



Center for Teacher Education

Early Childhood Special Education
(ECSE) Pre-Internship
Teacher Candidate &
Mentor Teacher Orientation

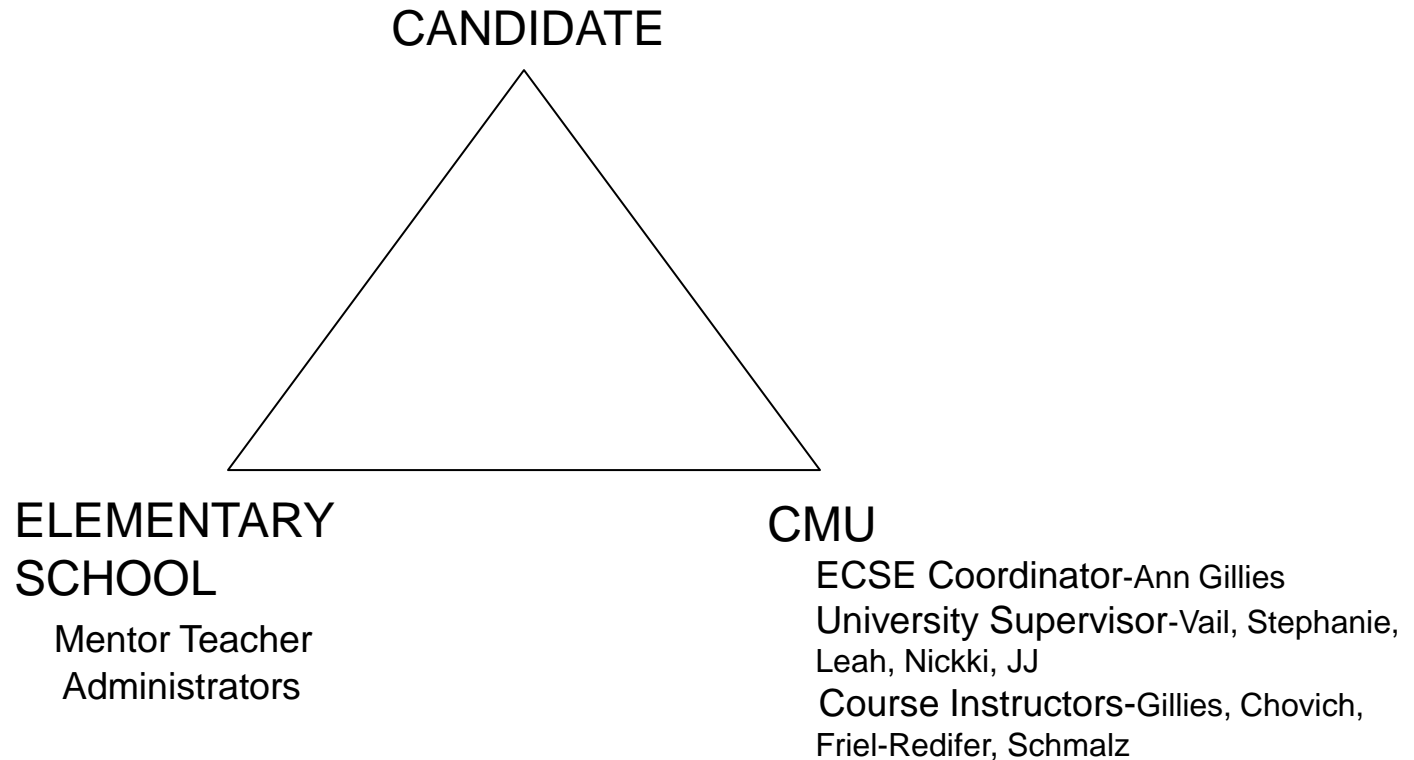
August 17, 2023
5:00 • DH 110

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Agenda

- Welcome
- Pre-Internship Requirements and Expectations
- Paperwork
- Contact Information
- Questions/Discussion

Communication is Essential!



- Course assignments
- Candidate responsible for forms
- Mentors: Please call or email if you have questions, concerns, or something does not feel right!



Pre-Internship

- START and END with school district calendar – **not** by hours completed or CMU calendar (August-December)
- Balance between coursework, observation, working with students, and assisting Mentor Teacher
 - Full load
 - Completing intense methods courses
- Candidates spend time in the classroom building relationships with Mentors and students, helping Mentors in any ways possible, completing course assignments
- Learning the classroom routines, the logistics of the school, Mentor responsibilities, high leverage practices, behavior management, assessments, curriculum, etc.



Professionalism

- Professional, positive dispositions are expected
- Perfect attendance and punctuality
 - Notify school, Mentor, University Supervisor, and Coordinator of absence
 - Record on program time log, complete Absence Form
 - Make up missed hours/days
- Dress – professional, approved by Mentor Teacher
- Professional communication
 - Oral
 - Written
- Phones stay out of sight, drink cups stay out of sight
- Positive, helpful, engaged, cooperative, professional attitude

** See Pre-Internship/Internship Handbook for more details



Expected Candidate Behavior

- Highly motivated to help out and asks a lot of questions
- Working actively and positively with students
- Arrives early and leaves late, per Mentor Teacher's schedule
- Provides course information to Mentor in timely manner
- Constantly engaged



Observations & Evaluations for Pre-Internship

- Observations by CMU University Supervisors
 - Minimum 2 formal lesson observations
- Lesson Observation – Mentor Teacher
 - Some courses may require formal lesson observations
- Candidates are expected to have written lesson plans for any lesson they teach
- Evaluations (Candidate and Mentor)
 - Midterm and Final
 - Review Candidate Evaluation and use to set goals for Final Internship
 - University Supervisor and Coordinator can help

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ECSE Schedule, Tracking & Growth

- Schedule
 - 2 full days per week August-December, Mentors and Candidates decide days
 - Make up any missed hours/days
- Time Log
 - Candidates log hours (daily)
 - Mentor's signature is required on time log to verify hours, please check hours regularly throughout semester
- Growth Plan
 - Candidates, Mentors, and University Supervisors will fill this out together at the end of the pre-internship semester (or earlier if needed) using the Intern Evaluation as a resource (COTQS)



Continuing On to Final Internship

To continue in these placements and into Final Internship next semester (Spring, 2023), Candidates 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)
- Pass all EDUC and ECSE courses with a “B” or better
- Maintain overall GPA of 2.8 or higher
- Pass Final Field Evaluation per Mentor and University Supervisor



Final Internship Requirements

- Spring 2024 Colloquia On CMU Campus
 - Candidate attendance required
 - 1 evening in March TBA
- Field Evaluations – midterm and final
- Observations – at least 4 from University Supervisor
- edTPA
 - *edTPA is an extensive National performance-based assessment for Teacher Candidates (written narratives and videos)*
 - edTPA Lesson Segment:
 - Candidates will plan, instruct (video), assess and analyze 1 student's learning
 - Submission Date – early March



Methods Courses

- Cindy Chovich — Literacy and Technology
- Lisa Friel-Redifer — Math
- Mark Schmalz — Science/Social Studies
- Ann Gillies — Positive Behavior Support
- Assignments given in Methods courses to be done in the classroom



Paperwork

- Field Experience Time Log
- School District Calendar
- Absence Form
- Lesson Observation Form (University Supervisor completes this 2 times this Fall semester)
- Field Evaluation Form-Midterm (Mentor Teachers complete this mid-October)
- Field Evaluation Form-Final (Mentor Teacher completes this early December)

(Candidates can download from the CTE website or get hard copies in Gillies' class)



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-substituteauths>
 - 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.



Contact Information

Center for Teacher Education Faculty:

- **Dr. Ann Gillies**, ECSE Program Coordinator
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- **Dr. Nick Bardo**, Department Head for Center for Teacher Education
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ECSE University Supervisors:

- **Leah Reynolds**, University Supervisor
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- **Stephanie Stelljes**, Supervisor and EC Instructor
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- **Fran Kohl**, University Supervisor
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- **JJ Gross**, University Supervisor
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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

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Thank you!

Thank you all for being here! Mentor Teachers and University Supervisors-your support, guidance, and encouragement are integral to the success of our Candidates! This is going to be an **AWESOME** semester!!!

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