Center for Teacher Education

Secondary Pre-Internship Teacher Candidate & Mentor Teacher Orientation

August 16, 2023
5:00 pm via Zoom
Purpose of the Meeting

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

• Overview of Pre-Internship Requirements and Expectations (fall)
• Overview of Methods Courses
• Internship Expectations (spring)
• Questions/Discussion
• Meet your supervisor
• Contact Information
Expectations

• Team Teaching Model
  – Learners come 1st
  – Teacher Candidates (TCs) should not be left alone in the classroom
  – TCs are not substitute teachers (see slide 11)
  – 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.

• Teacher Candidate:
  – It is your responsibility to complete ALL CMU program requirements. Stay connected through D2L, colloquia, email, and the CTE website.
  – Communicate well with your mentor, supervisor, and CMU professors/advisors.
Professionalism

• Dispositions: see [Professional Dispositions Form](#)

• Attendance and Punctuality
  – Notify mentor and program coordinator of issues
  – Record hours 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, not like a student or visitor.

• 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.](#)
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.
  – Taking methods courses
  – Have a full course load
  – Should NOT be teaching a lot

• Team Teaching Model:
  – Pre-interns spend time in the classroom building relationships with mentors and students.

  – Focus on learning classroom routines and the logistics of the school. Integrate in class and building.
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** coordinator - bbickham@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:

• Turn in evidence of current CPR/FA certification
• Pass content area exam (Praxis licensure exam)
  • 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 2024 Colloquia
  – Intern attendance required (interns only)
  – Colloquium – March 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 TBD*

* TCs: check D2L and CMU email this fall for specific dates and times.
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 internship 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/cdeprofs/checklist-substituteauth1year](https://www.cde.state.co.us/cdeprofs/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.
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, Secondary Advisor & Assistant Department Head for the Center for Teacher Education
(970) 248-1729 bbickham@coloradomesa.edu

Other Program Instructors:
• Dr. Nick Bardo, Department Head for the Center for Teacher Education & Social Studies Methods Instructor
  (970) 248-1953 nbardo@coloradomesa.edu
• Dr. Joanelle Morales, Literacy & Diversity Instructor & K12 Education Coordinator
  (970) 248-1705, jmorales@coloradomesa.edu

Program Support Personnel:
• April Chandler, Program Support Coordinator (Support in field placement, student teaching progress monitoring and communication, graduate admission & program reporting)
  (970) 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)
  (970) 248-1786 mkieniet@coloradomesa.edu
Questions/Discussions
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• Website
  – www.coloradomesa.edu/teachered
  – 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
Thank you!
Mentor teachers, thank you for attending the intern and mentor orientation and your willingness to serve as a mentor teacher!