



COLORADO MESA
UNIVERSITY

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

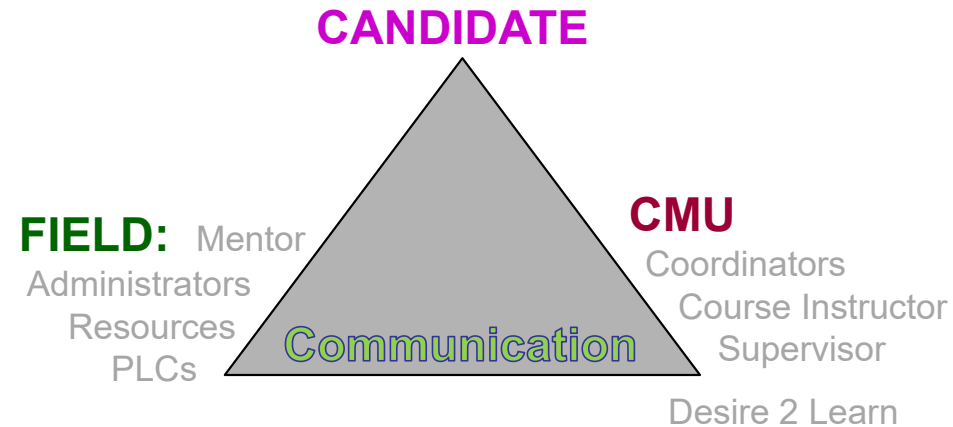
- Learners come 1st
- Student Teachers should not be left alone in the classroom
- Student Teachers cannot be substitute teachers
- Guide Student Teachers through reflective practice: the why, how, what & when of teaching

- 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: Teachers demonstrate professionalism through ethical conduct, reflection, and leadership.



Communication between Candidate, Mentor & CMU

- All course assignments are given at beginning of semester
- Candidate responsible for forms (what, where, when)
- Get to know your supervisor – s/he will be with you through 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 cchovich@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

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Thank you!

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