



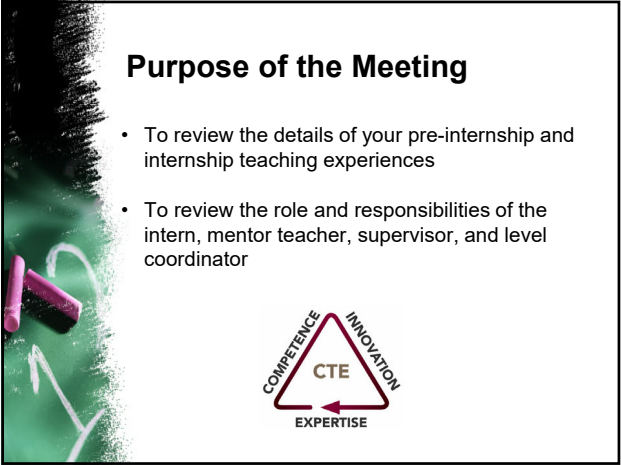
COLORADO MESA UNIVERSITY

Center for Teacher Education

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


January 11, 2023
via Zoom

1




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




2



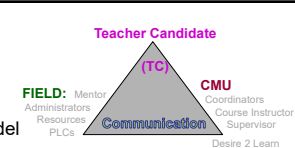
Agenda

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

3

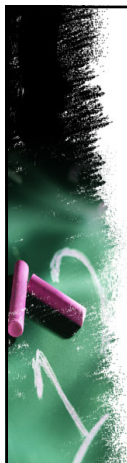


Expectations



- Team Teaching Model
 - Learners come 1st
 - Teacher Candidates (TCs) should not be left alone in the classroom
 - TCs cannot be 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.


4



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.*


5



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. Integrate in class and building.

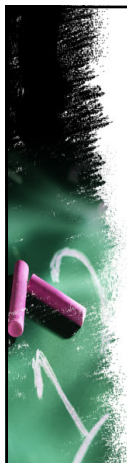
6



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

7




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

8



Pre-Internship

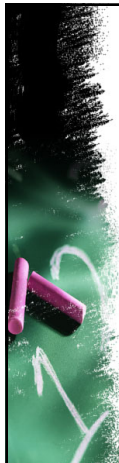
Guidelines for Continuing into Internship

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 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"

9

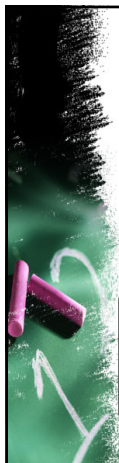


Internship Requirements

- Fall 2023 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.

10

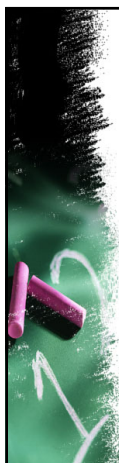


Substitute Teaching During Internship

- 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 (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-substitutedauth1year>
 - 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.

11



@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.

12

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. Jo Morales**, Secondary Instructor and Co-Secondary Advisor
 248-1705, jmorales@coloradomesa.edu
- **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 lfriel@coloradomesa.edu
- **Dr. Ann Gillies**, ECSE & SPED Program Coordinator
 248-1924 agillies@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)*
 248-1786 mkienietz@coloradomesa.edu

13

Questions/Discussions



14

Follow Us

- **Website** 
 - 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>

15



16
