




COLORADO MESA
UNIVERSITY

Center for Teacher Education


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

August 18, 2020



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

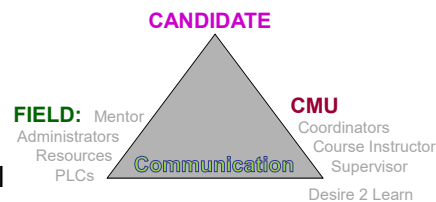


COMPETENCE INNOVATION
CTE
EXPERTISE

Agenda

- Welcome and Introductions
- Overview of Pre-Internship Requirements and Expectations
- Overview of Methods' Courses
- Questions/Discussion
- Meet your supervisor
- 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 Supervisor:
 - Facilitates strong triad relationship between intern, mentor and program.
- 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 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 – she 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




COVID Considerations

- Safety Protocols
 - Teacher candidates expected to follow guidelines of school district.
 - CTE/CMU requires TCs to wear masks while indoors at all times.
 - Candidates on campus will regularly be completing a CMU symptom tracker and will be notified if there is a possible exposure on campus. (For the most part, TC will be in classes only with other TCs.)
 - 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 choose to supervise face to face (our traditional approach) or from a distance and will be prepared to pivot to on-line.
 - We gained experience last semester with supervisors observing recorded lessons, live sessions on ZOOM, etc.
 - University Supervisors are also participating in CMU screening and are also required to wear masks indoors.



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)**
 - Once approved, provide a copy to undergraduate coordinator (achandler@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 using the Intern Evaluation as a resource (COTQS)



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 2021 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”



@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. Blake Bickham**, Department Head, Center for Teacher Education
248-1729 bbickham@coloradomesa.edu
- **Dr. Cynthia Chovich**, ITL Coordinator
248-1462 cchovich@coloradomesa.edu
- **Dr. Lisa Friel-Redifer**, Elementary Coordinator
248-1106 friel@coloradomesa.edu
- **Dr. Nick Bardo**, Science/Social Studies Methods/ K-12 Coordinator
248-1953 nbardo@coloradomesa.edu


Program Support Personnel:

- **April Chandler**, Undergraduate Program Support Coordinator *(Support in 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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- **Website** 
 - www.coloradomesa.edu/teachered
 - All forms are located on the CTE website on the Student Resources page
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 - <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!