Center for Teacher Education

ITL Elementary & Secondary
Pre-Internship
Teacher Candidate &
Mentor Teacher Recorded Orientation

Fall 2023
Purpose of the Meeting

• To review the details of the pre-internship teaching experience

• To review the role and responsibilities of the intern, mentor teacher, supervisor, and level coordinator
Agenda

• Overview of Pre-Internship Requirements and Expectations
• Overview of Methods Courses
• Observation Information
• 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 Student Teachers through reflective practice: the why, how, what & when of teaching

• Program Supervisors:
  – Facilitates strong triad relationship between intern, mentor and program.
  – Interns have a University Supervisor assigned to them as well as a Program Coordinator (Dr. Chovich) who provide support and guidance.

• Student Teacher:
  – It is your responsibility to complete ALL CMU program requirements.
    Stay connected through D2L, colloquia, email, and the CTE website.
  – You are learning the theory of teaching and will also have the opportunity to develop the art of teaching in your classroom!!!
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

• Pre-interns spend time in the classroom building relationships with mentors and students

• Learning the classroom routines and the logistics of the school
Professionalism

• Dispositions: see Professional Dispositions Form

• Attendance and Punctuality
  – Notify mentor and program coordinator of issues
  – Record on program time log—found on ITL Field Resources Page
    • 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 though ethical conduct, reflection, and leadership.
Communication between Candidate, Mentor & CMU

- All course assignments are given at the beginning of the semester.

- Candidate responsible for forms (what, where, when).

- Get to know your supervisor – they will be with you through the internship.

- Mentors: Please call or email us if you have questions or something does not feel right!
Expected Candidate Behavior

- Highly motivated and asks a lot of questions
- Working with students (not coursework)
- Arrives early and leaves late
- Provides course information to mentor in timely manner
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

Field Paperwork Due (see checklist)

• Schedule
  – ITL Elementary – Three consecutive days a week—Monday, Tuesday, Wednesday
  – All secondary must set a regular schedule within two weeks and provide a copy signed by your mentor to Dr. Chovich for approval (20 – 22 hours per week – cannot include ‘prep time’ – must be student contact hours; weekly days should not change)

• 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 using the Intern Evaluation as a resource (CO-TQS)
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

• Spring 2024 Colloquia
  – 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. $300 fee to submit to Pearson (start saving now)
  – edTPA Lesson Segment:
    • Interns will plan, instruct (video), assess and analyze student learning
  – Submission Date – early March*

* TCs: check D2L and CMU email this fall for specific dates and times.
Overview of Methods’ Courses

• Cindy Chovich – Elem Literacy
• Lisa Friel-Redifer – Elem Math
• Nick Bardo– Elem Science/Social Studies

• Blake Bickham – Secondary Literacy/Methods

**See handout “Overview of Teacher Candidate Assignments in the Field”**
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
  - 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

Program Advisors:
- **Dr. Cynthia Chovich**, ITL Program Coordinator  
  248-1462 chovich@coloradomesa.edu
- **Dr. Blake Bickham**, Secondary Literacy Methods  
  bbickham@coloradomesa.edu
- **Dr. Lisa Friel-Redifer**, Elementary Coordinator  
  248-1106 friel@coloradomesa.edu
- **Dr. Nick Bardo**, Department Head, Science/Social Studies Methods  
  248-1953 nbardo@coloradomesa.edu

Program Support Personnel:
- **April Chandler**, Program Support Coordinator  
  (Support in graduate admissions; field placement; student teaching progress monitoring and communication; & program reporting)  
  248-1732 achandler@coloradomesa.edu
- **Mary Kienietz**, Administrative III Support  
  (Specializes in undergraduate program admission; mentor, supervisor and other contracts; and stipend, CEU, and licensure authorization)  
  248-1786 mkieniet@coloradomesa.edu
Follow Us

• Website
  – [www.coloradomesa.edu/teachered](http://www.coloradomesa.edu/teachered)
  – All forms are located on the CTE website on the Student Resources page

• Twitter
  – [@cmuctesec](https://twitter.com/cmuctesec)

• Like us on Facebook
  – [https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644](https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644)
Thank you!

Mentor teachers thank you for reviewing this recorded orientation and your willingness to serve as a mentor teacher!