

First Placement Interview Information

You can access all of this information at <http://www.csueastbay.edu/ted/index.html>. You will also find a longer explanation of the first placement expectations.

When interviewing with your Cooperating Teacher (CT) you need to bring the following:

1. Resume
2. Statement of Purpose
3. Two copies of this Checklist (One for the CT)

Discuss the schedule for first placement with your CT:

- 3 instructional hours per day, five days a week beginning on or around August 21 and ending no sooner than December 6. **Candidates cannot be required to be at a school site more than 3 hours per day, 5 days a week.**
- Candidates are required to take over instruction and solo teach for two weeks toward the end of the placement.
- The hours will be recorded through use of Time 2 Track app and approved by the University Supervisor.
- The placement should consist of a minimum of 225 hours OVER 15 weeks.
- University Supervisor (US) will observe 6 lessons (US may conduct observations via video)
 - 150 hours MINIMUM Direct Student Contact
 - Whole class instruction
 - Solo Teaching
 - University Supervisor Observation
 - Small group instruction
 - Co-teaching
 - Other direct contact with students
 - 75 hours Collaboration
 - Co-planning with Cooperating Teacher
 - Analyzing/grading work with Cooperating Teacher
 - Reflecting on the lesson
 - Co-planning for individual students
 - Department Grade-Level Meetings
 - Professional Learning Communities (PLC)
 - Intentional observations

Fall Semester Suggested Calendar:

The following is a suggested calendar. Some districts and schools may use alternate calendars. Work with your Cooperating Teacher (CT) and University Supervisor (US) to create an individualized plan.

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 times during week. Lesson plans are to be reviewed with CT a day or more prior to teaching the lesson(s).

Week 7 - 10: Plan and teach one instructional hour 3 times during week. Team teach/assist 2 hours.

Week 11 - 13: Plan and teach one instructional hour 4 times during week. Team teach/assist 2 hours.

Week 14 - 15: Possible solo weeks. Teach one instructional hour 5 times during week. Team teach/assist 2 hours.

Things to look forward to:

- In fall the US and the candidate will share the state mandated TPEs (Teacher Performance Expectations). The CTC requires that all candidates demonstrate the mastery of these for a first year teacher.
- Candidate will be compiling an electronic portfolio to document their growth over time.
- Variations and adjustments to the calendar can be worked out with the US.
- There will be a three-way formative assessment conference towards the end of the placement period.

Questions/Concerns:

The University Supervisor should be the first point of contact for the CT if there are concerns with the candidate. The US will be assigned over the summer. If there need to be adjustments to the schedule (e.g., due to block scheduling) contact the US.

The CT can also contact daniamasse@csueastbay.edu (Single Subject Program Coordinator), kellymoore@csueastbay.edu (Multiple Subject Program Coordinator) or [eric.engdahl@csueastbay.edu](mailto:ericengdahl@csueastbay.edu) (Department, Chair).

By signing and dating this document, you understand and agree to follow all requirements of this placement. Turn this document into the first class of meeting of TED 570 or 575 in fall semester.

Candidate: _____ Date: _____

CT: _____ Date: _____

CT email: _____

FIRST PLACEMENT CHECKLIST

- Emergency Contact Information (<https://forms.gle/PatLGAtQauUzgZBUA>) give to TED office, school site office, and Cooperating Teacher (Please note: this can only be accessed through your horizon account).
- Determine student teaching schedule: 3 instructional hours per day five days a week
- Review placement expectations with Cooperating Teacher (use “First Placement Interview Information”).
- Share formative evaluation form and TPEs with Cooperating Teacher.
- Communicate course requirements with Cooperating Teacher.
- Enroll in all online program tools.
- Schedule 6 observations with University Supervisor.
- Prepare lesson plans for University Supervisor 24 -48 hours prior to observation.
- In collaboration with cooperating teacher and supervisor, determine 2 week solo takeover (3 hours per day for 10 days) at the end of the placement.
- Review eportfolio with Cooperating Teacher.
- Distribute and collect video permission forms.
- Supervisor schedules 3-way Formative Evaluation Conference for the end of the placement.

175 hours MINIMUM Direct Student Contact

Whole class instruction
Solo Teaching
University Supervisor Observation
Small group instruction
Co-teaching
Other direct contact with students

50 hours Collaboration can be Direct Student Contact AND/OR

Co-planning with Cooperating Teacher
Analyzing/grading work with Cooperating Teacher
Reflecting on the lesson
Co-planning for individual students
Department Grade-Level Meetings
Professional Learning Communities (PLC)
Intentional observations

Candidate signature

date

Cooperating Teacher signature

date

Supervisor signature

date

SECOND PLACEMENT CHECKLIST

Place this form at the beginning of your binder with appropriate signatures

- Emergency Contact Information (<https://forms.gle/PatLGAtQauUzgZBUA>) give to TED office, school site office, and Cooperating Teacher (Please note: this can only be accessed through your horizon account).
- All candidates student teach 5 hours a day, 5 days a week
- Share summative evaluation form and TPEs with Cooperating Teacher
- Communicate course requirements with Cooperating Teacher
- Update GoReact, Time to Track (Field Work Seminar)
- In Time to Track, 600 hours paced over 2 semesters-minimum- 2nd placement 375 hours
- Schedule 6 visits with your supervisor (2 may be by video)
- Determine 2 week solo takeover at the end of the placement
- Schedule 3-way Summative Evaluation Conference for the end of the placement
- Review eportfolio with Cooperating Teacher.
- Distribute and collect video permission forms.

Candidate signature

date

Cooperating Teacher signature

date

Supervisor signature

date

200 hours MINIMUM Direct Student Contact

- Whole class instruction
- Solo Teaching
- University Supervisor Observation
- Small group instruction
- Co-teaching
- Other direct contact with students

175 hours Collaboration can be Direct Student Contact AND/OR

- Co-planning with Cooperating Teacher
- Analyzing/grading work with Cooperating Teacher
- Reflecting on the lesson
- Co-planning for individual students
- Department Grade-Level Meetings
- Professional Learning Communities (PLC)
- Intentional observations

Spring Semester Suggested Calendar:

The following is a suggested calendar. Some districts and schools may use alternate calendars. Work with your Cooperating Teacher (CT) and University Supervisor (US) to create an individualized plan.

Week 1: 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 2: Teach/lead routine activities. Plan and teach one instructional hour 2 x during the week. Lesson plans are to be reviewed with CT a day or more prior to teaching the lesson(s). Continue to observe and interact with students throughout entire placement!

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

Week 4: Plan and teach one instructional hour 5 x during week. Team teach/assist 2 hours.

Week 5: Plan and teach one instructional hour 5 x during week. Plan and teach another instructional hour 2 x during week. Team teach/assist 1 hour.

Week 6: This is a recommended week for videotaping edTPA. Plan and teach one instructional hour 5 x during week. Plan and teach another instructional hour 3 x during week. Team teach/assist 1 hour.

Week 7: Plan and teach two instructional hours daily. Team teach/assist another hour.

Week 8: Plan and teach two instructional hours daily. Take responsibility for the entire lessons including assessment. Plan and teach another instructional hour 2 x during week. Team teach/assist two hours.

Week 9: Plan and teach two instructional hours daily. Plan and teach another instructional hour 3 x during week. Team teach/assist two hours.

Weeks 10 - 15: Plan and teach three instructional hours daily. Team teach/assist two hours. Three of these weeks are full time and two of the weeks are solo teaching. Note that Week 11 is the likely submission week for edTPA.