Secondary Pre-Internship
Teacher Candidate &
Mentor Teacher Orientation

August 12, 2020
via Zoom

Contact Information

Secondary Program Advisor & Orientation Host
Dr. Blake Bickham, Department Head, Center for Teacher Education and Secondary Advisor
248-1729 bbickham@coloradomesa.edu

Other Program Advisors/Instructors:
• Dr. Nick Bardo, Science/Social Studies Methods/ K-12 Coordinator
  248-1953 nbardo@coloradomesa.edu
• Dr. Cynthia Chovich, ITL Coordinator
  248-1462 cchovich@coloradomesa.edu
• Dr. Lisa Friel-Redifer, Elementary Coordinator
  248-1106 friel@coloradomesa.edu
• Denise Hector, Distant Learning Coordinator
  248-1705 dhector@coloradomesa.edu
• Dr. Ann Gillies, ECSE & SPED Program Coordinator
  248-1924 agillies@coloradomesa.edu
• Mark Schmalz, Educational Leadership Program Coordinator
  248-1419 maschmalz@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)
  248-1766 mkieniet@coloradomesa.edu
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

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 TCs 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 you 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!!

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 though ethical conduct, reflection, and leadership.
COVID Considerations

- **Safety Protocols**
  - Teacher candidates expected to follow guidelines of school district.
  - CTE/CMU requires TCs to wear masks while indoors at all times.
  - Candidates on campus will regularly be completing a CMU symptom tracker and will be notified if there is a possible exposure on campus. (For the most part, TC will be in classes only with other TCs.)
  - Full CMU Safe Together, Strong Together plan at: [https://www.coloradomesa.edu/covid-19/return-to-campus.html](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. See [https://www.cde.state.co.us/educatortalent/educatortalentcovid19faq](https://www.cde.state.co.us/educatortalent/educatortalentcovid19faq)

- **Field Supervision**
  - Supervisors may choose to supervise face to face (our traditional approach) or from a distance, and will be prepared to pivot to on-line.
  - We gained experience last semester with supervisors observing recorded lessons, live sessions on ZOOM, etc.
  - University Supervisors are also participating in CMU screening and are also required to wear masks indoors.

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

- **Team Teaching:** 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/Supervisor
  - 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 Paperwork

Field Paperwork Due (see timeline)

- Schedule
  - All secondary must set a regular schedule within two weeks and provide copies to mentor teacher and undergraduate coordinator (achandler@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:

• 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)
  • See Required Licensure Testing website for more information
• 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

• Spring 2021 Colloquia
  – Intern attendance required (interns only)
  – Colloquium – February 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 – March TBA*

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

Questions/Discussions
Thank you!

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

Follow Us

• Website – [www.coloradomesa.edu/teached](http://www.coloradomesa.edu/teached)
  – 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)