Student Teaching Orientation

Fall 2020
Documentation and “the Paperwork”
The Clinical Office

Renae Spangler, Director

- Instructor of Record
- Advising
- Decisions
- Permissions
- Supported Growth Plans
- Remediations
- Professional Guidance
  - Renae.Spangler@bemidjistate.edu
  - C: 218-553-2581

Sabrina Erickson, Admin Assistant

- Form Navigation & Flow
- Extra Forms
- D2L Login
- Document Submission Questions
- Honorarium Payment Questions
- CEU’s & Verifications
- Travel Reimbursements
  - Sabrina.Erickson@bemidjistate.edu
  - O: 218-755-2930
The Prof Ed Office

Amanda Chesley, Licensing Officer

- FAQ’s maintained on the webpage: https://www.bemidjistate.edu/academics/departments/professional-education/applying/
- Licensing Questions
- The Licensing Process
- Teaching-License@bemidjistate.edu

Amanda Chesley, Taskstream Coordinator

- Taskstream Access
- Taskstream Submissions.
- Retrieving a Document from Taskstream.
- Amanda.Chesley@bemidjistate.edu
Use BSU Email Accounts

- helpdesk@bemidjistate.edu

- HelpDesk can help you set up your BSU email account so it is easy accessible from your favorite device.

- COVID has prompted BSU ITS to be very concerned about data privacy and how it is exchanged. All BSU employees must use their “BSU work email” for work. Personal email is not allowed.

- Protect yourself from the liability of using your personal email: Use your BSU email!
Liability Insurance

• **Follows the Academic Year.**
  It expires every August 31
  (Sep 1 – Aug 31)

• **Renew it now**

• **Purchase by**
  Friday, August 28, 2020

Background Check

• **Work directly with the HR Manager at your host district.**
  Do not rely on teacher or principal to guide you.

• Each school district chooses its own policy, procedure, fee, and 3rd party vendor to fulfill State-mandated background checks.

• Candidate is solely responsible for compliance with each school’s policy.

• Some schools require a notary public signature, finger printing, or drug testing.
Definitions

- **ST**  
  Student Teacher
- **CT**  
  Cooperating Teacher
- **US**  
  University Supervisor
- **Team/Triad**  
  A unit comprised of the ST, CT(s), & US.
- **Journal Entry (J)**  
  ST reflectively ties in the SEP’s. US responds with feedback.
- **Lesson Plan (LP)**  
  ST writes & provides copy to CT/US prior to observation.
- **Observation Cycle**  
- **OB**  
  BSU Observation Form: *A specific evaluation*
- **SUM**  
  BSU Summative Evaluation: *An overall evaluation*
- **LOR**  
  BSU Letter of Recommendation
- **PELSB**  
  MN Professional Educator Licensing & Standards Board
<table>
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<th>Student Contact WEEKS</th>
<th>MONTH(S)</th>
<th>MON</th>
<th>TUE</th>
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**KEY**
- **Student Contact Day**
- **Holiday or No School**
- **Weekend**
- **US/CT Documents Due**
- **Grades Due at Noon**
- **Second Setting Week**

Contact the Clinical Office if your student teaching experience does not align to all Student Contact Days (light green)
Reference Materials can be found on the BSU Clinicals Website & D2L Shell

https://www.bemidjistate.edu/academics/departments/professional-education/clinical-experiences/faculty-resources/
- Why are the student teaching documents so important?
  - The documents verify the ST has completed the PELSB & BSU program requirements.

- What happens if some pieces are not turned in?
  - The ST will not receive a grade until all required pieces are submitted to Taskstream.
  - The CT will not receive an honorarium payment until all required pieces are submitted to the email drop box.

- Who sees these forms?
  - The Clinical Office Director & Staff.
There are different lists for different placements

- 16 Week Single Setting
- 12/4 Split Weeks or Split Days
- 12 Week Single Setting
- 4 Week Single Setting
CT & US Complete Official Document

Use the Word template found online

Letters of Recommendation require original signature. (Pen or photo)

CT & US Convert to PDF

Submissions must be PDF format.

CT & US Email PDF to student-teaching@bemidjistate.edu

cc your Student Teacher

BSU uses Taskstream to create a permanent record and repository for program requirements, student teaching documents, and licensing verification.

ST Deposit PDF Documents in Taskstream

Save a copy for yourself!

Document FLOW for Evidence

Only PDF’s are accepted in the BSU student teaching email box and the Taskstream folders.

Please contact Sabrina if you need help converting your Word documents to PDF.

Contact Sabrina if you need help converting your signature to a photo.

This process is for Observations, Letters of Rec, Team Conversations, & Summative Evals. Journals & Journal Responses do not need to be routed through the student-teaching email box.
Journal Entries are emailed to the US and deposited in Taskstream.

Lesson Plans are emailed to the CT and US and deposited in Taskstream.

The edTPA-Event will be deposited to US Lesson Plan #6 Taskstream folder.

The CT & US submit all evidence as PDF’s to: student-teaching@bemidjistate.edu

The CT & US must carbon copy (cc) the Team Members on the email.

The ST will deposit PDF evidence into the proper assignment drop box in Taskstream.
Welcome to the Student Teaching program

Getting Started with Programs

If this is your first time working within DRF programs, you may wish to view or print our Getting Started Guide or call Mentoring Services at 1.800.311.5616 for help starting your work.
**ST Reminders**

**BSU Program Evidence**

- **Journal Entries**
  Email directly to your US & deposit in Taskstream.

- **Lesson Plans**
  Email directly to your CT/US and deposit in Taskstream

- **“edTPA-Event”**
  Your edTPA-Event lesson plan will be deposited to Taskstream.

- **edTPA Score Report**
  You must deposit your edTPA score report into the Taskstream drop box.

- **BSU Email & PDF’s**
  All Team members will use ISD/BSU email to communicate.
  Use the student-teaching email drop box and PDF’s to exchange evidence documents.

- **Taskstream**
  ST is responsible for depositing all journals, lesson plans, edTPA pieces, observations, summative eval, and letters of recommendation into Taskstream. Taskstream is the permanent repository.
CT Reminders

BSU Program Evidence

- **Observation Forms**
  2 for a 12-week or 4-week ST
  3 for a 16-week ST

- **Team Conversations**
  At least 2 per placement

- **Letter of Recommendation**
  Template and prompts on website
  LOR must have original signature

- **Email**
  All Team members will use ISD/BSU email to exchange lesson plans and communication

- **PDF’s & Email Drop Box**
  Submit evidence PDF’s to the student teaching email
  student.teaching@bemidjistate.edu

- **CEU’s**
  Form was emailed with placement & can be found online
US Reminders

BSU Program Evidence

- **D2L Shell**
  Sign in to D2L using MyBSU & StarID credentials
  Check updates weekly

- **Observation Forms**
  2 for a 12-week or 4-week ST
  3 for a 16-week ST

- **Team Conversations**
  At least 2 per placement

- **Letter of Recommendation**
  Template and prompts in D2L shell & on Website
  LOR must have original signature

- **Email**
  All Team members will use ISD/BSU email to exchange
  lesson plans and communication

- **PDF’s & Email Drop Box**
  Submit evidence PDF’s to the student teaching email
  student.teaching@bemidjistate.edu

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**Travel Reimbursement**

Supervision will be conducted online.

The Clinical Office does not anticipate any supervision travel for Fall 2020 semester.

Contact Sabrina Erickson prior to any travel.
The Student Teaching experience must satisfy all requirements established by all governing agencies. Evidence must be collected to document the experience.
BSU files education programs with PELSB telling PELSB what BSU will do.
BSU collects documents providing evidence supporting that we are doing what we said we would do.
PELSB examines evidence to verify BSU is doing what we said we would do.
PELSB grants BSU accreditation based on how well we are doing what we said we would do.

Evidence precipitates the ST grade, the honorarium payments, and generates data examined by BSU, PELSB & AAQEP (the accrediting bodies.)

BSU Observation, Summative Eval, & Letter of Rec forms provide evidence of student teaching for BSU program requirements which are designed to fulfill PELSB licensing requirements.

Changes?

Ongoing accreditation review helps the BSU Professional Education Department and the Clinical Office align to our BSU processes to PELSB expectations.

The processes implemented this fall were developed with input from the Department Chair, the Licensing Officer, the PEDL Student Teaching Coordinator, and the Taskstream Coordinator to capture necessary data and make it accessible to the Director of Accreditation and the Licensing Coordinator.

Consistent evaluation measures across all student teaching experiences allows BSU to align the CAMPUS and the PEDL placements across the state of MN.

Many changes at the PELSB Rule level will continue to prompt changes in our process.