship Requirements—**Due by November 1st**

*See handout “Guidelines for Continuing into Internship”



Internship Important Dates


- **Spring 2018 Orientation** (*with mentor*)
 - **January - TBA**
- **Spring 2018 Colloquia** (Intern attendance required)
 - Colloquium 1 – *now integrated into EDUC 475 or 499*
 - Colloquium 2 – **March TBA**
- **Portfolio Due: Set by Advisor**
- **Final Intern Presentation Date**
 - Set by Advisor



@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
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- **Dr. Lisa Friel**, Elementary Coordinator
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- **Dr. Cynthia Chovich**, ITL Coordinator
248-1462 cchovich@coloradomesa.edu
- **Dr. Nancy Alex**, Secondary Coordinator
248-1517 nalex@coloradomesa.edu
- **Mark Schmalz**, K-12 Coordinator
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- **Denise Hocht**, Distant Learning Coordinator
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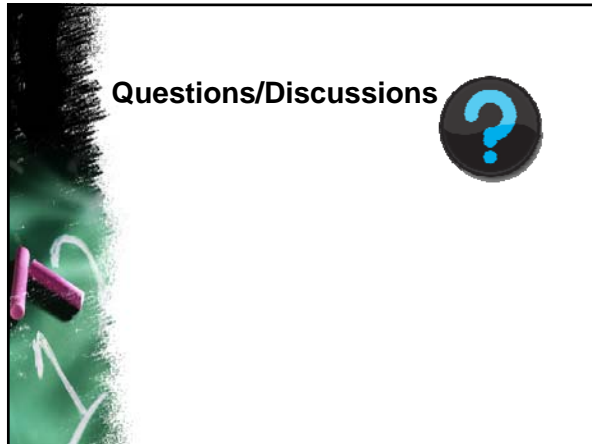
Program Support Personnel:

- **April Cackler**, Undergraduate Program Support Coordinator (Specializes in field placement, student teaching progress monitoring and communication, and program reporting)
248-1732 acackler@coloradomesa.edu
- **Mary Kienietz**, Administrative III Support (Specializes in undergraduate program admission, mentor, supervisor and other contracts, and stipend, CEU, and licensure authorization)
248-1736 mkienietz@coloradomesa.edu
- **Laura Ousley**, Graduate Program Support Coordinator (Specializes in graduate program and institutional admission; graduate supervisor contracts, and graduate reporting)
248-1618 lausley@coloradomesa.edu




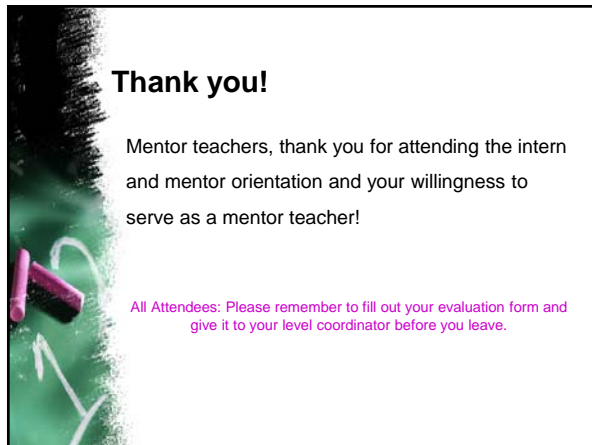
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Questions/Discussions





Thank you!

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

All Attendees: Please remember to fill out your evaluation form and give it to your level coordinator before you leave.
