



COLORADO MESA
UNIVERSITY

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

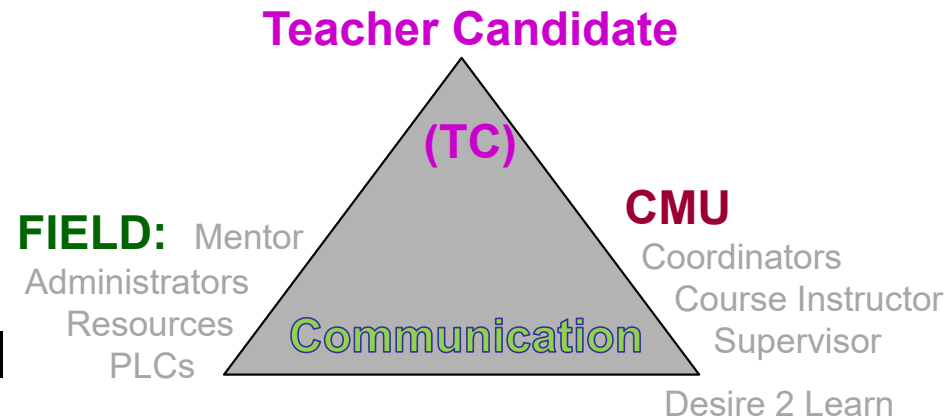
- Learners come 1st
- Student Teachers should not be left alone in the classroom
- Student Teachers cannot be substitute teachers
- Guide TCs through reflective practice: the why, how, what & when of teaching
- Mentor Resources: <https://www.coloradomesa.edu/teacher-education/mentors.html>

- 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: Teachers demonstrate professionalism through 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 11th (or 18th 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 fled 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**  COLORADO MESA
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 - www.coloradomesa.edu/teachered
 - All forms are located on the CTE website on the Student Resources page
- **Twitter** 
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 - <https://www.facebook.com/pages/Colorado-Mesa-University-Center-for-Teacher-Education/118936204936644>

Questions/Discussions





Thank you!

Mentor teachers, thank you for attending the orientation and your willingness to serve as a mentor teacher!