Center for Teacher Education

Pre-Internship Teacher Candidate & Mentor Teacher Orientation
Purpose of the Meeting

- To review the details of your pre-internship teaching experience
- To review the role and responsibilities of the intern, mentor teacher, supervisor, and level coordinator
Expectations

• Team Teaching Model
  – Learners come 1st
  – Student Teachers should not be left alone in the classroom
  – Student Teachers cannot be substitute teachers
  – Guide TCs through reflective practice: the why, how, what & when of teaching
  – Mentor Resources: https://www.coloradomesa.edu/teacher-education/mentors.html

• 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 have learned the theory of teaching. Now you will have the opportunity to develop the art of teaching!!!
Professionalism

• Dispositions: see Professional Dispositions Form

• 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: 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.
Pre-Internship Overview

• START and END with school district calendar – **not** by hours completed or CMU calendar
  – A minimum of 140 field hours are required over the course of the semester - ending week of May 11\(^{th}\) (or 18\(^{th}\) if needed)

• Balance between coursework, observation, and working with students.
  – Completing methods courses
  – Enrolled in a full load

• Team Teaching: Pre-interns spend time in the classroom building relationships with mentors and students.

• Preparing for Internship: Learning the classroom routines and the logistics of the school. Integrate in class and building.
Pre-Internship

Observations & Evaluations

• Observation – CMU Faculty
  – 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
  – Must set a regular schedule within two weeks and provide copies to mentor teacher and support 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 (goal setting for internship)
Pre-Internship

Guidelines for Continuing into Internship

To continue in this placement and into student teaching, pre-interns must:

- Pass Praxis content area exam:
  - Exam 5135 w/ a score of 158 or higher
- Pass all EDUC courses with a “B” or better
- Maintain min GPA of 2.8 overall and in content
- Submit evidence of current CPR/FA training
- Internship Requirements—must be met before internship registration will be granted

*See handout “Guidelines for Continuing into Internship”*
Internship Requirements

• Fall 2023 Colloquia
  – Intern attendance required (interns only)
  – 1st Year Teaching & Getting Hire Colloquium – November 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

• Portfolio
  • Opportunity to demonstrate how instruction is meeting Colorado and national teaching standards
    • See 499 D2L shell for submission dates

• Final Intern Presentation (FIP)
  • Presentation demonstrating teaching effectiveness within placement classrooms
    – Due in December, see 499 D2L shell for details
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. Blake Bickham**, Department Head, Center for Teacher Education  
  (970) 248-1729 bbickham@coloradomesa.edu
- **Dr. Nick Bardo**, K-12 Coordinator  
  (970) 248-1953 nbardo@coloradomesa.edu
- **Sam Humphrey**, Art Education Advisor  
  (970) 248-1752 shumphre@coloradomesa.edu

Program Support Personnel:
- **April Chandler**, Program Support Coordinator  
  (Support in float 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 attending the orientation and your willingness to serve as a mentor teacher!