

Candidate's Name _____

Date _____

King's College Teacher Candidate Proficiencies

1. Integrating Knowledge and Practice

- knowledge of content areas
- knowledge of learning strategies
- knowledge of teaching strategies

2. Understanding Learners

- knowledge of prevailing theories involving:

physical development
cognition
intelligence

3. Developing Learning Communities

- the candidate creates an inclusive learning environment that supports their instructional goals
- the candidate appreciates that individual students come to school from a great variety of environments

4. Monitor Learning

- demonstrates effective classroom management routines and procedures using a variety of strategies

5. Reflective Practice

- commits themselves to professional reflection, assessment, learning, and strategies for improvement

INTASC STANDARDS

INTERSTATE NEW TEACHER ASSESSMENT AND SUPPORT CONSORTIUM

DOCUMENTS NEEDED PRIOR TO BEGINNING STUDENT TEACHING

1. Physician's Statement (338G)

2. Pennsylvania State Police Criminal Record Check (Act 34)

- students are to keep original
- two copies provided to the college
- valid for one year from date obtained
- may be obtained online

3. FBI Check (Act 114)

- original provide to the college
- make a copy for your own records
- valid for one year from the date obtained
- may be obtained online

4. Pennsylvania Child Abuse History Clearance (Act 151)

- students are to keep the original
- two copies provide to the college
- valid for one year from the date obtained
- may be obtained online

It is the student's responsibility to obtain these documents and maintain them in current form.

You will be notified before leaving today's session if you have not provided all of the necessary documentation to begin your student teaching.

IMPORTANT POINTS:

1. Student Teachers as Substitutes _____

- policy of both Pennsylvania Division of Education and King's College

2. Transportation of Students _____

3. Classroom Presence of the Cooperating Teacher _____

- will vary from school to school
- initially the cooperating teacher should be with you at all times
- before completion, you should have developed the confidence and skill to be in charge of the classroom by yourself
- notify supervisor of any irregularities

4. Student Teachers in the Faculty Room _____

- check with individual school policy
- be very careful what you say (friends and relatives)

5. Confidential Information _____

- this will be a new way of thinking for you (think carefully)

6. Emergency Situations _____

- use common sense
- have a general idea where your cooperating teacher is at all times
- locate the nearest regular staff member
- do not leave the room
- send a student for assistance

7. Parental Conferences _____

- student teachers are not to schedule conferences
- cooperating teacher must be present at all conferences

8. Student Teachers Should Attend: _____

- open house
- parent meetings
- I.E.P. meetings
- workshops
- professional workshops

(unless advised differently by the cooperating teacher)

9. The Student Teacher is an Invited Guest _____

- the host school is within its rights to ask you to leave
- you must maintain the same professional standards that are expected from the teaching employees (tardiness)
- please understand that you are representing King's College and our entire Education Division at all times

10. Professional Dress and Grooming at All Times _____

- inappropriate ties
- piercings
- clean shaven
- revealing clothing
- if you look respectable, faculty and students will notice

11. No E-mail Addresses, Phone Numbers, or Home Addresses to Students or Their Parents _____

- watch how you present yourself on the Web (Facebook, MySpace)

12. The Department Chairperson has the Authority to Terminate Your Placement if Professional Conduct is Not Maintained _____

13. Pre-Assignment Visitation Day _____

- call your school this week and make arrangements to meet your cooperating teacher
 - write a one to two page narrative introducing yourself to your supervisor and your cooperating teacher, submit two copies on 9/8/09
 - give your cooperating teacher their packet and your “Personal Narrative” (please proofread carefully, first impressions!)
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GENERAL COMMENTS:

1. The responsibilities inherent in this experience are comprehensive and demand most of your time and energy. Outside jobs are discouraged.
2. Please do not complain to your cooperating teacher about how tired and overworked you are. Most interpret this as whining.
3. Student teachers should observe cooperating teachers for a few days but **no more** than one week. (See supervisor if problematic) _____
4. Make sure that you model proper oral and written language, and handwriting **at all times**. Watch your language!
5. Your placement is **13 weeks** long.
6. You must accumulate a total of **150 clock hours** of actual teaching. _____
7. Other activities bring the total to a minimum of **260 clock hours**. _____
8. Other activities **do not** include time spent out of school preparing, correcting, and planning. _____
9. Student teachers are provided with time sheets for each week. These must be signed and returned to the education supervisor each week during seminar. **This is a non-negotiable issue.** (forgeries) _____

10. If a student teacher is absent for any reason, they **must contact** their cooperating teacher by phone **and** their **supervisor by e-mail and phone**. It is the student teacher's responsibility to make sure they provide the cooperating teacher with all lesson plans, materials, and manuals needed during the student teacher's absence. **This is a non-negotiable issue.** _____
11. You are not permitted unexcused absences. King's College Supervisors may require make-up time in instances of excessive absences, regardless of cause. Note: Absentee Form : Appendix D _____
12. Tardiness will not be tolerated. If you are one minute late, you are late. One warning. Two, grade reduction. Three, meeting with College Supervisor and Department Chairperson. **This is a non-negotiable issue.** _____
13. Student teachers must make daily lesson plans for every class/ or each subject that they teach. Lesson plans must be submitted to the cooperating teacher for approval (signed) at least **two days in advance** of teaching the lesson. **Lesson plans are not to be combined.** All component parts of the King's College Lesson Plan are to be included in each lesson. No exceptions. **This is a non-negotiable issue.**

14. Student teachers are expected to **comply** with suggestions and requests made by the cooperating teacher, principals, and supervisors. _____
15. All assignments are expected to be completed on time: lesson plans, time sheets for seminar, bulletin boards, videotaping. Managing your time is an important skill in the teaching profession. _____
16. Attendance is required at all weekly seminars. **This is a non-negotiable issue.** Wednesdays from 4:00 PM to 5:00 PM. Check in at education office the first Wednesday for room assignment. _____

GENERAL REQUIREMENTS FOR STUDENT TEACHERS

WEEKLY TIME SHEETS

- Times are to be completed to the nearest half-hour.
- The Weekly Time Sheet is to be signed **in ink** by the cooperating teacher.
- The Weekly Time Sheet must be handed in **every week** at seminar.
- **Weekly totals** for Observation, Activities, and Teaching should be **transferred** to the **Final Time Sheet in ink**.
- Cooperating teachers should verify and sign the Final Time Sheet.
- **This record is your responsibility, it must be accurate.** _____

Weekly Time Sheets Appendix A - Final Time Sheet Appendix B

LESSON PLANNING

- All lesson plans must be kept in a three-ring binder. _____
- Lesson plans should be divided by subject area. _____
- All lesson plans must be completed two days in advance (on a Friday, you are already prepared for Monday and Tuesday of the next week). _____
- Lesson plans must be in the King's College Education Division Lesson Plan Format. **No exceptions.** _____
- No other documents (worksheets) should be kept in the binder.____
- The most current plans are on top in each section. _____
- All lesson plans must be reviewed and initialed by your cooperating teacher, this is **your** responsibility. _____
- There should be no unexplained gaps in your plans. _____
- The lesson plan binder is to be provided to your college supervisor during each visit. _____
- The overall quality of the lesson plan binder is a major consideration in determining your final grade. _____
- Lesson plans are required for every lesson that is presented to the class, **including quizzes and tests.** _____

- Your plans should be detailed enough that another person can teach from them with ease. _____

LESSON VIDEOTAPING

- A minimum of one lesson must be videotaped.
- The videotape will be reviewed with the college supervisor and assessed according to the Teacher Candidate Observation Rubric.
- Student teachers are to make their own arrangements to be videotaped during the student teaching semester. _____
- Videotaping should be completed by the end of the **6th week**. _____
- Student teachers may reserve the Education Division's camera through Ms. Janice Gavlick at least one week in advance of the actual taping.
- The camera is due back by 4:00 PM on the day of taping. _____
- **Permission from parents and guardians is needed for students to be videotaped.** _____
- **No students** are to be videotaped without a parental permission slip. _____
- Student teachers should send permission slips home **well in advance** of the actual videotaping date. _____
- Your cooperating teacher usually does the videotaping for you.
- The actual tape must show you teaching, that is the presentation of material or concepts to the class. _____
- Lessons should last 30 to 40 minutes.
- Video conferences will be held on campus during the regular school day during the 7th week of student teaching, they last one hour. xi.

- Video conferences will be **scheduled** during seminars.
- A copy of the lesson plan taught and a personal post-observation reflection are to be brought to the conference with the video tape. ____

ASSESSMENTS; OBSERVATION AND EVALUATION BY THE COOPERATING TEACHER

- The purpose of observing and evaluating is the improvement of instruction.
- The cooperating teacher should help you reflect on your teaching and provide input of new information.
- The cooperating teacher will suggest plans of action for areas that can be improved.
- The ultimate goal is to produce a candidate who is competent in performing and analyzing the teaching act.
- Informal observations will lead into more formal observations.
- Your cooperating teacher will formally observe you a minimum of four times, they will then discuss the lesson with you.
- Plans for improvement should be agreed upon by both parties.
- Student teachers should hand in these formal observations according to the time chart distributed.
- Each formal evaluation must be accompanied by a copy of the lesson plan that was used for its delivery.
- The cooperating teacher will give you a mid-term evaluation (PDE 430) and a final evaluation (PDE 430).
- For students in Option B, each cooperating teacher must complete two formal observations, a Mid-Term (mid-placement) and a Final (PDE 430).

- All assessments should be frank and honest, and show growth during the student teaching semester.

SCHEDULING OBSERVATIONS

Student teachers are to **submit a copy** of their **Lesson Observation Schedule** to the college supervisor by 4:00 P.M. **every Wednesday** of weeks # 3-13 of the student teaching semester. You must **list** at least one **period** that **you will be teaching** every day of the week. Observations made by the college supervisor are not limited to this schedule provided.

PROCEDURES FOR OBSERVATIONS

When the college supervisor arrives, present to him/her the Lesson Plan Binder and the lesson plan that is being presented at the time. A copy of the textbook or workbooks being used would be appreciated, if possible. Following the observation, the college supervisor will meet with the student teacher to discuss the lesson. The student teacher will submit a copy of the lesson as well as a Post-Observation Reflection at the next seminar

CANCELLING A PREVIOUSLY AGREED UPON OBSERVATION WITH COLLEGE SUPERVISOR

If the college supervisor arrives to observe a class that has been cancelled or changed, the student teacher must fill out a “Request for Classroom Observation Cancellation” form citing the reason(s) for the change. Repeated cancellations will result in a negative assessment on the final evaluation and grade given for student teaching.

STUDENT TEACHING FINAL EVALUATION

- At the end of the student teaching semester, both the cooperating teacher and the college supervisor fill out the PDE 430 Pennsylvania Statewide Evaluation form.

- This is not a lesson evaluation but an overall evaluation of the final six weeks of the semester.

- Cooperating teachers are asked to review the evaluation in a conference with the student teacher before it is returned to the college supervisor.

- The total evaluation from the cooperating teacher includes:
 - (4) (minimum) Formal Lesson Observations
 - (1) Mid-Term Evaluation (PDE 430)
 - (1) Final Evaluation (PDE 430)

- The final grade recommended by the cooperating teacher will represent 40% of the final grade.

- The total evaluation from the college supervisor includes:
 - Lesson Plan Binder Reviews (PDE Mid-Term and Final)
 - (4) (minimum) Formal Lesson Observations
 - (4) (minimum) Post Observation Reflection Forms (PDE)
 - Videotaped Lesson Conference and Review (PDE)
 - (2) Professional Teaching Portfolio Reviews (King's College Observation grading rubric and PDE Mid-Term and Final)
 - Observations of Candidate Meeting Professional Responsibilities as detailed in parts nine and ten of portfolio (King's College Observation grading rubric and PDE Mid-Term and Final)

- Student teachers experiencing special problems may be visited more frequently so that extra structure can be provided.

- Other members of the Education Division may visit the student teacher's classroom.

- The college supervisor will determine the final grade.

