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
Agenda

• Welcome and Introductions
• Overview of Pre-Internship Requirements and Expectations
• Overview of Methods’ Courses
• 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 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. Chovich) 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 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 though 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 – s/he 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-19 Considerations

• CMU Safety Protocols
  – Teacher Candidates (TCs) are expected to follow safety protocols and guidelines of the school district.
  – COVID-19 vaccination is not required. Vaccination options have been and will be available to CMU students. Vaccination is a personal choice, though one that has been proven effective in protecting people from contracting or becoming severely ill from COVID-19, including variants.
  – CMU COVID-19 campus updates, protocols, initial screening, testing, and vaccination information are available at https://www.coloradomesa.edu/covid-19/index.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. See:
    • https://www.cde.state.co.us/safeschools
    • https://www.cde.state.co.us/educatortalent/educatortalentcovid19faq

• Field Supervision
  – University Supervisors may supervise face to face (our traditional approach) or virtually, and will be prepared to pivot to online if needed.
  – University Supervisors are also expected to follow safety protocols and guidelines of school districts when visiting schools.
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
    (CO-TQS)
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 2022 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](mailto:bbickham@coloradomesa.edu)
- **Dr. Cynthia Chovich**, ITL Coordinator
  248-1462 [cchovich@coloradomesa.edu](mailto:cchovich@coloradomesa.edu)
- **Dr. Lisa Friel-Redifer**, Elementary Coordinator
  248-1106 [friel@coloradomesa.edu](mailto:friel@coloradomesa.edu)
- **Dr. Nick Bardo**, Science/Social Studies Methods/ K-12 Coordinator
  248-1953 [nbardo@coloradomesa.edu](mailto:nbardo@coloradomesa.edu)

Program Support Personnel:
- **April Chandler**, Program Support Coordinator
  (Support in graduate admissions; field placement; student teaching progress monitoring and communication; & program reporting)
  248-1732 [achandler@coloradomesa.edu](mailto: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](mailto:mkieniet@coloradomesa.edu)
Follow Us

• Website  
  – www.coloradomesa.edu/teachered  
  – All forms are located on the CTE website on the Student Resources page

• Twitter  
  – @cmuctesec

• Like us on Facebook  
  – 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!