




Center for Teacher Education


**Secondary Pre-Internship  
Teacher Candidate &  
Mentor Teacher Orientation**

January 13, 2021  
via Zoom



## Purpose of the Meeting

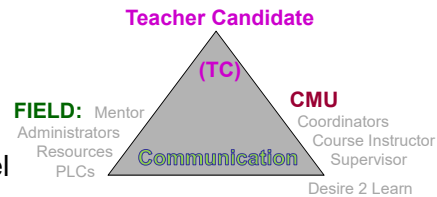
- To review the details of your pre-internship teaching experience
- To review the role and responsibilities of the intern, mentor teacher, supervisor, and level coordinator



## 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 1<sup>st</sup>
  - 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 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!!!




## 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.*




## COVID Considerations

- Safety Protocols
  - Teacher candidates are expected to follow the guidelines of school district and university, including completing symptom trackers and screening requirements of the university and school district.
  - CTE/CMU requires TCs to wear masks while indoors at all times.
  - Full CMU Safe Together, Strong Together plan at: <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>
- 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

- Fall 2021 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 TBD\***


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



## @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


**Secondary Program Advisor & Orientation Host**  
**Dr. Blake Bickham**, Department Head, Center for Teacher Education and Secondary Advisor  
248-1729 [bbickham@coloradomesa.edu](mailto:bbickham@coloradomesa.edu)

**Other Program Advisors/Instructors:**


- **Dr. Nick Bardo**, Science/Social Studies Methods/ K-12 Coordinator  
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- **Dr. Cynthia Chovich**, ITL Coordinator  
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- **Dr. Lisa Friel-Redifer**, Elementary Coordinator  
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- **Denise Hocter**, Distant Learning Coordinator  
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- **Dr. Ann Gillies**, ECSE & SPED Program Coordinator  
248-1924 [agillies@coloradomesa.edu](mailto:agillies@coloradomesa.edu)
- **Mark Schmalz**, Educational Leadership Program Coordinator  
248-1419 [maschmalz@coloradomesa.edu](mailto: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](mailto:achandler@coloradomesa.edu)
- **Mary Kienietz**, Administrative III Support *(Specializes in undergraduate program admission, mentor, supervisor and other contracts, stipend, CEU, and licensure authorization)*  
248-1786 [mkienietz@coloradomesa.edu](mailto:mkienietz@coloradomesa.edu)




## Questions/Discussions





## 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**  Find us on Facebook
  - <https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644>



## Thank you!

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