



# Faculty Student Teaching Handbook for Fall 2011



The Evergreen State College  
Master in Teaching Program

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

Candidates will give a Handbook to their Cooperating Teacher – Mentors before your visit. Be sure that both the teacher candidate and Cooperating Teacher - Mentor have their handbook with them for the Orientation Meeting. Take a business card with you and attach it to the Cooperating Teacher – Mentors Handbook.

- **Emphasize collaborative relationship among mentor teacher, candidate and 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 importance of being in communication with college faculty and/or field experience officer.**
- **Help the mentor understand the relationship between the Positive Impact on Student Learning Project and the State's requirements for recommendation for residency certification. Discuss the meaning of "positive impact" and the concept of "student voice."**

**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 like 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:** Social Justice and Multicultural Theory & Practice, Democracy and Schooling, and Developmentally and Socioculturally Appropriate Teaching and Learning.
2. **Roles and Expectations:**

#### ***Teacher Candidate***

- Be on time **and** prepared. Arrive at least as early as your mentor and stay at least as late as your mentor. No personal use of social media, texting, or phone during school day unless an emergency arises.
- Note the need to video tape at least one lesson by mid-term. 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.
- If the required submission of lesson plans the Friday before teaching is not early enough, what would the mentor prefer?

#### ***Cooperating Teacher/Mentor***

- Includes Orienting the Teacher Candidate to the assigned school.
- Where will the Teacher Candidate's desk or workspace be?
- Coach daily as appropriate.
- 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, then it should be easier to see progress and to discuss it.

- Using the *MiT Student Teaching Rubric*, work from the *Positive Impact on Student Learning Project*, and the information about Standard V in Section 1 of the *Student Teaching Handbook – Written Evaluation of Candidate's Work*, page 14, as the basis, write an evaluative letter at the quarter's end.

### ***Role of the College Faculty***

- The faculty member's intention is to support the development of the candidate's knowledge and skills in collaboration with the mentor.
- 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.
- Arrange for time to conference with the candidate after the observations
- At some point during week 4 – 6, we will 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 minimum three weeks solo teaching or minimum three weeks as lead teacher in co-teaching occur? What will the candidate be responsible for teaching during the solo or lead teacher period? In elementary grades, the faculty must see candidate teach math, reading and writing. In all grades, the faculty will want to see the teacher candidate address academic language.

### **4. Process of withdrawing a Teaching Candidate from an assignment if necessary.**

### **5. Review the Domains of the Rubric and how to use rubric.**

## **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 Teacher-Mentor 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 Teacher-Mentor 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 Teacher-Mentor'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, 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)
- ☐ Student 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?)
- ☐ Student 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 Student Teacher's lesson planning with the Cooperating Teacher
- ☐ Arrangements for the event of an illness/absence by the Student Teacher or Cooperating Teacher.
- ☐ Arrangements for Cooperating Teacher to provide routine, ongoing feedback after Student Teacher's teaching of a lesson or lessons.

## Role of the Cooperating Teacher-Mentor

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,
  - address any questions regarding the use of the assessment rubrics, the *Positive Impact on Student Learning Project* (including ‘student voice’), 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, *Positive Impact on Student Learning Project*, and *Teacher Performance Assessment*.
8. Provide regular coaching and constructive feedback to the Teacher Candidate concerning her/his lesson planning, teaching, 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’s 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 14).
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 Teacher-Mentor and College Faculty), the Cooperating 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*, work from the *Positive Impact on Student Learning Project*, and the information about Standard V in Section 1 of the *Student Teaching Handbook – Written Evaluation of Candidate’s Work* and give it to the College Faculty at the final three-way evaluation conference.

## 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, Sections 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 Teacher-Mentor 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. Complete the *Positive Impact on Student Learning Project*, a project that specifically documents your positive impact on student learning (see “The Positive Impact on Student Learning Project”).
13. Take and pass Washington’s required *Teacher Performance Assessment* during the spring quarter student teaching placement.
14. Complete required program assessments at the end of each quarter.
15. 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 supervisor 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, mandatory reporting, and materials including uses of technology (see "Orienting the Teacher Candidate to the Assigned School").
4. Assist the Cooperating Teacher-Mentor 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/youth consistent with the course of study provided by the school district, EALRs, GLE's, and Performance Expectations.
7. Meet with the Cooperating Teacher-Mentor 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").
8. Collaborate and consult with the Cooperating Teacher-Mentor to obtain clearance for proposed lessons and activities.
9. For any assigned teaching, provide the Cooperating Teacher-Mentor with lesson plans prior to teaching so that a substitute teacher or the Cooperating Teacher-Mentor could, if necessary, enact the lesson plans. Use the mentor's feedback to revise the plans before implementing.
10. Invite the Cooperating Teacher-Mentor to observe specific lessons on a regular basis for critical evaluation and feedback.
11. Invite the Principal to observe during the quarter.
12. Critically evaluate classroom activities with the Cooperating Teacher-Mentor on a daily basis and with the College Faculty after his/her classroom observations.
13. Hold in strict confidence information about children and youth and their families recorded in cumulative records or obtained from other sources.
14. Use materials belonging to the school or the Cooperating Teacher-Mentor with care, making sure that all such materials are returned promptly.
15. Maintain ethical and professional relationships with pupils, staff, and parents.
16. Maintain appropriate standards of dress and grooming.
17. 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) reinforce the importance of communicating any concerns to the college supervisor.
    - (3) provide an overview of the student teaching assessment rubrics, the *Positive Impact on Student Learning Project*, the state definition of "student voice", and the expectations of the *Teacher Performance Assessment*.
    - (4) determine how the Teacher Candidate's time will tentatively be allocated.
    - (5) respond to any concerns that may arise.
  - (b) supervise the Teacher Candidate for at least one entire instructional period at each of 4 observations.
  - (c) provide the Teacher Candidate with concrete pedagogical recommendations through conferences following each observation.
  - (d) collaborate with the Cooperating Teacher-Mentor, 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.**
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 Teacher-Mentor (see items 4b & 4c above)
  - c) two evaluation meetings: mid-term & final (see item 4d 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 (page 14).
10. Forward to the MiT Director each Teacher Candidate's *Positive Impact on Student Learning Project* evaluation rubrics for MiT Program archives, which include scores for each section of the rubric and a holistic score for the entire project.
11. Provide to the designated Program Secretary at the conclusion of the Student Teaching assignment an official narrative evaluation for each student teacher.
12. Participate in training to score *Teacher Performance Assessments* and score assigned assessments in a timely way.
13. 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.
14. 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.

## Lesson Plan Components

Although the Teacher Candidate is given the opportunity to select and refine his/her own lesson plan format, 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 -1e, and 4a).

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 your positive impact on student learning.
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”.
11. When completing the *Positive Impact on Student Learning Project*, include plans for sharing pre-, -formative, and summative assessment information with students in ways that will help the students learn to identify their own progress and plans for continued progress. Be sure to include differentiated learning targets and learning activities for students with special needs.

## Positive Impact on Student Learning Project - MiT

### *Definition and Description of the Project*

The **Positive Impact on Student Learning Project** is typically completed during the solo student teaching experience or during the phase of co-teaching when the candidate is acting as lead teacher. Through the project, The Teacher Candidate uses pre, formative, and post assessments to systematically document the academic progress of her/his students during a unit of instruction. The Teacher Candidate plans and reflects on the unit using her/his knowledge of relevant classroom, school, community, and student contexts; knowledge of culturally appropriate, multi-cultural, anti-bias teaching; knowledge of student characteristics; knowledge of state learning goals; and knowledge of content, pedagogy and assessment to develop, implement, assess, and adjust learning experiences for students. In addition to documenting the progress of the entire class, the teacher candidate selects 3-5 students of various ability levels and closely documents and presents the students' development toward mastery of 1-2 of the unit's Grade Level Expectations (GLEs), Performance Expectations (math/science) or Frameworks. **The purpose of this project is to demonstrate, using student work and student voice, a positive impact on K-12 student growth in the chosen goals as a result of the Teacher Candidate's teaching.**

### *Goals of the Project*

The Positive Impact Project is an essential aspect of the MiT program, serving five important purposes related to Standard V:

1. to assess candidates' abilities to articulate clear learning targets aligned with the EALRs, GLEs, Frameworks and Performance Expectations.
2. to assesses candidates' abilities to use pre and formative assessments to shape learning experiences to meet students' varied needs.
3. to assess candidates' skills in using post assessment to determine students' progress toward the learning targets.
4. to provide an opportunity for candidates to refine their reflective skills and to use data to articulate what worked in a lesson and what needs to be changed in order to support students' learning.
5. to assess the candidate's ability to demonstrate her/his ***Positive Impact on Student Learning***. Specifically, the candidate must demonstrate the ability to help students move toward achieving the stated learning targets and to use ***student*** "voice", NOT the candidates' attitudes, interpretations, lesson plans, instructional skills, etc., to demonstrate that the ***student*** can a) identify what she/he is learning and why the learning is important, and b) explain where she/he is in the process and what her/his strategies, next steps, and resources are.

### ***Candidate Assignment***

The Positive Impact on Student Learning Project focuses on eight teaching processes identified by research and best practice as fundamental to improving student learning (<http://edtech.wku.edu/rubric>). Each teaching process is outlined with guidelines for completing the task and corresponds to the rubric that defines various levels of performance on the standard. The Standards and Rubrics will be used to evaluate your project. The guidelines help you document the extent to which you have met each standard through your required comprehensive unit. **Before** you teach the unit, you will describe contextual factors, such as school goals, students' linguistic and cultural backgrounds, students' special needs, etc., identify learning goals or targets based on state content standards, create an assessment plan designed to measure student metacognitive and academic performance before (pre-assessment), during (formative assessment) and after (post-assessment) the unit, and plan for your instruction. **After** you teach the unit, you will analyze student learning and then reflect upon and evaluate your teaching as related to student learning.

### ***Assessment Documentation***

This is primarily a *student* assessment project that provides evidence of the candidate's ability to positively impact student learning. It determines students' growth toward target GLEs, Performance Expectations, and Frameworks as well as the candidates' ability to nurture and make use of "student voice".

- The core assessment documentation includes:
  - **Pre-assessment instruments and results** showing each selected student's knowledge and skills in relation to the unit's GLEs, Performance Expectations, or Frameworks
  - **Formative assessment instruments and assessment results** showing student learning at multiple points during the implementation of the curricular unit
  - **Summative assessment instruments and assessment results** documenting student learning at the conclusion of the unit (positive impact on student learning)
- **Evidence of use of student voice:** Written notes from interviews or other data-gathering techniques for capturing student voice with each of the 3 – 5 targeted students (two per student at different times during the project) describing their responses to the following questions: What learning outcome are you working toward? Why is this learning important? How is your learning being evaluated? What progress have you made with regards to this learning? How do you know? What steps would you need to take next? What resources might you use? Or other written evidence such as exit slips, student self reflections or goal setting forms, etc. that reflect student metacognition.
- **A chart illustrating whole class results** of assessments over time
- **Charts illustrating individual results** of assessments over time
- **A self-reflection and evaluation that uses the assessment results** to create a written narrative that describes the unit's impact on student learning. This narrative includes information gathered in the Positive Impact Interviews as well as the candidate's reflections about how this information might inform his/her teaching.

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

When the College Faculty, Cooperating Teacher-Mentor, 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 Teacher-Mentor, 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 student 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 Teacher-Mentor \_\_\_\_\_ in the subject area(s)

of \_\_\_\_\_ .

The signatures below of the Cooperating Teacher-Mentor and the College Supervisor 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 Teacher-Mentor 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 Teacher-Mentor and/or the College Faculty regarding the Teacher Candidate not meeting minimum expectations for the student teaching assignment are attached.

Cooperating Teacher-Mentor: \_\_\_\_\_ 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.**



# End of Quarter Evaluation Form

## The Evergreen State College Master in Teaching Program

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

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(faculty signature and date)

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

## **State of Washington Assessment of Teacher Candidates**

The State of Washington is in the process of developing the *Teacher Performance Assessment (TPA)*, a portfolio-based, external assessment of candidates' teaching skills. In spring of 2012, all teacher candidates in Washington are required to participate in a field test of this assessment. After spring of 2012, all candidates must meet standard on this assessment in order to be recommended for Residency Certification. The portfolio will include video clips, lesson plans, formative and summative assessment data, and an analysis and reflections about how the candidate used assessment information and knowledge of the students' linguistic and cultural backgrounds to shape instruction. The specific requirements of the assessment are based on the endorsement area(s) in which the candidate is seeking certification. Therefore, each candidate will provide the building principal and mentor teacher with a paper copy of the rubrics and guidelines for the portfolio for their specific endorsement area. The rubrics and guidelines are intended to keep the mentor and principal informed about the standards Washington State expects the candidate to meet. The mentor will not be evaluating the TPA portfolio but does need to work with the candidate to obtain permissions for the required videotaping.