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 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](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

- 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

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 chovich@coloradomesa.edu
• Dr. Lisa Friel-Redifer, Elementary Coordinator
  248-1106 fnel@coloradomesa.edu
• Denise Hoctor, Distant Learning Coordinator
  248-1705 dhoctor@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)
  248-1786 mkieniet@coloradomesa.edu

Questions/Discussions
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**
  - 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!