Center for Teacher Education

Secondary Pre-Internship Teacher Candidate & Mentor Teacher Orientation

Wednesday, January 12th 2022
5pm 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
Team Teaching

• **Mentor**
  – Learners come 1\textsuperscript{st}
  – Teacher Candidates should not be left alone in the classroom
  – Teacher Candidates 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](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](https://www.coloradomesa.edu/teacher-education/mentors.html).
  – 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.
  – 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. We would like for mentors to involve candidates as much as possible in remote teaching including synchronous instruction. See https://www.cde.state.co.us/educatortalent/educatortalentcovid19faq

• Field Supervision
  – Supervisors may be expected by the district to wear masks in buildings. If schools move online, supervisors can work via distance, using recorded lessons & virtual observation sessions and meetings.
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 first methods courses
  – Enrolled in a full load; including content
  – Should NOT be teaching a lot

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

• Preparing for Internship: Learning the 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, establishing goals for internship.

- **Internship Timeline**
  - Establish schedule for taking over courses.
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 Praxis content area 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

• Fall 2022 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 TBA*

* 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 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-substituteauth1year](https://www.cde.state.co.us/cdeprof/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.
@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 cchovich@coloradomesa.edu
- Dr. Lisa Friel-Redifer, Elementary Coordinator
  248-1106 friel@coloradomesa.edu
- Instr. Denise Hoctor, Distant Learning Coordinator
  248-1705 dhoctor@coloradomesa.edu
- Dr. Ann Gillies, ECSE & SPED Program Coordinator
  248-1924 agillies@coloradomesa.edu
- Instr. Mark Schmalz, Educational Leadership Program Coordinator/Secondary Instructor
  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 achandle@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!