Student Teaching Orientation Fall 2020

BEMIDJI STATE UNIVERSITY
Mandy Chesley Licensing
Hopes and Dreams
Definitions

<table>
<thead>
<tr>
<th>ST</th>
<th>Student Teacher: <em>Demonstrate skills &amp; growth</em></th>
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<tbody>
<tr>
<td>CT</td>
<td>Cooperating Teacher: <em>Host &amp; model good teaching</em></td>
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<tr>
<td>US</td>
<td>University Supervisor: <em>Guide Triad toward success</em></td>
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<tr>
<td>Team Conversation</td>
<td>A unit comprised of the ST, CT, &amp; US.</td>
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<tr>
<td>Journal Entry (J)</td>
<td>ST reflectively ties in the SEP’s. US responds with feedback. <em>Provides for continuous communication.</em></td>
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<tr>
<td>Lesson Plan (LP)</td>
<td>ST writes &amp; provides copy to CT/US prior to observation.</td>
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<tr>
<td>Observation Cycle</td>
<td>Set date, Lesson plan, Observation, Evaluation. Feedback discussion. Form submission.</td>
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<tr>
<td>OB</td>
<td>BSU Observation Form: <em>A specific evaluation</em></td>
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<tr>
<td>SUM</td>
<td>BSU Summative Evaluation: <em>An overall evaluation</em></td>
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<tr>
<td>LOR</td>
<td>BSU Letter of Recommendation: <em>Acknowledgement of the experience</em></td>
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<tr>
<td>PELSB</td>
<td>MN Professional Educator Licensing &amp; Standards Board</td>
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What Shapes the Experience?

Requirements are influenced by:

1. State Statutes
2. Professional Education Licensing and Standards board

The Student Teaching experience must satisfy all requirements established by all governing agencies. Evidence must be collected that documents the experience.
STUDENT TEACHING GUIDE
16 Week sample

- Week 1 - take over small tasks, transitions, attendance, morning meeting, read a louds, be an “Active teacher aid”. Follow your student schedule. AKA: Go to music, gym, STEAM, etc. WITH your students.

Key take-away- Notice of your teacher’s classroom management of training the students.

- Week 2 - Teach ¼ of the school day and be an active hand the other portion.
- Week 3- Teach ½ of the school day and be an active hand the other portion.
- Week 4-15- Teach all day every day.
- Week 16- Assist in other classrooms

*You can always do more. The more you do, the more you will learn and be prepared for your first classroom.
You must report to your school the same day your CT is. If the classroom teachers are expected to report, you are expected to as well.

Before the students are back, meet with your Team to go over expectations and requirements of the school district.
Liability Insurance     vs.     Background Checks

- **Follows the Academic Year.**
- Renew it every Fall. It expires the following Summer (Sep 1 – Aug 30)
- Urge candidates to purchase insurance during first week of the semester each Fall
- Spring semester students purchase in January if they did not have field experience the previous fall semester
- Students starting ED 3100 in January probably need to purchase it the first week of the spring semester.

- **Good for 12 months from date of clearance.**
- 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.
- With written permission from the student, a district may request a current criminal background check report from another district. However, not all schools store the files and a district does not have to accept a report from another district.
- Only some districts currently inform the Clinical Office of which students have permission to enter the school. Our Office does not see background check reports on any candidate from any district.
Week One To Do's!

- Introduce yourself to the principal and the office staff!!!
- Write a letter to families introducing self.
- Send home the video permission slip for doing your edTPA (see D2L Shell)
- Outline workshop days and days off for University Supervisors.
Assignments

Journals  Lesson Plans  EdTPA- Event  edTPA Score Report
  • (edTPA Remediation Completion Notice)
Observations (LP on website)  Summative Evaluation  Letters of Recommendation
Journal

- The US will let you know what they want to hear about in the journal.
- The weeks you are being observed by your US and the week of the edTPA, you do not need to complete a journal.
- As assigned. There is a minimum of 12 journals (16 weeks), 9 journals (12 weeks) to be completed throughout student teaching.
- This is meant to communicate weekly with candidates.
Daily Lesson Plans

- Every time you teach a lesson, you MUST have a lesson plan and you MUST run it by your cooperating teacher ahead of time.

- EdTPA MUST use the BSU Key Assessment template
Observation Lesson Plans

- You must email a formal lesson plan to them using the lesson plan template prior to the observation. It will be available in the Shell and on the BSU website.
- The lesson plan & evaluation form MUST go into the Taskstream drop box.
- Record formal observation to use as a reflection tool. (Check Schedule for how many)
How to Plan for your University Supervisor Visits

1. Make sure the secretary knows you are expecting a visitor.

2. Make sure there is a spot for your University Supervisor to sit, where they can see you and observe the students.

3. Make sure there is time and a place for the University Supervisor to conference with you afterward.

4. Make sure they have a copy of the lesson plan ahead of time AND have a hard copy waiting for them.

5. Introduce your "teacher" to the class. No matter what age, students like to know who is in the room and why. Often, they will behave better for you, if you explain why your teacher is visiting.
Recommendation Letters

- The official template can be found on the BSU Professional Education website and the D2L Shell.
- It is up to the Student Teacher to ensure it is filled out to its entirety and uploaded into Taskstream.
- Original SIGNATURE
EXPECTATIONS

- ATTEND SCHOOL EVERY DAY!
- BE ON TIME - PREFERABLY EARLY
- DRESS FOR SUCCESS - YOU ARE A PROFESSIONAL, DRESS LIKE A PROFESSIONAL.
- BE PREPARED - HAVE YOUR MATERIALS READY BEFORE YOU LEAVE AT NIGHT.
- TAKE INITIATIVE - FROM DAY ONE - DON'T WAIT TO BE ASKED.
- COMMUNICATION IS KEY
Attendance

- If you miss 3 or more student contact days during the 12 or 16-weeks you will need to add an additional student contact week.

- Wherever your teacher is expected to be, you are expected to be.

- You may NOT miss student teaching days to take your MTLE tests or any other trainings.

- If you are sick, or cannot make it to school you MUST:
  
  Call your CT and your US

  Have all your materials prepared and ready, as though a substitute would be teaching your lesson. MANDATORY SKILL that takes practice!
Tips & Tricks

- Notify the clinical office immediately of any incidence outside of the day to day classroom life
- Lay out your clothes the night before
- Prep lunches for the week on Sunday
- Eat a balanced diet
- Get enough rest/sleep
- Drink plenty of water
- Daily exercise (a 20-minute walk daily)
- Wash your hands
- Think positive thoughts (Write down 3 positive things that happen each day)
- Use Tea-Tree Shampoo
- Keep your hair tied up
- Be extra polite to the janitors and cooks
You are there to LEARN....

Keep notes & collaborate professionally

Make friends with everyone in the building - NETWORK

Use your manners
Virtual DON’Ts

- post classroom pictures online unless directed by the school district and it follows the code of conduct.
- use names
- talk about details or classroom/school
- post pictures with drugs. Alcohol is a drug. If you haven’t done so already, clean up your online footprint.
- Appropriate social media names and email addresses
- Professional Emails MUST be through the school district or BSU emails. Students and parents must NEVER interact with you through your personal accounts.
- Do not share your personal phones. Use school assigned programs for contacts. Example: Zoom, Class Dojo, etc.
What happens if it isn’t going well?

**IMMEDIATELY** reach out to your:

US
Clinical Director
Reasons Candidates are removed

- Lack of communication
- Unprepared
- Poor attendance
- Inappropriate attire
- Spends time on phone
- Lack of engagement
- Combative/Argumentative
- Uncollaborative
- Unteachable
- No initiative
- Refusal of participation

- If you need to be removed from placement, we will not be able to place you again this semester. You will need to “try again” next semester.
What Happens when the University Supervisor OR Cooperating Teacher becomes worried about teacher candidate progress?

- Cooperating Teacher must call/email the University Supervisor and Clinical Director (Renae Spangler).
- A professional development plan is put in place. 10-15 days to improve.
- If no improvement OR the principal/human resources calls clinical director the candidate is removed.
The Clinical Office

Renae Spangler, Director

• Everything Else
  • Renae.Spangler@bemidjistate.edu
  • O: 218-755-3733
  • C: 218-553-4487

Sabrina Erickson, Admin Assistant

• Paperwork
• Contracts
• Honorarium Payments
• Faculty Travel Forms
  • Sabrina.Erickson@bemidjistate.edu
  • O: 218-755-2930
The Professional Education Office

Amanda Chesley  Licensing Officer

Check the webpage first:

https://www.bemidjistate.edu/academics/departments/professional-education/applying/

Amanda Chesley, Taskstream Coordinator

Amanda.Chesley@bemidjistate.edu
CT Reminders

BSU Program Evidence

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

- **Team Conversations**
  - At least 2 per setting/placement. Video chat/phone conf allowed

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

- **Email**
  - All Team members will use work/professional 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 emailed or online

edTPA Support

- Read edTPA reference materials in your folder and in D2L-shell.
- Be aware of supports that are allowed or not allowed.
US Reminders

**BSU Program Evidence**

- **D2L Shell**
  Sign in to D2L using the Login page in your folder
  Check updates weekly

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

- **Triad Conversations**
  At least 2 per setting/placement  *Video chat/phone conf allowed*

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

- **Email**
  Use work/professional email to exchange journals, lesson plans, and feedback.

- **PDF’s & Email Drop Box**
  Submit evidence PDF’s to the student teaching email
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**Travel Reimbursement**

BSU IFO Faculty Employees are allowed travel reimbursement

Sign the Travel Request and give to Sabrina.

Reimbursement form requires wet ink signature. Mail it at the beginning of each month to Sabrina Erickson.
If your student teacher has any questions about their license...

→ BSU Website
→ Professional Education
→ “How to apply for your teaching license”

Amanda (Mandy) Chesley
Teaching.license@bemidjistate.edu
Director Spangler

Renae.Spangler@bemidjistate.edu
C: 218-553-4487