Student Teaching Orientation 2018

July 27 1:00 pm

MS Coordinator: Kelly Moore kelly.moore@csueastbay.edu
SS Coordinator: Dania Massey dania.massey@csueastbay.edu
Student Teaching Placement

◎ All placements are made by the placement coordinators in conjunction with district personnel. You MAY NOT find or request your own student teaching placement.

◎ The exact dates of your placement are determined in consultation with the school district in which you are placed.
Student Teaching Placement

- You will have 2 student teaching placements
- SS: 1 in high school 1 in middle school
- MS: 1 in primary (K-3) 1 in an upper grade (3-6)
Student Teaching

- 1st placement lasts approximately until winter break depending on the district
- 3 instructional hours, 5 days per week
- California requires a minimum of 600 hours of field work over 2 semesters
- You will record hours on a program app
Contacting your school site

- Call or email the school to introduce yourself to the principal and your cooperating teacher.
- DO NOT WAIT FOR THE SCHOOL TO CALL BACK... be politely insistent.
- Make an appointment to meet your cooperating teacher face-to-face.
Arriving at your school site

◎ Introduce yourself to the office staff and bring your Certificate of Clearance and your Emergency Contact Information sheet (CSSC website..see slide 23)
◎ Ask the office staff about sign-in and identification procedures
◎ Introduce yourself the principal
◎ Get a copy of the school handbook, discipline policies, school rules, etc.
◎ If you are unsure what to do, please ask.
Cooperating Teacher

◎ Meet regularly with your cooperating teacher
◎ Ask for a written schedule
◎ Discuss school policies and school rules
◎ Have an open line of communication with your cooperating teacher
CT: Sharing Course Requirements

◎ Communicate course requirements and share syllabi so your CT knows what is expected at the beginning of each quarter
◎ Ask for help fitting your class requirements into instruction
◎ Ask for feedback on your teaching and avoid being defensive.
CT: Pair Share

Talk with a partner about your plan for building a relationship with your Cooperating Teacher.
University Supervisor

- Supervisors will be assigned to you around September.
- Supervisors will observe your instruction at least 6 times per placement (2 may be video)
- **You are required to have your portfolio at each observation**
- You will work with your supervisor to:
  - schedule observations
  - meet TPEs and EL requirements
  - plan solo teaching in conjunction with your Cooperating Teacher
MS: Solo Teaching

- Candidates are required to “solo” teach two weeks (3 instructional hours, 5 days per week)
- Solo teaching is to be finished by the Friday before Fall Semester finals week.
- The university supervisor and the cooperating teacher will determine the best time for solo teaching.
SS: Solo Teaching

- You will ultimately take responsibility for facilitating one class period per day while continuing to team-teach/assist in another class.
- You will solo teach one class for two weeks.
- The university supervisor and the cooperating teacher will determine the best time for solo teaching.
Professionalism

◎ Dress appropriately
◎ Model appropriate language
◎ Behave like a teacher
  ◎ control your temper and avoid sarcasm
  ◎ set boundaries with the students and families (social media, email, etc.)
  ◎ do not get between your cooperating teacher and the students
  ◎ avoid being judgemental
  ◎ become part of the school culture
Professionalism

◎ Understand that what you learn in CSUEB methods classes may not match what you see in schools
◎ Avoid gossip at all cost
◎ Work hard with getting along with your cooperating teacher; it is your job to make the placement successful
◎ Remember; you are guest in the school
Attendance

◎ You are expected to be in your placement every day
◎ You CANNOT take “vacation”
◎ You are expected to schedule appointments on your own time
◎ If you are ill, you need to notify your Cooperating Teacher and Supervisor
  ◎ Just like a classroom teacher, you are responsible for providing all plans and materials needed for the day
Skit on Professionalism

Choose one of the following topics and create a 1-2 minute skit on what NOT to do:

- Gossip
- Attendance excuses
- Appropriate dress
- Communication (Email/Text/In person)
- Being prepared to teach
Checklist

Please review appropriate checklist (CSSC website)

- MS/SS Checklist

- Intern Checklist
Gradual Release Suggestion

**Week 1:** Observe teaching and take notes on what and how your Cooperating Teacher (CT) is teaching and establishing routines.

**Week 2:** Observe teaching and take notes on what and how your Cooperating Teacher (CT) is teaching and establishing routines. Actively interact with students and participate in routines.

**Week 3:** Teach/lead routine activities. Continue to observe and interact with students throughout entire placement!

**Week 4 – 6:** Plan and teach one instructional hour 2 x during week. Lesson plans are to be reviewed with CT a day or more prior to teaching the lesson(s).
Gradual Release Suggestion

**Week 7 – 10:** Plan and teach one instructional hour 3 x during week. Team teach/assist 2 hours.

**Week 11 – 13:** Plan and teach one instructional hour 4 x during week. Team teach/assist 2 hours.

**Week 14 – 15:** Possible solo weeks. Teach one instructional hour 5 x during week. Team teach/assist 2 hours.
Subbing

- If you have a substitute credential, you might be able to sub for your Cooperating Teacher.
- You **may not** take a job in **any other classroom**.
- Each district has their own policy.
Problem Solving

If you feel uncomfortable—COMMUNICATE!
- Talk with your Cooperating Teacher
- Talk with your Supervisor
- Talk with peers in your cohort (not candidates from previous years because information might have changed)
- Contact us!
Declassification

- We don’t want to get to this point which is why communication is so important~with your CT, Supervisor, Coordinators, etc.
- A school can ask you to leave without providing a reason and you will get an Intent to Dismiss letter
- Dr. E will work to determine appropriate steps if this happens
Documentation

All prerequisite documentation including CSETs must be submitted in hard copy to the CSSC.
Attention potential interns

If you have any intention of working as an intern this fall, you must submit the Intern Approval Form no later than August 3rd.

- Request from your program coordinator

Once you are placed as a student teacher, you cannot become an intern until the second placement
Bookmark this link!

http://www.csueastbay.edu/ceas/cssc/admitted/index.html
Best of luck! Interns stay!

- Enjoy your placement! It will be hard work, but worth it!
- Read the handbook
- Check your CSUEB email daily
Intern Teaching Orientation 2018

July 27 2:00 pm

MS Coordinator: Kelly Moore kelly.moore@csueastbay.edu
SS Coordinator: Dania Massey dania.massey@csueastbay.edu
CTC Mandated Requirements

- Commission on Teacher Credentialing (CTC) mandated requirements include:
  - 144 hours of general support for all interns
  - 45 hours of specific EL support (MS & SS only)

Support is to be provided jointly by the District and the University.
MOU

- CSUEB will only place interns in districts that have a signed MOU and meet responsibilities outlined in MOU.
- It is the candidate’s responsibility to document their support and notify the Intern coordinator immediately if they are not receiving the appropriate support.
Individualized Intern Plan (IIP)

- University Supervisor, Employer Provided Mentor and Intern meet to develop IIP during **first 3 weeks of school**
  - Will describe support, mentoring, and supervision intern will receive and **be approved by Intern Coordinator**
  - Observation
  - Supervision
  - Conferences
  - Meetings (district, school, department, grade level)
  - Planning
  - Logistical help before or after school – setting up the room
  - Work related writing/editing – letters to parents, announcements
  - Review and discuss test results
  - Interactive journal
INTERN MEETINGS

Fall Semester –
● Friday, September 7, 4:30 – 6:30 PM
● Tuesday, December 4, 5:00 – 7:00 PM

Spring Semester –
● Friday, February 8, 4:30 – 6:30 PM Zoom with EL focus
● Tuesday, March 12, 5:00 – 7:00 PM
● Tuesday, June 4, 5:00 – 7:00 PM
Intern Reminders:

- Consult the Intern Checklist and Manual
- Apply for Intern Credential with CSSC after August 1
  - Gap from when school year starts
- Track support hours manually until September 7
- Respond to google form from coordinators with important intern mentor information
- Don’t set up internship journal until meeting in September
- Meeting September 7 – 4:30–6:30 PM