



COLORADO MESA
UNIVERSITY

Center for Teacher Education

**K12 PE & Music
Intern & Mentor Teacher
Orientation**

August 14, 2024
5 pm via Zoom



Overview

- One full semester
 - START and END with school district calendar – ***not*** by hours completed or by the CMU calendar
- An opportunity for student teachers to apply what they have learned
- Intensive induction experience
- Semester Schedule
 - Gradual phase-in → lead role (8-10 weeks for Art; 4 weeks in each placement for PE & Music) → phase out
 - For more details on pacing, see the [recommended PE/Music timeline](https://www.coloradomesa.edu/teacher-education/documents/K-12InternshipTimeline.pdf)
 - <https://www.coloradomesa.edu/teacher-education/documents/K-12InternshipTimeline.pdf>
 - For an observation overview see the [visitation PE/Music timeline](https://www.coloradomesa.edu/teacher-education/documents/k12_pe_musicvisitation_documents.pdf)
 - https://www.coloradomesa.edu/teacher-education/documents/k12_pe_musicvisitation_documents.pdf

Expectations

- Team Teaching Model

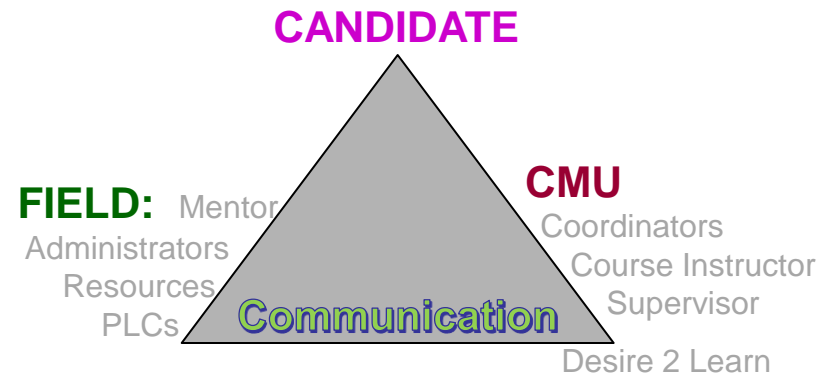
- Learners come 1st
- Interns should not be left alone in the classroom
- Interns cannot be substitute teachers
- Guide intern through reflective practice: the why, how, what & when of teaching
- Mentor Resources: <https://www.coloradomesa.edu/teacher-education/mentors.html>

- 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. Morales) 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 [Field Resources](#) page.
- You have learned the theory of teaching. Now you will have the opportunity to develop the art of teaching!!!



Professionalism

- Dispositions: see [Professional Dispositions Form](#)
 - See <https://www.coloradomesa.edu/teacher-education/documents/dispositionform.pdf>
- Attendance and Punctuality
 - Notify mentor and program coordinator of issues
 - Record on program [time log](#)
 - Absences are generally not acceptable.
 - An [Absence Form](#) must be submitted for all absences.
- Dress: Professional dress required. *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: *This is a yearlong interview. All impressions are important.*
TQS 4: Teacher's demonstrate professionalism through ethical conduct, reflection, and leadership.



Observations - Internship

- Lesson Observation – CMU Supervisor
 - Minimum of 4 observations
 - Formal typed lesson plan must be emailed to supervisor PRIOR to visits
- Lesson Observation – Mentor Teacher
 - Recommended 2-4 formal observations for student feedback and documentation
- Lesson Plan
 - Interns are expected to have written lesson plans for every lesson they teach
 - Mentor teacher should review the lesson plans prior to the lesson being taught
 - Supervisors will be doing spot checks on past lesson plans

Evaluations

Grading

- CMU faculty assign the final Grades
- Grades are based on supervisor evaluations, student performance, and internship requirements.

Field Evaluation

- Field evaluations are completed with the intern, mentor, & supervisor at midterm and final
- [Intern Field Evaluation Form](#)
 - Midterm and Final (one form) – Conferences
 - Follow the Colorado Teacher Quality Standards
 - Recommend a working copy throughout the semester
 - Notes for ongoing evidence
- Midterm/Final **Signatures Page**
 - Second Page of Field Eval. Form
 - **Must be signed at midterm & final**
 - Form at <https://www.coloradomesa.edu/teacher-education/documents/intern-field-eval-by-2018-co-teacher-standards-rubric.pdf>



FIP & Portfolio

- K12 Final Intern Presentation – demonstrate effectiveness in classroom
- K12 Portfolio – demonstrate standards based teaching in classroom

K12- FIP & Portfolio:

K12 Final Intern Presentation (FIP)

- Student's opportunity to demonstrate their teaching effectiveness within their placement classrooms
- PowerPoint presentation of pre/post data for units taught
- Guidelines can be found on the Student Resource page on the CTE website or at <https://www.coloradomesa.edu/teacher-education/documents/FIPGuidelines9-12.pdf>
- An evaluation rubric can be found at <https://www.coloradomesa.edu/teacher-education/documents/FIPRubric9-12.pdf>
- Presented During Finals Week (December 9-12)

K-12 Portfolio

- Students' opportunity to demonstrate that they are meeting the InTASC standards
- Students should work on their portfolios outside of school hours
- Portfolio guidelines and forms can be found on the Student Resource page on the CTE website: <https://www.coloradomesa.edu/teacher-education/undergraduate.html>

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: <http://www.cde.state.co.us/cdeprof/checklist-substituteauths>
 - 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.

Important Dates



- **Portfolio Workshop: September 30th 5 pm (zoom)**
- **Colloquium: TBD**
- **K12 Portfolio Deadline:**
 - **November 22** to D2L for final submission to Coordinator
- **K12 FIP Deadline:**
 - **November 22** upload PPT to D2L for Comments from Coordinator (set up meeting week after Thanksgiving break (Dec 2-7))
 - Final presentation – **Finals week TBD**
- **Teacher Education Fair**
 - **March 2025**
 - Time: 8am to 5pm in the University Center
 - Interview with possible employers
 - Registration is free for CMU teacher candidates and graduates:
<http://www.coloradomesa.edu/career/students/fairs/teacher.html>
- **Final Mentor/Supervisor Evaluation:**
by first week in December