



Principal's Guide to The Master in Teaching Program's Student Teaching Handbook



The Evergreen State College
Master in Teaching Program

Updated May 2012

Dear School Principal,

Thank you for welcoming our teacher candidate into your building. In this Principal's Guide, you will find key documents that have been shared with the mentor teacher and teacher candidate.

We would appreciate it if you could review the information. If you have any questions, please contact us.

Also we appreciate your support of the mentor teacher as he/she guides our teacher candidate in developing the knowledge and skills necessary to positively affect student achievement.

Sincerely,

The Master in Teaching Program
The Evergreen State College

Table of Contents

<i>Notes for the College Faculty - First Visit with Mentors and Teacher Candidates</i>	4
<i>A Developmental Approach to Becoming a Teacher: Two Models</i>	6
<i>Role of the Teacher Candidate</i>	9
<i>Role of the Teacher Candidate as a Student</i>	9
<i>Role of Teacher Candidate as a Teacher</i>	10
<i>Role of the College Faculty</i>	11
<i>Role of the Cooperating Mentor Teacher</i>	13
<i>Orienting the Teacher Candidate to the Assigned School</i>	14
<i>Lesson Plan Components</i>	15
<i>Withdrawing a Teacher Candidate from an Assignment</i>	16
<i>Teacher Candidate Procedure for Requesting Removal</i>	17
<i>Student Teaching Evaluation Conference Form</i>	18
<i>End of Quarter Evaluation Form</i>	19

Notes for the College Faculty - First Visit with Mentors and Teacher Candidates

Candidates will give a Handbook to their Cooperating Mentor Teachers before your visit. Be sure that both the Candidate and Cooperating Mentor Teacher have their handbooks with them for the Orientation Meeting. Take a business card with you and attach it to the Cooperating Mentor Teacher's Handbook.

- **Emphasize collaborative relationship among Mentor Teacher, Candidate and College Faculty.**
- **Facilitate a discussion of the Mentor's goals for the student teaching experience and the Candidate's goals. Discuss ways to meet these goals, acceptable approaches to coaching, frequency and timing of coaching, and ways of providing and receiving feedback.**
- **Emphasize important role of the Mentor in helping the Candidate continue to develop effective classroom management skills**
- **Reach agreements about regular discussions concerning the Candidate's goals, progress and areas that need improvement.**
- **Emphasize importance of being in communication with College Faculty and/or Field Experience Officer.**
- **Help the Mentor understand her/his role in regards to the Teacher Performance Assessment (TPA).**

Go over the quarter schedule. Start and end dates for the Teacher Candidate, as well as finding out their building schedule, school holidays and any other days off. Also check about days that it is not possible to visit, such as field trips or other district in-service days. Teacher Candidates will be there from **the beginning of the school year for 10 weeks. (This will be different for each school district).**

Go over the Handbook –

1. **Program's themes** – Democracy and Schooling, Multicultural and Anti-Bias Perspective and Developmentally Appropriate Teaching and Learning.
2. **Roles and Expectations:**
Teacher Candidate: Be on time and prepared. Note need to video tape at least one lesson by mid-term and for TPA. Take photos for their portfolios – any special permission needed for photos and video? Any extracurricular involvement they might like to do is fine, so long as they have time enough to plan lessons. How much in advance would the teacher like to have lesson plans to review?
Cooperating Mentor Teacher: includes orienting the Teacher Candidate to the school. Where will the Teacher Candidate's desk or workspace be? Good to find time at least twice a week or more often to give regular constructive feedback. Suggest it may be easier to sit down every couple of weeks and make marks in different colors on the Rubric to make it easier to see progress and to discuss it. Using the Assessment Rubric and Standard V information in the Handbook as the basis for writing an evaluative letter at the quarter's end.

Role of the College Faculty: Faculty will visit the site 6 or 7 times during the quarter which will include: orientation, at least 4 observations, a mid-quarter and final three-way evaluation meeting. At some point during week 4 – 6, meet for a three-way mid-term conference to discuss strengths and things to work on during the last half of the quarter. Use the Rubric as the framework.

3. **Discuss a plan for the gradual assumption of teaching responsibilities.** What will the teacher candidate do first, then next, paced across the quarter? When will the three weeks solo teaching or lead in co-teaching occur? What will candidates be responsible for teaching during their solo or lead period? It is best if the teacher is out of the room except during planned observation times, if they can. In elementary grades, the faculty must see candidate teach math, reading and writing.
4. **Withdrawing a Teaching Candidate from an Assignment if Necessary.**
5. **Review the rubric domains and organization of over-all rubric.**

A Developmental Approach to Becoming a Teacher: Two Models

The student teaching assignment is a full-time, developmental experience in which the teacher candidate participates in a progressive series of teaching responsibilities. This may include working with individuals, small groups, and the whole class as well as team teaching and planning with the mentor. Within this context, Evergreen's MiT program uses two developmental models to support candidates' growth as teachers. In both models, careful attention is paid to helping the candidate develop the knowledge and skills necessary to effectively support the learning of K-12 students. Candidates develop their abilities through two, full-time student teaching experiences, each of which lasts 10 weeks.

In the first model, candidates eventually assume full, solo responsibility for planning, instruction, assessment, and classroom management *for a minimum of three weeks in each of the two, 10 week student teaching placements*. When the candidate assumes full responsibility, the mentor is in the building and in the classroom when she/he intends to observe and provide feedback to the candidate.

In the second model, co-teaching, the candidate eventually assumes the lead role in the mentor-candidate team in planning, instruction, assessment, and classroom management *for a minimum of three weeks of the 10-week experience*. The mentor remains in the classroom providing support to small groups or individual students using the co-teaching strategies described later in this section.

Model 1

After a progressive series of successful classroom planning, teaching and management responsibilities, the teacher candidate assumes solo teaching responsibilities. Solo teaching requires the teacher candidate to assume the full-time assessment, planning, teaching, and management responsibilities of the mentor teacher for a minimum of three consecutive weeks of each full-time student teaching assignment.

The candidate is expected to continuously take into account the contexts in which the students are learning (classroom, school, family, and community) as well as pre-, formative, and summative assessment information as she/he develops lesson plans and learning opportunities. The candidate is expected to follow the developmental procedures for planning, writing, and implementing lessons as outlined below. Taking into account the experiences and abilities of each teacher candidate as she/he enters the second student teaching assignment in the spring quarter, the outlined time frame below may be modified.

1. During weeks one and two of the assignment, the teacher candidate plans with the mentor teacher and works with individuals, small groups, and the whole class as appropriate.
2. During weeks three and four, the elementary school teacher candidate takes responsibility for 2-3 days of the week's assessment, planning, teaching, and management responsibilities or for half days for those weeks. The middle and high school teacher candidate takes on those same responsibilities for two or three periods a day. The candidate consults with the mentor and must provide the mentor with lesson plans or lesson plan outlines for feedback on the Friday *prior* to teaching.
3. During week four, five, or six, the teacher candidate assumes independent responsibility for the entire week for assessing, planning, teaching, and management. The candidate must consult with the mentor as she/he plans and then submit plans or outlines of plans to the mentor the

Friday prior to the week the plans will be implemented unless the mentor designates a different schedule.

4. During the remaining weeks of the assignment, the teacher candidate continues to plan independently (including plans for assessment, teaching, and management), following an approved deadline procedure for review of plans.
5. If possible, the candidate should gradually taper off her/his involvement in assessing, planning, teaching, and management and be provided with time the last week of the quarter to visit other classrooms and schools.

Model 2 – Co-Teaching

Evergreen’s MiT program, like many teacher preparation programs in the state, also uses a co-teaching model of student teaching. The intention behind this model is that public school students, teacher candidates, and mentor teachers will all benefit from a *continuous* collaborative planning and teaching relationship between the candidate and the mentor. *Mentors and candidates who agree to use the co-teaching model also agree to attend a training workshop before student teaching begins, follow the guidelines, and employ the co-teaching strategies described in this section.*

St. Cloud University has conducted extensive research about the efficacy of co-teaching. Based on their research and MiT’s experiences with the co-teaching model, we are implementing the model as described below. Though the mentor teacher remains in the classroom co-teaching with the teacher candidate for the entire quarter, the *teacher candidate eventually assumes the lead role in the relationship and maintains that role for at least three consecutive weeks*. Before student teaching begins, the MiT faculty supervisor, mentor teacher, and teacher candidate discuss and agree on a timeline that allows the candidate to progressively assume leadership in the co-planning and co-teaching relationship. A sample progression may be:

1. For the first two to three weeks, the mentor teacher takes the lead in co-planning, modeling, and co-teaching with the candidate engaging in one or more of the teaching strategies described below.
2. For the next two weeks, the mentor and candidate work together to co-plan (including plans for assessment and classroom management) and co-teach using the team teaching strategies described below.
3. The teacher candidate then takes the lead *for a minimum of three weeks* in the planning and co-teaching with the mentor engaging in one or more of the co-teaching strategies described. When the candidate is the lead teacher, she/he is responsible for assessment, collaborative planning, organizing the teaching responsibilities for herself/himself and the other adults in the room, family involvement, and interface with the rest of the school. The teacher candidate in the leadership role provides the candidate with an important developmental opportunity, roughly equivalent to solo teaching in the traditional student teaching model.
4. The mentor and candidate decide on the appropriate division of responsibilities for the weeks remaining in the quarter. If possible, the candidate should be provided the opportunity to visit other classrooms and schools in the last week of the assignment.

The information provided by St. Cloud University describes what co-teaching is and is not, and defines a range of teaching strategies that could be used by the teacher candidate and mentor teacher. To implement this model, the mentor teacher, teacher candidate, and College Faculty work collaboratively to select the teaching strategies that will be implemented to meet:

- the needs of the students, staff, and school,
- MiT's requirements for lesson planning and completion of the *Positive Impact on Student Learning Project*, and,
- requirements necessary for candidates to reach standard on the *Student Teaching Rubric* and the *State of Washington Teacher Performance Assessment* (please see Section II of the *Student Teaching Handbook – Assessment Guide*).

Co-Teaching: What and How

Co-teaching is defined as two teachers working together with groups of students and sharing the planning, organization, delivery and assessment of instruction and physical space.

What co-teaching is NOT:

- One person teaching one subject followed by another who teaches a different subject
- One person teaching one subject while another person prepares instructional materials at the Xerox machine or corrects student papers in the teachers' lounge
- One person teaching while the other sits and watches
- When one person's ideas prevail regarding what will be taught and how it will be taught
- Someone is simply assigned to act as a tutor

Co-Teaching Strategies – How to Shape the Co-Teaching Experience

Team Teaching – well-planned, team-taught lessons exhibit an invisible flow of instruction with no prescribed division of authority. Using a team teaching strategy, both teachers are actively involved in the lesson. From a student's perspective, there is no clearly defined leader, as both teachers share the instruction and are free to interject information and are available to assist students and answer questions.

One Teach, One Observe – One teacher has primary instructional responsibility while the other gathers specific observational information on students or the (instructing) teacher

One Teach, One Drift – One teacher has primary instructional responsibility while the other teacher assists students with their work, monitors behaviors or corrects assignments

Station Teaching – The co-teaching pair divide the instructional content into parts – each teacher instructs one of the groups. The groups then rotate or spend a designated amount of time at each station. Often an independent station will be used.

Parallel Teaching – Each teacher instructs half of the students. The two teachers are addressing the same instructional material and presenting the material using the same teaching strategy. The greatest benefit is the reduction of the student to teacher ratio.

Supplemental Teaching – This strategy allows one teacher to work with students at their expected grade level while the co-teacher works with those students who need the information and/or materials extended or remediated.

Alternative/Differentiated Teaching – Alternative teaching strategies provide two different approaches to teaching the same information. The learning outcome is the same for all students; however, the avenue for getting there is different.

Role of the Teacher Candidate

Note: The outlined expectations below are intended as a focusing guide for MiT program Teacher Candidates and are complementary to the requirements for successful completion of the student teaching assignment contained throughout both sections of this *Student Teaching Handbook*.

Role of the Teacher Candidate as a Student

1. Participate in a MiT program orientation and planning meeting for Teacher Candidates prior to the beginning of Fall Quarter student teaching in mid-August.
2. Take responsibility for meeting all expectations described in the Student Teaching Handbook, Section 1 and 2, and become familiar with the assessment rubrics included in Section 2 of the Handbook.
3. Become acquainted with the school principal and school program (see “Orienting the Teacher Candidate to the Assigned School”).
4. Arrange a meeting with the Cooperating Teacher and Faculty Supervisor before or during the first week of the student teaching assignment.
5. Attend afternoon/evening seminars as scheduled by the College Faculty.
6. Turn in teaching schedules to the College Faculty as often as needed to keep him/her informed.
7. Write lesson plans for all lessons taught using appropriate criteria and formats, evaluate each lesson, and provide the College Faculty with evaluated plans on a weekly basis after use or on the schedule identified by the faculty (see “Lesson Plan Components”).
8. Submit written lesson plans or outlines to the mentor teacher no later than the Friday before the plans will be implemented. If outlines are submitted, they must be revised to meet required components (see “Lesson Plan Components”) before teaching the lesson(s). Include the mentors’ feedback in the revised plans.
9. Create and maintain a Student Teaching Portfolio of all teaching plans (see “Lesson Plan Components” and “The Student Teaching Portfolio”).
10. Assist in planning frequent (daily if possible) conferences with the Cooperating Mentor Teacher and assist in scheduling meetings with the College Faculty at the student teaching site.
11. Produce a videotape of your own teaching by mid-quarter with an accompanying critique of the lesson following the guidelines specified by the College Faculty.
12. Take and pass Washington’s required *Teacher Performance Assessment* during the fall quarter student teaching placement. If the assessment is not successfully passed, take and pass Washington’s required *Teacher Performance Assessment* during the spring quarter student teaching placement.
13. Complete required program assessments at the end of each quarter.
14. Complete required faculty and self-evaluation narrative assessments.

Role of Teacher Candidate as a Teacher

1. Participate in the school activities that are expected of a teacher. This includes being on site for at least the full teacher contract day (usually 30 minutes before and after school start/finish times), as well as attending staff meetings, committee meetings, and special school events.
2. Notify the school, the cooperating teacher, and the college faculty the night before an absence. Provide lesson plans for the cooperating teacher if you are to be teaching.
3. Become familiar with the school's program, resources, and materials including uses of technology (see "Orienting the Teacher Candidate to the Assigned School").
4. Assist the Cooperating Mentor Teacher in fulfilling routine duties.
5. Determine the family, community, linguistic, and cultural contexts of your students. Use the information to involve families and students in planning and implementing culturally and linguistically appropriate learning experiences.
6. Plan, enact, and assess developmentally appropriate activities for children consistent with the course of study provided by the school district, EALRs, GLE's, and Performance Expectations.
7. Provide permission letters from parents or guardians to video-tape students and to collect student work for the *TPA*. Collect the letters and ensure that only authorized students are included on videos and in student work collections.
8. Meet with the Cooperating Mentor Teacher to establish a plan for the gradual assumption of teaching responsibilities and for the return of classes to the teacher toward the close of the assigned placement (see "A Developmental Approach to Becoming a Teacher").
9. Collaborate and consult with the Cooperating Mentor Teacher to obtain clearance for proposed lessons and activities.
10. For any assigned teaching, provide the Cooperating Mentor Teacher with lesson plans prior to teaching so that a substitute teacher or the Cooperating Mentor Teacher could, if necessary, enact the lesson plans. Use the mentor's feedback to revise the plans before implementing.
11. Invite the Cooperating Mentor Teacher to observe specific lessons on a regular basis for critical evaluation and feedback.
12. Invite the Principal to observe during the quarter.
13. Critically evaluate classroom activities with the Cooperating Mentor Teacher on a daily basis and with the College Faculty after his/her classroom observations.
14. Hold in strict confidence information about children and youth and their families recorded in cumulative records or obtained from other sources.
15. Use materials belonging to the school or the Cooperating Mentor Teacher with care, making sure that all such materials are returned promptly.
16. Maintain ethical and professional relationships with pupils, staff, and parents.
17. Maintain appropriate standards of dress and grooming.
18. Avoid using the phone, texting, or social media such as Facebook for personal reasons during the school day.

Role of the College Faculty

1. Become acquainted with the background of the Teacher Candidate he or she is supervising.
2. Become acquainted with the school principal and school program of the Teacher Candidate he or she is supervising. Request an appointment with the principal to discuss expectations for the teacher candidate and to provide her/him with the information folder prepared by the Field Placement Officer.
3. Participate in a faculty-designed orientation and planning meeting for Teacher Candidates prior to the beginning of Fall Quarter student teaching. As part of the orientation, review all guidelines and requirements for state certification.
4. Visit the student teaching site to
 - (a) convene a meeting with the Cooperating Teacher by the end of the first week of the student teaching assignment in order to:
 - (1) facilitate a discussion of the candidate's and mentor's goals, ways to meet the goals, acceptable approaches to coaching, frequency and timing of coaching, and ways of providing and receiving feedback.
 - (2) emphasize the mentor teacher's role in helping the candidate learn effective classroom management strategies.
 - (3) reinforce the importance of communicating any concerns to the college faculty.
 - (4) provide an overview of the student teaching assessment rubrics, the state definition of "student voice", and the expectations of the *Teacher Performance Assessment*.
 - (5) determine how the Teacher Candidate's time will tentatively be allocated.
 - (6) respond to any concerns that may arise.
 - (b) supervise the Teacher Candidate for at least one entire instructional period at each of four observations.
 - (c) arrange for additional observations if the candidate experiences difficulties in any arena of teaching.
 - (d) provide the Teacher Candidate with concrete pedagogical recommendations through conferences following each observation.
 - (e) collaborate with the Cooperating Mentor Teacher, using the *MiT Student Teaching Assessment Rubric* as a foundation, to formatively and summatively evaluate the Teacher Candidate, including conducting the following meetings with the Teacher Candidate present:
 - (1) a non-binding, mid-assignment evaluation of the Teacher Candidate and
 - (2) a final assessment of the Teacher Candidate's performance.
- Each of these should be signed by all parties and returned to the Field Placement Officer.**
5. Visit the student teaching site during the quarter for:
 - a) an introductory meeting during week one (see items 2 & 4a above)
 - b) a minimum of 4 full lesson observations followed by post conference debriefing with the Teacher Candidate and, as necessary, with the Cooperating Mentor Teacher (see items 4b, 4c, and 4d above)
 - c) two evaluation meetings: mid-term & final (see item 4e above)
6. Conduct weekly field seminars with assigned Teacher Candidates.
7. Meet with all College Faculty supervisors in regular faculty seminars.
8. Write a warning letter to the Candidate after the mid-term evaluation if a candidate's *MiT Student Teaching Rubric* ratings reveal significant weaknesses. The letter will state what disposition(s), knowledge, and/or skill(s) the candidate must improve in order to continue in the student teaching placement, offer specific suggestions, and provide an explicit timeline for improvement. If this letter is written to the candidate in fall quarter of student teaching, the letter will include a statement that when the disposition, knowledge, or skill reaches standard, the candidate may not

return to unacceptable practices from that point forward, including during winter quarter and in the second quarter of student teaching. A reoccurrence of the identified weakness will be grounds for dismissal from the program. Further, the letter will indicate that the candidate is expected to use part of the interim winter quarter to strengthen questionable areas. The faculty will agree to review these letters at the beginning of winter and spring quarters and to enforce consequences of not maintaining growth or acceptable maintenance in the target areas, i.e., dismissal from the program. A copy of the letter will be provided to the Certification Officer and kept on-file through the next accreditation cycle.

9. Carefully follow the procedure for withdrawing a Candidate should the need arise (see page 21).
10. Provide to the designated Program Secretary at the conclusion of the Student Teaching assignment an official narrative evaluation for each teacher candidate.
11. Participate in training to score *Teacher Performance Assessments* and score assigned assessments in a timely way.
12. Submit an “End of the Quarter Rubric Rating Form” (based on the MiT Student Teaching Rubric) and the “Student Teaching Evaluation Form” (with signatures documenting completion of student teaching) for each teacher candidate to the Education Field Experience Officer.
13. Ensure that each candidate has completed the Standard V Survey at the end of fall and spring quarters and the End of Program Survey at the end of spring quarter before submitting the evaluation.

Role of the Cooperating Mentor Teacher

1. Become acquainted with the background of the Teacher Candidate.
2. Establish a welcoming and supportive relationship, including providing the Teacher Candidate with a desk or other personal work space.
3. Promote student and parent recognition of the Teacher Candidate as a “teacher.”
4. Meet with the College Faculty during the first week of the assignment in order to:
 - participate in a discussion of the candidate’s and mentor’s goals, ways to meet the goals, acceptable approaches to coaching, frequency and timing of coaching, and ways of providing and receiving feedback.
 - discuss classroom management approaches and ways to support the candidate in developing effective classroom management skills.
 - address any questions regarding the use of the assessment rubrics and the *Teacher Performance Assessment*.
 - reach agreement on a tentative time-line for the Teacher Candidate’s transition to full-time solo student teaching for a minimum of three weeks or as lead teacher in co-teaching
 - share expectations and any concerns
 - set dates & times for the mid-term and final evaluation conferences.
5. Help orient the Teacher Candidate to the school.
6. Provide a gradual transition for the Teacher Candidate to increase teaching responsibility to the *minimum of three-weeks of solo full-time teaching or lead teacher in a co-teaching placement*.
7. Provide the Teacher Candidate opportunities to meet the expectations of the assessment rubrics, and *Teacher Performance Assessment*, including supporting the candidate in obtaining parental/guardian permission for videotaping and collection of student work.
8. Provide regular coaching and constructive feedback to the Teacher Candidate concerning her/his lesson planning, teaching, cultural competencies, and management, including written and verbal comments keyed to the *MiT Assessment Rubric* (The Evergreen State College formative instrument).
9. Review and discuss the conceptual and developmental appropriateness of Teacher Candidate lesson plans prior to the Candidate teaching.
10. Use professional judgment — in collaboration with the College Faculty — to determine the appropriate balance between your time in/out of the classroom during the days the Teacher Candidate is responsible for planning and managing the learning activities in the classroom.
11. Collaborate with the College Faculty in the continuing evaluation of the Teacher Candidate.
12. Alert the College Faculty to circumstances that may be threatening the successful completion of the student teaching assignment *as soon as the concern arises*. If necessary, initiate the process for removing the candidate from the classroom (see page 21).
13. Provide for a substitute teacher when absent so that the Teacher Candidate is always under the supervision of a certified teacher. During the second student teaching experience, if the Teacher Candidate has a valid Intern Substitute Certificate (which requires the prior approval of the Cooperating Mentor Teacher and College Faculty), the Cooperating Mentor Teacher has the option of allowing the Teacher Candidate to serve as the substitute teacher.
14. Write a narrative evaluation of the candidate based on the MiT Student Teaching Rubric and give it to the College Faculty at the final three-way evaluation conference.

Orienting the Teacher Candidate to the Assigned School

Each Teacher Candidate needs to be provided an orientation to the assigned student teaching site by the Cooperating Mentor Teacher at the beginning of the student teaching experience to become more familiar with his/her resources and responsibilities.

The following check list (✓) is suggested for assisting the Cooperating Mentor Teacher in the orientation of the Teacher Candidate:

- ☐ School calendar during period of student teaching assignment: dates of open house, parent conferences, state testing, etc.
- ☐ School & classroom daily schedule
- ☐ Cooperating Mentor Teacher's daily/weekly teaching schedule
- ☐ School and classroom discipline, referral, attendance and tardy policies (view Student Handbook if available)
- ☐ School and classroom grading/assessment procedures
- ☐ List of student names
- ☐ Background information on students including information on cultural and linguistic backgrounds and specific needs and accommodations for students with IEP's and 504's.
- ☐ Parent permission for videotaping, collection of sample student work, field trips, etc.
- ☐ Emergency procedures (including how to summon office help quickly, fire, earthquake and lockdown procedures, blood spills)
- ☐ Review other faculty responsibilities (view Faculty Handbook if available)
- ☐ Teacher Candidate's workspace (desk, cabinet, secure area for personal items, etc.)
- ☐ Access to computer, printing and copying
- ☐ Access to grading and attendance software and backup policies
- ☐ Access to supplies and other teaching materials
- ☐ Accessibility of student records
- ☐ After hours school and classroom admittance (keys?)
- ☐ Teacher Candidate's relation with parents (e.g., introductory letter to parents, Teacher Candidate role during parent meetings)
- ☐ Tour of building
- ☐ Faculty lounge and restrooms, meal options
- ☐ Introduction to principal, faculty, and staff
- ☐ Introduction to library and learning resource center, guidance counseling area
- ☐ Faculty parking procedures
- ☐ Arrangements for regular sharing of Teacher Candidate's lesson planning with the Cooperating Mentor Teacher
- ☐ Arrangements for the event of an illness/absence by the Teacher Candidate or Cooperating Mentor Teacher.
- ☐ Arrangements for Cooperating Mentor Teacher to provide routine, ongoing feedback after Teacher Candidate's teaching of a lesson or lessons.

Lesson Plan Components

Although the Teacher Candidate is given the opportunity to select and refine his/her own lesson plan format, or use the format preferred by the Mentor Teacher or school, there are several components that need to be included in all student teaching lesson plans. These “minimum components” are outlined below. Including these required components helps ensure that the Teacher Candidate has not missed any of the planning “basics”. The criteria for assessing the adequacy of lesson planning can be found on the MiT Assessment Rubric (see Components 1a -1f, and 4a and 4b).

1. Clearly state what you are trying to accomplish with your lesson. In the language of the student teaching rubric this means to list your “**big ideas or essential understandings, learning targets, and learning tasks.**”
2. Identify how you will involve the students’ family and community backgrounds/funds of knowledge in the lesson.
3. Identify the Washington **Essential Academic Learning Requirements Grade Level Expectations or Performance Expectations** most central to this lesson’s outcomes. *Provide differentiated targets, if appropriate, for students with special needs, including students for whom English is a second language. Clearly indicate how you will support the development of academic language in the context of your lesson.*
4. State the plan for **pre-assessing** students’ knowledge and abilities in relation to the lesson outcome.
5. Describe the (socio-culturally and developmentally appropriate) **student learning tasks** to be used in this lesson to meet the stated goals, targets, etc.
6. Specify the **instructional resources** needed for the student learning activities.
7. Specify the **teaching procedures and scaffolding** that will be used to achieve the lesson’s intended outcome. Note that this requires information that is in addition to the student learning tasks. For example, depending on the particular lesson, it may be important to specify: what the teacher will say to introduce the lesson and/or connect it with prior learning, how long each part of the lesson will last, the planned core questions the teacher will ask, and/or the strategy for moving smoothly from one phase of the lesson to the next.
8. Describe the **formative and/or summative assessment** procedures that will be used to gather feedback on student learning during and at the conclusion of the lesson.
9. Describe how you will collect evidence of “**student voice.**”
10. Include a **post-lesson reflection based on assessment information**, sharing your perceptions about the lesson’s effectiveness and suggestions about how the lesson might be improved “the next time.”

Withdrawing a Teacher Candidate from an Assignment During the Student Teaching Placement

When the College Faculty, Cooperating Mentor Teacher, and/or Principal request the removal of a Teacher Candidate from a student teaching experience, the following procedure is to be followed. The intent of this procedure is to ensure fairness to all concerned while minimizing disruption in the student teaching setting. For questions or concerns regarding civil rights or non-discrimination policies, please see the following: <http://www.evergreen.edu/policies/policy/nondiscriminationpolicyandprocedure>

1. After conferring with the MiT Director, the College Faculty meets with the Cooperating Mentor Teacher, the Principal, and the Teacher Candidate to understand/share clearly the reason for the request to withdraw the Candidate prior to the conclusion of the allocated time.
2. Unless the withdrawal is being requested for a situation beyond the Teacher Candidate's control, all parties involved will determine the merits of attempting a trial resolution. If there is agreement to a trial period, a reasonable amount of time will be given for that strategy to be enacted within the original specified dates for the student teaching assignment.
3. If a resolution of the problem is not possible, the Teacher Candidate is removed from the assignment under the coordination of the Education Field Experience Officer and the designated school district administrator responsible for student teaching assignments.
4. All final recommendations for withdrawal from student teaching are articulated in writing by the College Faculty, with a rationale based either on inappropriate teaching (and in reference to the student teaching assessment rubric) or on the conditions beyond the Teacher Candidate's control that are responsible for the withdrawal, and transmitted to the Teacher Candidate, the Education Experience Officer, and the MiT Director.
5. The MiT faculty team in consultation with the Education Field Experience Officer and MiT Director will determine the future status of the MiT candidate for continuing in student teaching and in the MiT program.

Teacher Candidate Procedure for Requesting Removal From a Student Teaching Placement

If a Teacher Candidate seeks to be removed from a student teaching placement prior to the start of the placement or during the placement, the procedures below are followed. Teacher Candidates are not authorized to initiate placement changes with either the Education Field Experience Officer or public school personnel. For questions or concerns regarding civil rights or non-discrimination policies,, please see the following:

<http://www.evergreen.edu/policies/policy/nondiscriminationpolicyandprocedure>

1. Request a meeting with the College Faculty to outline the reason(s) for the request.
2. If the College Faculty determines that the request lacks professional merit, the Teacher Candidate's student teaching placement remains unchanged.
3. If the College Faculty is unable to resolve the basis for the reason for the request and determines that the reason is worthy of further consideration, the College Faculty schedules a meeting with the MiT Director and the Education Field Experience Officer for deliberations upon the request.
4. The MiT Director in consultation with the College Faculty (and the faculty team if possible) and the Education Field Experience Officer makes the final decision on the action to be taken on the Teacher Candidate's request.
5. If the MiT Director determines that the request lacks professional merit, the Teacher Candidate's student teaching placement remains unchanged.
6. If the MiT Director determines that request should be honored and the current placement is underway, the steps are followed for "Withdrawing a Teacher Candidate from an Assignment during the Student Teaching Placement." If consensus is reached with the Cooperating Teacher and Principal, the Education Field Experience Officer will cancel the placement and seek a new placement. This process may necessitate an extension of the student teaching placement beyond the normal calendar schedule.
7. If the MiT Director determines that the request should be honored and the current placement has not started, the Education Field Experience Officer will cancel the placement and seek a new placement. This process may necessitate an extension of the student teaching placement beyond the normal calendar schedule.

Note: A Teacher Candidate who rejects the decision of the MiT Program and refuses to accept the student teaching placement provided by the college will be dismissed from the program. If a Teacher Candidate wishes to appeal the outcome of this decision, she/he must submit a written request to appeal to the MiT director, as described in the *MiT Student Guidebook to Policies, Procedures and Resources*.

**The Evergreen State College
Master in Teaching Program**

Student Teaching Evaluation Conference Form

Fall Quarter _____ mid-term _____
Spring Quarter _____ final _____

PERFORMANCE ASSESSMENT OF TEACHER CANDIDATE

(name of Teacher Candidate)

for the time period _____ through _____
(starting date) (ending date)

in the _____ grade(s)/classroom(s) of

Cooperating Mentor Teacher _____ in the subject area(s)

of _____ .

The signatures below of the Cooperating Mentor Teacher and the College Faculty indicate completion of the evaluation of the Teacher Candidate based on the MIT Student Teaching Assessment Rubric. The signature of the Teacher Candidate indicates that he or she was present and participated in the evaluation with the Cooperating Mentor Teacher and the College Faculty.

For the mid-term evaluation performance areas needing attention or improvement have been noted and shared with the Teacher Candidate. For the final evaluation any written concerns by the Cooperating Mentor Teacher and/or the College Faculty regarding the Teacher Candidate not meeting minimum expectations for the student teaching assignment are attached.

Cooperating Mentor Teacher: _____ Date: _____

College Faculty: _____ Date: _____

Teacher-Candidate: _____ Date: _____

Note to College Faculty: At the completion of the student teaching experience, please return this completed and signed form, along with one completed copy of the Student Teaching Checklist (the short form of The Evergreen State College rubric) and one completed Pedagogy Assessment Rubric to the Field Experience Officer.

The Evergreen State College

Master in Teaching Program

End of Quarter Evaluation Form

(name of Teacher Candidate with quarter and year)

1 = inappropriate, 2 = emerging, 3 = clearly developing, 4 = skilled/experienced

	<i>Domain 1: Planning and Preparation</i>
	A: Demonstrating Knowledge of Content and Pedagogy
	knowledge of content
	knowledge of prerequisite relationships
	knowledge of content-related pedagogy
	knowledge of multi-cultural, anti-bias curriculum planning
	B: Demonstrating Knowledge of Students
	knowledge of characteristics of age group
	knowledge of students' approaches to learning
	knowledge of students' skills and knowledge
	knowledge of students' interests and cultural heritage
	understanding language demands and resources
	knowledge of language genres
	identifying vocabulary
	C: Selecting Instructional Goals in the Context of Key Concepts
	value
	Washington State Learning Standards
	clarity
	suitability for diverse learners
	balance
	D: Demonstrating Knowledge of Resources
	resources for teaching
	resources for students
	E: Designing Coherent Instruction
	learning tasks
	instructional materials, resources and technology
	instructional groupings
	lesson and unit structure
	supporting academic language development

	F: Assessing Student Learning
	alignment with learning targets
	assessment of Washington State standards
	use for planning
	academic language development
	G. Maintaining Accurate Records
	student completion of assignments
	student progress in learning
	other records

	<i>Domain 2: The Classroom Environment</i>
	A: Creating an Environment of Respect and Rapport
	democratic classroom management system
	interaction with students
	response to student interaction
	B: Establishing a Culture for Learning
	importance of the content
	expectations for learning and achievement
	C: Managing Classroom Procedures and Environment
	management of instructional groups
	management of transitions
	management of materials and supplies
	performance of non-instructional duties
	safety and arrangement of furniture
	D: Managing Student Behavior
	Expectations
	monitoring of student behavior
	response to student misbehavior

	<i>Domain 3: Instruction</i>
	A: Communicating Clearly and Accurately
	directions and procedures
	oral and written language
	B: Using Questioning and Discussion Techniques
	quality of questions
	discussion techniques
	student participation
	C: Engaging Students in Learning
	representation of content
	learning tasks
	learning task supporting standards
	grouping of students
	instructional materials and resources and use of technology
	structure and pacing
	D: Providing Feedback to Students
	quality: accurate, substantive, constructive, and specific
	timeliness
	student use of feedback
	E: Demonstrating Flexibility and Responsiveness
	lesson adjustment
	response to students
	persistence

	<i>Domain 4: Professional Responsabilités</i>
	A: Reflecting on Student Learning
	ability to accurately assess learning
	effectiveness with diverse students
	use in future teaching
	B: Communicating with Families
	information about instructional program
	information about individual students
	engagement of families in the instructional program
	C: Contributing to the School and District
	relationships with colleagues
	collaborating in and contributing to school improvement
	D: Growing and Developing Professionally
	enhancement of content knowledge and pedagogical skill
	uses colleague feedback to improve teaching practice
	reflects in writing upon own cultural encapsulation
	F: Showing Professionalism
	multicultural and anti-bias advocacy
	professional decision making

The "Student Teaching Assessment Rubric" is based on *Enhancing Professional Practice: A Framework for Teaching* (©1996) by Charlotte Danielson, Alexandria, VA: Association for Supervision and Curriculum Development. Permission granted by author to modify for use by the Master in Teaching Program at The Evergreen State College.

(faculty signature and date)

Please Return to Field Experience Officer at end of quarter!!