



COLORADO MESA
UNIVERSITY

Center for Teacher Education

Elementary/Secondary
Pre-Internship
Teacher Candidate &
Mentor Teacher Orientation

August 14, 2024
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

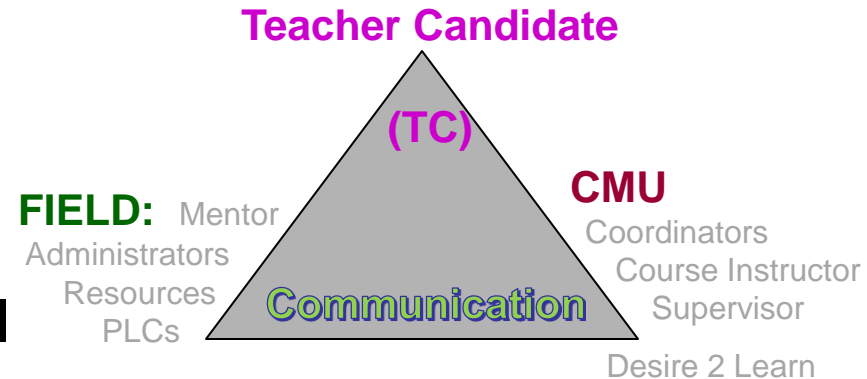




Agenda

- Overview of Pre-Internship Requirements and Expectations (fall 2024)
- Overview of Methods Courses
- Internship Expectations (spring 2025)
- Questions/Discussion
- 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: Teachers demonstrate professionalism through 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 Schedule

- Undergraduates
 - **Elementary:** Every Wednesday & Thursday, full day, and an occasional Friday. (It is recommended mentors and pre-interns discuss which Friday afternoons would be beneficial to stay for either planning or professional development).
 - **Secondary:** Must set a regular schedule of at least 12-15 hours/week and provide copies to mentor teacher **and** coordinator - bbickham@coloradomesa.edu
- Graduates (ITL: Post Bac Program)
 - **Elementary & Secondary:** at least 3 full days in the classroom.
 - (NOTE: the graduate program requires more hours in the field since it is a graduate program and because the candidates do not have previous field experience.)

Paperwork Due (see timeline)

- 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 at the end of the semester.
- Growth Plan
 - Candidates and mentors will fill this out together at the end of the pre-internship semester.
- Internship Timeline
 - 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(s))
 - 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 2025 Colloquia meeting (“Getting Hired Panel”)
 - 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 – Feb-Mar 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/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, Secondary Advisor & Assistant Department Head for the Center for Teacher Education
(970) 248-1729 bbickham@coloradomesa.edu

Elementary Program Advisor

Dr. Abe Wallin, Elementary Advisor
(970) 248-1106 awallin@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:

- **Devyn Elliott**, Program Support Coordinator *(Support in field placement, student teaching progress monitoring and communication, graduate admission & program reporting)*
(970) 248-1732 delliott2@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

- **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!