



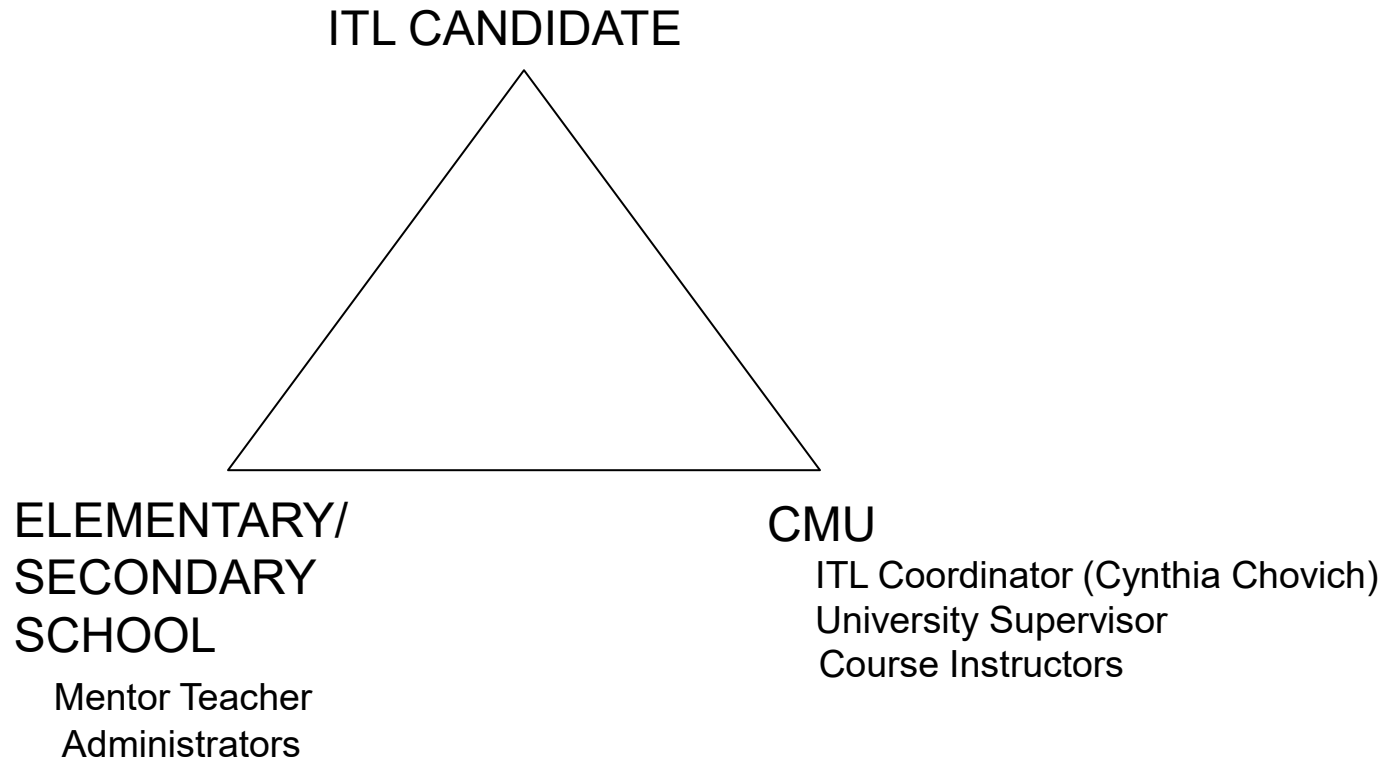
CENTER FOR TEACHER EDUCATION

COLORADO MESA UNIVERSITY

Initial Teacher Licensure (ITL)
Pre-Internship
Teacher Candidate and
Mentor Teacher Orientation

August 2026

Communication is Essential!



- Course assignments
- Candidate responsible for forms
- Mentor Teacher: Please call or email if you have questions, concerns, or something does not feel right; let's get your Candidate ready for effective teaching!



Pre-Internship---Fall, 2026

- START and END with school district calendar – **3 full days per week** (1st week of August through Dec. 18th)
 - Elementary: M, T, W
 - Secondary: M, W, R
 - K12: Individualized per Dr. Chovich
- Balance between coursework, working with students, and assisting Mentor Teacher
 - Full-time course load
- Candidate spends time building relationships with Mentor Teacher and students, helping Mentor Teacher in any way possible, completing course assignments
- Learning the classroom routines, the logistics of the school, Mentor Teacher responsibilities, high-leverage and evidence-based practices, behavior management, assessments, curriculum, etc.



Professionalism

- Professional, positive dispositions are expected
- Perfect attendance and punctuality
 - Notify school secretary, Mentor Teacher, University Supervisor, and Coordinator of lateness or absence
 - Record on time log, complete Absence Form
 - Make up missed hours/days
- Dress – professional, approved by Mentor Teacher
- Professional communication
 - Oral and written
- Phones stay out of sight, coffee 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 and asks a lot of questions
- Works actively and positively with students
- Arrives early and leaves late, per Mentor Teacher's schedule
- Provides course information to Mentor Teacher in timely manner
- Constantly engaged, busy with students



Observations & Evaluations for Pre-Internship Semester

- 2 Lesson Observations by CMU University Supervisor (October 12 – December 11)
- Candidate is expected to have written lesson plans for both University Supervisor observations
 - Pre-observation meeting
 - Post-observation meeting
- Evaluations (Candidate and Mentor Teacher)
 - Midterm Evaluation (halfway through the semester) and Final Evaluation (end of the semester)
 - University Supervisor and Coordinator can help



ITL Schedule, Tracking & Growth

- Schedule
 - 3 full days per week August-December (*K-12 individualized*)
 - No make up any missed hours/days
 - Three absences (sick days – no personal days)
 - Absent form
 - Pre-approved by Dr. Chovich (jury duty, funeral, major medical appointment, military obligations, bereavement, legally required court appearance, etc.)
 - Not pre-approved by mentor or supervisor.
- Time Log
 - Candidate logs hours (daily)
 - Mentor Teacher's signature is required on time log to verify hours, please check hours regularly throughout semester
- Growth Plan
 - Candidate, Mentor Teacher, University Supervisor, and Program Coordinator can put a Growth Plan into place whenever needed for any skill/behavior/professional disposition



Continuing On to Final Internship

To continue in these current placements and into Final Internship next semester (Spring, 2027), Candidate must:

- Complete CDE background check and district requirements at the beginning of placement
- Turn in evidence of current CPR/FA certification
- Pass content area Praxis exams
- Pass all EDUC courses with a “B” or better
- Maintain overall GPA of 2.8 or higher
- Pass Final Field Evaluation per Mentor Teacher and University Supervisor



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 Teacher completes this by October 12)
 - Field Evaluation Form-Final (Mentor Teacher completes this by December 11)
- (Candidate can download forms from the CTE website or get hard copies from Dr. Chovich)



Contact Information

Center for Teacher Education:

- **Dr. Cynthia Chovich**, ITL Program Coordinator
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- **Dr. Nick Bardo**, Department Head for Center for Teacher Education
248-1953 nbardo@coloradomesa.edu

Program Support Personnel:

- **April Chandler**, Program Support Coordinator (*Support in field placement, student teaching progress monitoring and communication*)
248-1732 achandler@coloradomesa.edu
- **Mary Kienietz**, Administrative 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! Candidates-you are going to have such a successful semester, go get 'em! This is going to be an AWESOME learning experience!!!

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