



# Principal's Guide to the Student Teaching Handbook



The Evergreen State College  
Master in Teaching Program

Updated August 6, 2013

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 have included the Memorandum from the Professional Educator Standards Board (PESB) regarding the *Teacher Performance Assessment* (edTPA). The Memorandum includes a "What and Why" handout and a "Student Consent Form" to be signed by parents, guardians, or youth over 18.

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

Notes for the College Faculty - First Visit with Mentors and Teacher Candidates .....	4
The Teacher Performance Assessment (edTPA): What and Why?.....	5b
Student Consent Form.....	6
PERMISSION SLIP - PARENT OR LEGAL GUARDIAN .....	7
Preparation Program Responsibilities for edTPA videos .....	8
Guidelines for Teacher Candidate use of edTPA Video .....	9
A Developmental Approach to Becoming a Teacher: Two Models .....	10
Role of the Teacher Candidate .....	13
Role of the Teacher Candidate as a Student .....	13
Role of Teacher Candidate as a Teacher .....	14
Role of the College Faculty.....	15
PROFESSIONALISM AGREEMENT.....	17
Role of the Mentor Teacher .....	19
Orienting the Teacher Candidate to the Assigned School .....	20
MENTOR TEACHERS AS COACHES.....	21
MENTOR TEACHERS AS EVALUATORS.....	23
MENTORS' ROLES IN THE TEACHER PERFORMANCE ASSESSMENT (edTPA). 24	
Lesson Plan Components .....	25
Withdrawing a Teacher Candidate from an Assignment .....	26
Teacher Candidate Procedure for Requesting Removal.....	27
Student Teaching Evaluation Conference Form.....	28
End of Quarter Evaluation Form.....	29

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

Candidates will give a Handbook to their mentor teachers before your visit. Be sure that both the candidate and mentor teacher have their handbooks with them for the Orientation Meeting. Take a business card with you and attach it to the mentor teacher's Handbook. Make sure that the candidate has provided the mentor with a copy of the appropriate *edTPA Handbook*.

- Emphasize collaborative relationship among mentor teacher, candidate, and college faculty and importance of notifying the candidate and you immediately if difficulties arise.
- 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. We need to emphasize that candidates have extensive field experiences in Year 1, that they have studied classroom management, AND that they are developing their skills during student teaching.
- 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 placement officer.
- Help the mentor understand her/his role in regards to the Teacher Performance Assessment (*edTPA*) – use one-page handout to review roles.

**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 frameworks:** Democracy and Schooling; Social Justice and Multicultural Theory and Practice; and Developmentally and Socio-Culturally Appropriate Teaching and Learning.
2. **Roles and Expectations:**  
***Teacher Candidate***
  - Be on time and prepared to teach and learn. The *edTPA* is *NOT* an excuse for arriving late, leaving early, skipping days, or working on the *edTPA* portfolio during the school day.
  - Follow MiT's policy about reporting expected abuse.
  - No use of cell phones, Facebook, texting, etc., during the school day unless in an emergency. Follow school's guidelines about appropriate communication venues with students.
  - Follow expectations about lesson plans and candidate involvement in planning, assessment, teaching, classroom management, etc. Check on how much in advance the mentor would like to have lesson plans to review.

- Follow expectations about regular consultations with mentor and responsiveness to mentor feedback.
- Note need to send out and collect permission slips for videotaping and collection of student work for edTPA.
- Find out if candidate needs additional permissions to take photos of students for portfolios.
- Discuss any extracurricular involvement candidate might like to be involved with as long as she/he has time enough to plan lessons and respond to student work.

### ***Mentor Teacher***

- Faculty should provide the mentor with the one-page summaries of *Mentor as Coach*; *Mentor as Evaluator*; and, *Mentor and the edTPA*. Use these to review expectations and also point out where more information can be found in the *Student Teaching Handbook*.
- Emphasize the need for immediate communication if serious difficulties arise during student teaching.
- Point out policy in the *Handbook* for withdrawing a candidate.
- Request that the mentor orient the teacher candidate to the school and communities being served.
- Ask that the mentor provide a desk or workspace for the teacher candidate and involve the candidate as a teacher from the first day of school.

### ***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.
- 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.
- Withdrawing a teaching candidate from an assignment if necessary.
- Review the rubric domains and organization of over-all rubric.
- Provide Loren with all required documentation at end of quarter. Be sure to have both formative and summative acknowledgement pages signed by candidates and mentors.
- Provide Loren with a single, numeric value from the mentor and another from you that represents the candidate's achievement (required by The Professional Educators Standards Board). Currently, the scale is (1) Did not meet standard; (2) Approaching standard; (3) Met standard; and, (4) Exemplary. This is a new requirement that the college supervisor needs to discuss with the mentor at the initial 3-way meeting.

## The Teacher Performance Assessment: What and Why?

In January, 2012, candidates in Washington teacher preparation programs began field testing a new way of assessing readiness to teach—the Teacher Performance Assessment (TPA). With the completion of the field test (spring 2012), the TPA will now officially be called the edTPA. The edTPA, a classroom-based assessment administered during the student teaching experience, focuses on core teaching skills. By 2013, the edTPA will be required for graduates of Washington teacher preparation programs to earn state certification. Here's what you need to know....

### ✓ Key features

- The edTPA is being developed in collaboration with Stanford University and Pearson Testing, and will meet psychometric standards for validity and reliability
- The edTPA will assess teacher candidates *in the P-12 classroom*, not on paper or on campus
- The edTPA will include written documents, video clips, samples of P-12 student work, and written reflections
- The edTPA will be submitted and scored electronically
- The edTPA will be scored by P-12 educators, university faculty, and others with appropriate credentials and experience in the subject being taught
- The edTPA will be a national assessment, allowing the performance of Washington candidates to be benchmarked against prospective teachers in other states

### ✓ What the edTPA will tell us

**Planning.** *What is the evidence that candidates can use knowledge of content and student characteristics to plan effective instruction centered on state learning goals?*

**Instruction.** *What is the evidence that candidates can actively engage students in learning academic content?*

**Assessment.** *What is the evidence that candidates can analyze student learning in order to provide feedback and plan the next steps in instruction, and change teaching practices?*

**Academic language.** *What is the evidence that the candidate can analyze the language demands of academic content and provide appropriate scaffolding based on students' language development?*

**Student voice.** *What is the evidence that candidates can engage students in understanding the learning targets and monitoring their own progress toward the goals?*

### ✓ Why it's important

The edTPA is being developed at a time when educators and policymakers are searching for better ways of assessing teacher performance. When fully implemented, the edTPA will provide a valid and reliable classroom-based assessment of key instructional skills among preservice teachers, and will serve a number of purposes:

- Helping determine readiness for certification
- Providing guidance to prospective teachers on their professional development needs
- Offering useful feedback to teacher preparation programs

The edTPA is substantially aligned with state and national standards for teachers. While not a direct test of content knowledge, it supports the Common Core State Standards by emphasizing instruction that is focused, coherent, and centered on student learning aligned with state goals.

The edTPA is intended to establish a national framework for assessment of preservice teachers that will inform educational reform efforts. Currently, over 20 states are considering use of this assessment. Washington is a lead state in this effort, and is on track to become the first state in the nation to fully implement it.

If you'd like more information about the assessment, go here:

<http://assessment.pesb.wa.gov/assessments/edtpa>

**MEMORANDUM**

To: School District Superintendents  
School District Personnel Administrators

From: Washington State Professional Educator Standards Board

RE: Teacher Performance Assessment (edTPA)

Date: June 18, 2012

Prompted by Professional Educator Standards Board (PESB) recommendation and broad-based stakeholder support, the 2010 Legislature, in enacting SB 6696, put in place a new, performance-based assessment of teaching effectiveness all preservice candidates must pass in order to receive their first (residency) teaching certificate. Washington State is now the lead in a 24-state consortium committed to implementation of the Teacher Performance Assessment (TPA). With the completion of the national field test, TPA will now officially be called the edTPA. The edTPA is a classroom-based assessment administered during the student teaching field experience. The readiness of a candidate to teach effectively is the focus of this assessment and it includes written documents, video clips, samples of P-12 student work and written teacher candidate reflections. This assessment is in addition to the existing candidate observations by university/college supervisors and P-12 mentor teachers. All PESB-approved teacher preparation programs in Washington State are currently piloting the edTPA with all their preservice candidates. By 2013, successful passage of the edTPA will be required for certification. At the national level, the consortium of states led by Stanford University, American Association of Colleges of Teacher Education, and the Council of Chief State School Officers, with Pearson as an operational partner, are all committed to a rigorous research and policy agenda aimed at ensuring the predictive validity of this assessment for use across all states.

Part of the PESB's charge in ensuring the highest standards for educator preparation and certification is ensuring high quality field placements for preservice teachers. More than ever, we rely upon districts to help us ensure that teacher candidates—who represent your future workforce--have opportunities to demonstrate the extensive skills needed by today's teachers. Research also suggests that student learning and veteran teacher professional development significantly benefit when preservice teacher field experiences are well integrated. We believe the edTPA supports both of these benefits and hope you will work with our teacher preparation programs to support their efforts in producing beginning teachers who have demonstrated effectiveness in planning, instruction, assessment, and analysis of teaching, with an emphasis on academic language and use of "student voice".

How Districts Can Support High Quality Field Placements and Implementation of the edTPA:

- Research, and the edTPA, support early and careful consideration of student teaching placements and the teachers who mentor them, including:
  - Selection of cooperating teachers who possess newer knowledge and skill competencies now expected of beginning teachers, such as English Language Acquisition, cultural competence and academic language.
  - Planning for longer field placements than traditional student teaching, including extended time when the student teachers will play a more primary instructional role. Early planning can ensure student teaching is well-integrated into the classroom / school curricular / instructional goals rather than distract from it

- Communication to Parents
  - P-12 students will be videotaped during lessons conducted by the preservice candidates as evidence for the edTPA. These video clips will be submitted for scoring purposes only. Parental permission will be required before videotaping can take place. Each district, in collaboration with their partner teacher preparation program, will need to review and determine whether current district processes and procedures for securing parental permission are adequate or whether additional measures are necessary. A sample consent form is available on the PESB website at [insert link]. Use of this particular form is not required but may be helpful; in many cases, existing district procedures may provide adequate assurance.

The PESB is proud to have positioned Washington State as leader of the national consortium, but our enthusiasm primarily lies in the positive benefit of this assessment to teachers and students. The success of this assessment and the pre-service candidates who are participating in the assessment will depend on the involvement of knowledgeable and effective educators who are working side by side with the next generation of Washington teachers.

PESB staff and PESB-approved teacher preparation programs look forward to working with Washington school districts and their teachers as we join efforts to support and guide pre-service candidates through the edTPA. Please do not hesitate to contact your university/college partner or PESB staff if you have any questions or concerns. Below are links to additional information regarding the edTPA.

PESB edTPA website: <http://assessment.pesb.wa.gov/assessments/edtpa>

Pearson edTPA website: <http://edtpa.aacte.org/>

# Teacher Performance Assessment

## Student Consent Form

(To be completed by the parents /legal guardians of minor students involved in this project, or by students who are 18 or more years of age involved in this project)

Dear Parent/Guardian:

As a student teacher in your child's classroom, I will be evaluated using the Teacher Performance Assessment (*edTPA*) , an instrument that is currently being developed for use in Washington and other states. The primary purpose of this assessment is to develop a valid and reliable assessment that can measure the performance of future teachers and lead to improvement of the programs that prepare them.

Although the purpose of the assessment is to evaluate my teaching, the project will include short video recordings of lessons taught in your child's class, as well as samples of student work. In the course of taping, with your permission, your child may appear on the video recordings. If you choose not to give your permission, then your child will still participate in the classroom instruction as usual. S/he will just be seated out of camera range. Also, I will submit anonymous samples of student work as evidence of teaching practice, and that work may include some of your child's work.

The video recordings will be used solely for purposes of evaluating my instruction and for improving teacher preparation programs. The only people who see them will be teachers at the school, scorers trained by Pearson Testing, and university faculty and supervisors. The recordings will not appear on the Internet or in other public settings. Any samples of student work that I collect for this assessment will not contain the student's last name.

The attached form will be used to document your permission for these activities. Please sign and return the form by the end of this week.

Thank you for your help.

Sincerely,

---

(teacher candidate signature)

## PERMISSION SLIP - PARENT OR LEGAL GUARDIAN

Student Name: \_\_\_\_\_ School/Teacher \_\_\_\_\_

Your Address: \_\_\_\_\_

**I am the parent/legal guardian of the child named above. I have received and read your letter regarding a teacher assessment being field tested in Washington schools and agree to the following:** (Please check the appropriate box below.)



I DO give permission for you to include my child's image on video recordings as he/she participates in a class at \_\_\_\_\_ conducted by \_\_\_\_\_  
(name of school) (name of teacher candidate)

and/or to reproduce materials that my child may produce as part of classroom activities. No last names will appear on any materials submitted by the teacher candidate.



I DO NOT give permission to you to video record my child or reproduce materials that my child may produce as part of classroom activities.

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

---

## PERMISSION SLIP – STUDENT 18 OR OLDER

Student Name: \_\_\_\_\_ School/Teacher \_\_\_\_\_

Your Address: \_\_\_\_\_

**I am the student named above. I have read and understood your attached letter about the teacher assessment field test in Washington schools. I understand that my performance is not being evaluated by this project and that my last name will not appear on any materials that may be submitted. I agree to the following:** (Please check the appropriate box below.)



I DO give permission for you to include my image on video recordings as I participate in this class at \_\_\_\_\_ conducted by \_\_\_\_\_  
(name of school) (name of teacher candidate)

and/or to reproduce materials that I may produce as part of classroom activities.



I DO NOT give permission for you to video record me or to reproduce materials that I may produce as part of classroom activities.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Preparation Program Responsibilities for edTPA videos

Because of parental concerns over privacy and safety, as well as legal requirements, candidates and their preparation programs have significant responsibilities in creating the videos and limiting their use to appropriate purposes.

1. **Programs must work with candidates and districts to assure that the necessary parental consent has been sought and received, and that students whose parents have not given consent must not appear in the edTPA video.**
  - a. *Programs must explicitly explain to candidates the importance of obtaining parental consent for the video clips.*
  - b. *Programs must collect and save the candidate affidavits of responsibility.*
  - c. *Programs must communicate to candidates the process for assuring that parental consent has been sought and obtained. (This process will vary by districts.)*
  - d. *Programs must communicate to candidates the process for handling students who do not have parental consent during their videotaping.*
  - e. *Programs must confirm that consent forms are being retained, either by the district or by the program.*
2. **Programs that wish to use candidate video clips for purposes of program analysis and evaluation must observe the following guidelines:**
  - a. *Explicit, written candidate permission must be obtained.*
  - b. *Video clips collected by programs must be centrally maintained on a secure site and not further distributed, either internally or externally.*
  - c. *edTPA video clips collected by institutions must be used by program faculty solely for purposes of analyzing program effectiveness. Any other use requires separate explicit consent of candidates and parents.*
  - d. *Video clips collected for purposes of program improvement must be retained and destroyed in accordance with the institution's retention schedule.*

I have read the above guidelines and agree to follow them.

Name (printed)\_\_\_\_\_

Position\_\_\_\_\_

Institution\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Guidelines for Teacher Candidate use of edTPA Video

A video clip is included in the Teacher Performance Assessment because it adds richness and valuable context to the evaluation of your teaching. However, because videos will almost always include identifiable images of students, their use as part of the edTPA carries some significant ethical and legal responsibilities. For reasons of privacy and safety, many parents are concerned about their children appearing in videos and photos, especially any that might be used outside the classroom. For both legal and ethical reasons, *those concerns must be respected at all times*. Doing so requires the following of you:

1. **Parents and guardians must be asked to consent to having their children appear on the video.** Depending on the district, there may be different ways of satisfying this responsibility: some districts may already have parental consent that would apply to the edTPA video; in other cases, you must seek specific permission for students to appear on the edTPA videos. Your university supervisor can tell you how it will be done for your classroom. *If you have not been informed about this by the beginning of your student teaching, your responsibility is to ask your supervisor how this requirement will be handled.*
2. **Before creating the video, you must be sure you know the names of any students whose parents did not grant permission, and must avoid including those students on the video by positioning the camera so that it does not capture their images. Also, any student work you submit as part of the assessment must not contain student last names.** Important note: Non-consenting students must *not* be excluded from the learning activity.
3. **Once created, video clips must be submitted as part of your edTPA evidence, but must not be shared or distributed beyond that.** Video clips are created solely to be used as part of your TPA submission. No part of that video (whether or not included with your submission) should be used for any other personal or professional purposes. In particular, *it must not be posted online, sent to friends and family, or included in your job portfolio*. Anyone suspected of misusing video clips (s) will be reported to the college/university. This violation falls under the FERPA laws and are subject to an investigation. Other possible civil and criminal investigations and/or penalties can apply. (Remember: Once you have shared the video electronically with anyone, you have effectively lost control of it.)
4. **Once you have received confirmation that you have successfully completed the edTPA, video clips must be destroyed.** This includes not only the segments submitted, but any video material created as part of your effort to prepare for and complete the edTPA.
5. **Your preparation program may seek your explicit, written consent to share the video with them for purposes of program improvement, since consent for this activity will be included in the form signed by parents or guardians.** You may choose to do so, but this is the sole exception to rule #3 above.

---

I have read the above guidelines and agree to follow them.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I give ☐ DO NOT give ☐ my permission for the MiT program to use my video clips for the purpose of program improvement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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 mentor teacher and college faculty before or during the first week of the student teaching assignment. As part of this meeting, agree on specific ways the mentor will help you develop your classroom management skills.
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 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* (edTPA) during the fall quarter student teaching placement. If the assessment is not successfully passed, take and pass Washington’s required *Teacher Performance Assessment* (edTPA) 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 mentor teacher, and the college faculty the night before an absence. Provide lesson plans for the mentor 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 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, Washington State Standards and the CCSS.
7. Provide permission letters for parents or guardians to video-tape students and to collect student work for the edTPA. Collect the letters and ensure that only authorized students are included on videos and in student work collections.
8. Meet with the 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 mentor teacher to obtain clearance for proposed lessons and activities.
10. For any assigned teaching, provide the mentor teacher with lesson plans prior to teaching so that a substitute teacher or the mentor teacher could, if necessary, enact the lesson plans. Use the mentor's feedback to revise the plans before implementing.
11. Invite the 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 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 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 mentor 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 (edTPA)*.**
    - (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 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 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 teacher 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 teacher candidate should the need arise (see page 21).
10. Submit an official narrative evaluation for each teacher candidate.
11. Participate, if possible, in training to score *Teacher Performance Assessments (edTPA)* 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 placement 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.
14. Provide an outcome score that quantifies the teacher candidate’s success during student teaching (1 – did not meet standard, 2 – approached standard, 3 – met standard, 4 – exemplary). This assessment is required by the State of Washington.

## PROFESSIONALISM AGREEMENT

1. By attending one of the Field Experience student teaching application meetings and/or the student teaching orientation meeting, I have had an opportunity to seek clarification and ask questions in regard to this document.
2. I have read, understand, and will adhere to the Washington Standards for Beginning Teachers (Standard V) and all specific Program standards (see *Student Teaching Handbooks, Guide to Policies, Procedures, and Resources, Disposition Survey*, and cohort covenants) regarding professional conduct, dress, and deportment that includes, but is not limited to:
  - a. Engaging in practice that is standards-based, personalized to the diverse needs of students, and has a positive impact on student learning.
  - b. Utilizing knowledge of families and community resources to enhance support for children and families, including those from diverse racial, ethnic, and linguistic groups
  - c. Demonstrating constant respect and support for all students; treating all students equitably; using appropriate language that emphasizes people first language and never denigrates students; helping all students understand academic language
  - d. Engaging in practice that is enhanced by a reflective, collaborative, professional growth-centered practice
  - e. Keeping informed about and demonstrating professional responsibilities and policies
  - f. Keeping informed about and demonstrating legal and ethical responsibilities, including following procedures specified in the MiT *Teacher Candidate Reporting Process: Suspected Abuse*
  - g. Adhering to school and school district standards of professional dress and deportment, participation, and mandatory reporting
  - h. Working productively and cooperatively
  - i. Being at student teaching placement and school-related functions on time for the full duration of the day or function and submitting complete assignments on time
  - j. Assuming personal responsibility for performance
  - k. Displaying initiative by using a variety of resources and using them appropriately
  - l. Initiating personal growth in subject area(s), learning theories, and/or instructional practices; establishing goals for professional improvement
  - m. Inviting feedback and adjusting behavior and actions based on feedback and input; seeking professional improvement via this feedback
  - n. Behaving honestly in all interactions
  - o. Maintaining confidentiality
  - p. Understanding all photograph and videotaping limitations and expectations
  - q. Using problem-solving approaches to sensitive situations
3. I understand and agree that all forms of communication will be made in an appropriate and professional manner, including all verbal, written, and electronic communication. This includes, but is not limited to:
  - a. Using correct grammar and spelling at all times
  - b. Communicating with students professionally – no exchange of phone numbers, texting, Face Book, MySpace, etc. and only using (when allowed) email per district policy (and only district email addresses)
  - c. Using great caution and sensitivity when using blogs – electronic communication even with “passwords or controls” is considered public and not confidential (*using pseudonyms does not protect confidentiality*)
  - d. Avoiding the personal use of email, Facebook, MySpace, texting, phone calls, etc., during the school day except in the event of an emergency

4. I understand that:
- a. I will adhere to MiT policies and guidelines regarding student teaching placements and will not seek nor make my own placement
  - b. I may not be placed where I have a personal connection (WAC 181.78A.125)
  - c. I must arrange for my own transportation, understanding that all candidates are expected to participate in at least one quarter of student teaching in an urban school
  - d. Student teaching is a full-time experience that requires contracted-like teacher attendance, work, and hours and a full-time teaching assignment. I will not analyze TPA data or write TPA reflections during teaching or in-school planning times.
  - e. The start/end dates of the student teaching quarters are:
    - i. FALL: When the mentor teacher reports to work
    - ii. SPRING: The Monday of TESC's spring break, which is the Monday after winter quarter. Spring student teachers do not take the TESC spring break, but take the spring break of their host schools.
  - f. I may not be placed, enter, or remain in a student teaching placement unless my fingerprint and character clearance is valid. Any lapse in such clearance will require removal from the internship.
5. Academic Honesty Policy: The Evergreen State College students are responsible for reading, understanding, and following the policy and procedures regarding academic honesty as described in the *Academic Honesty* policy <http://www.evergreen.edu/advising/academicpolicies.htm#>

I understand that the consequences for failing to comply with these expectations may include, but are not limited to, removal from the program, removal from the college, removal from the student teaching placement, low *MiT Student Teaching Rubric* ratings, or an unsatisfactory narrative evaluation that would result in not being recommended for certification.

***My signature below reflects my review of and agreement to the information in this document. I acknowledge my responsibility in fully understanding all expectations and regulations and understand the consequences for failing to meet any of those expectations.***

\_\_\_\_\_  
Print Name & ID#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Role of the 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 (edTPA)*.
  - 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 (edTPA)*, 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 *Student Teaching 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.
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 mentor teacher and college faculty), the 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 *Student Teaching Rubric* and give it to the college faculty at the final three-way evaluation conference.
15. Provide an outcome score that quantifies the teacher candidate’s success during student teaching (1 – did not meet standard, 2 – approached standard, 3 – met standard, 4 – exemplary). This assessment is required by the State of Washington.
16. Complete the *Mentor Teacher Assessment Survey* at the end of the quarter. This survey will be provided electronically.

## **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 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 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
- ☐ 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 mentor teacher
- ☐ Arrangements for the event of an illness/absence by the teacher candidate or mentor teacher.
- ☐ Arrangements for the mentor teacher to provide routine, ongoing feedback after teacher candidate's teaching of a lesson or lessons.

## MENTOR TEACHERS AS COACHES



Some mentor teachers asked us to provide brief guidelines about our expectations for how we hope you will work with our candidates. We hope this summary will be helpful. The *MiT Student Teaching Handbook, Section 1* provides further details about the roles of the mentor.

This is your teacher candidate's second year in the MiT program. She/he spent the first year building knowledge and skills on campus *and* in a public school classroom. She/he can be expected to have a strong foundation in:

- Understanding the roles language, cultural background, and developmental stages play in K-12 students' engagement in school
- Planning lessons and assessments
- Creating lesson plans that are aligned with state standards and the *Common Core State Standards*
- Using student data to help inform instruction

MiT teacher candidates also have a good foundation of knowledge about classroom management and responding to students' behaviors. However, depending on the decisions of the first year practicum classroom teacher, your candidate may not yet have had extensive opportunities to apply what she/he has learned.

*The most important things you can do to help your candidate are: (i) be a warm demander for your candidate, (ii) collaborate with the candidate and faculty supervisor to support the candidate's development as a teacher, (iii) model effective practices, (iv) provide plenty of time for the candidate to learn from experience, and, (v) talk honestly with the candidate about strengths and areas for growth.*

As a coach, we rely on you to:

- **Provide steadily increasing opportunities for the candidate to engage the students in setting classroom norms and expectations; assess students' knowledge and skills; plan for instruction and write lesson plans aligned with state expectations; engage students in learning opportunities; assess learning and reflect on ways to improve.**

- Model practices for the candidate that you think result in student engagement and increased learning. It may be helpful to have explicit discussions about what you did while planning and teaching and why.
- Regularly observe the candidate working with students and use the *MiT Student Teaching Rubric* on regular basis to provide feedback to the candidate about her/his development.
- Meet regularly with your candidate to answer questions, validate areas of strength, point out areas to improve, and help the candidate set goals for improvement. Ideally, the two of you would meet daily to debrief but at least three times a week would be helpful.
- Be very clear with the candidate about your expectations for student behavior and classroom management while remembering that *this is one skill that definitely needs classroom practice and coaching to develop competence.*
- Provide the candidate with opportunities to meet the requirements of the *MiT Student Teaching Rubric* and the state-required *Teacher Performance Assessment (edTPA)*.
- Help the candidate learn the culture and norms of your school, classroom, and the communities around the school.
- If difficulties arise, communicate those immediately to the candidate and the faculty supervisor and collaborate with them to develop an improvement plan and timeline.



## MENTOR TEACHERS AS EVALUATORS

Mentors have asked us to provide a brief outline of expectations related to evaluating the candidate. A full description can be found in the *MiT Student Teaching Handbook, Sections 1 and 2*. We know you will want your candidate to be successful so we urge you to be honest about areas that need attention. Please talk to the college faculty supervisor right away if you need support in talking with the candidate.

- On a daily basis, review with the candidate what went well and point out one or two techniques, skills, or areas of knowledge to work on the next day.
- Carefully review the *MiT Student Teaching Rubric* in the *Student Teaching Handbook, Section 2*. In collaboration with your candidate, select a specific area each week to observe, notate on the rubric, and discuss.
- By the fifth week of the candidate's time with you, be prepared to meet with the candidate and college faculty to discuss areas of strength and areas for improvement using the *Student Teaching Rubric* and other observations you've made as a basis for the discussion.
- By the last week of the candidate's time with you, be prepared to meet with the candidate and college faculty to discuss the candidate's areas of strength and areas for improvement using the *Student Teaching Rubric* and other observations you've made as a basis for the discussion.
- You will also be asked to write a summative evaluation of the candidate's work based on the *Student Teaching Rubric*. This narrative evaluation and the marked *Student Teaching Rubric* are submitted to the college faculty at the final evaluation conference. The *Student Teaching Handbook, Section 1* provide information about the narrative evaluation.
- The Professional Educators Standards Board is now requiring that the mentor and college faculty provide a single numeric evaluation of the candidate's achievement during student teaching. At this time, the scale is (1) Did not meet standard; (2) Approaching standard (some reservations); (3) Met standard; and, (4) Exemplary. This is a new requirement that the college supervisor will discuss with you at your initial 3-way meeting.
- Though we do ask that you help the candidates plan opportunities to gather teaching and assessment information for the state-required *Teacher Performance Assessment (edTPA)*, you should *not* coach the candidate or provide feedback on the portfolio contents.
- The candidate may ask you for a letter of recommendation for her/his placement file. It's up to you whether or not you wish to agree to this request.

## MENTORS' ROLES IN THE TEACHER PERFORMANCE ASSESSMENT (edTPA)

All candidates for certification in Washington are required to successfully complete the edTPA, a portfolio-based assessment. Your candidate should provide you with a handbook outlining the expectations for your grade-level or content area. The requirements for the assessment and rubrics used to score the portfolio are in this handbook.

- Based on guidelines provided by Pearson, the company contracted by the state to develop and score the assessment, mentors *should not* be involved in the planning, assessment, teaching, data collection, or writing of the edTPA portfolio. They *should not* provide feedback on the process or content.
- Mentors should support the candidate in:
  - Distributing and collecting a permission slip from parents, guardians, or youth over 18 that allows the candidate to video tape lessons and collect samples of student work. Candidates have a permission slip to use and are aware that students without written permission should be outside of camera range when lessons are taped.
  - Scheduling time to enact the various phases of the assessment as specified in the handbook provided by the candidate: pre-assessment of students, teaching, videotaping, and post-assessment of students.
- Mentors should expect the candidates to complete any data-analysis and written responses on their own time. Candidates should not skip days, arrive late, leave early, or use school time for these activities.



## 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 “**important concept(s) and learning activities/learning tasks.**”
2. Identify how you will involve the students’ family and community backgrounds/funds of knowledge in the lesson.
3. Identify the **CCSS and Washington State Standards** 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/activities** 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.” 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**

When the college faculty, 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 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 placement 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 placement officer, and the MiT director.
5. The MiT faculty team in consultation with the placement officer and MiT director will determine the future status of the teacher 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 placement 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 placement officer for deliberations upon the request.
4. The MiT director in consultation with the college faculty (and the faculty team if possible) and the placement 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 mentor teacher and principal, the placement 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 placement 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 *Guidebook - Policies, Procedures and Resources*.



# End of Quarter Evaluation Form

## The Evergreen State College

### Master in Teaching Program

(name of teacher candidate with quarter and year)

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

#### Domain 1: Planning and Preparation

Score	Elements	Score	Elements
	<b>1a: Demonstrating Knowledge of Content and Pedagogy</b>		<b>1d: Demonstrating Knowledge of Resources</b>
_____	Knowledge of content and the structure of the discipline	_____	Resources for professional development
_____	Knowledge of prerequisite relationships	_____	Resources for student learning
_____	Knowledge of content-related pedagogy		
_____	Knowledge of multi-cultural, anti-bias curriculum planning		
	<b>1b: Demonstrating Knowledge of Students</b>		<b>1e: Designing Coherent Instruction</b>
_____	Knowledge of characteristics of age group	_____	Engagement and alignment
_____	Knowledge of students' skills and approaches to learning	_____	Instructional materials, resources, and technology
_____	Knowledge of students' interests, cultural heritages, and status	_____	Instructional groupings
_____	Knowledge of language demands and resources	_____	Lesson and unit structure
_____	Knowledge of language genres	_____	Supporting academic language development
_____	Identifying vocabulary		
	<b>1c: Setting Instructional Outcomes</b>		<b>1f: Designing Student Assessments</b>
_____	Expectations and value	_____	Alignment: Assessment of Washington State Standards and Common Core State Standards
_____	WA State Standards & CCSS	_____	Criteria
_____	Clarity	_____	Use for planning
_____	Differentiation/Diverse students		
_____	Balance		

--	--	--	--	--

**Domain 2: The Classroom Environment**

<b>Score</b>	<b>Elements</b>		<b>Score</b>	<b>Elements</b>
	<b>2a: Creating an Environment of Respect and Rapport</b>			<b>2d: Managing Student Behavior</b>
_____	Democratic classroom management system		_____	Expectations for student conduct
_____	Candidate interaction with students, both verbal and action		_____	Monitoring student behavior
_____	Student interactions with other students		_____	Response to student misbehavior
	<b>2b: Establishing a Culture for Learning</b>			<b>2e: Organizing Physical Space</b>
_____	Importance of content and learning: Orientation to learning		_____	Safety and accessibility
_____	Expectations for learning and achievement		_____	Arrangement of furniture and use of physical resources
	<b>2c: Managing Classroom Procedures and Environment</b>			
_____	Performance of classroom routines			
_____	Management of instructional groups			
_____	Management of transitions			
_____	Management of materials and supplies			

**Domain 3: Instruction**

<b>Score</b>	<b>Elements</b>		<b>Score</b>	<b>Elements</b>
	<b>3a: Communicating with Students</b>			<b>3d: Using Assessment in Instruction</b>
_____	Expectations for learning		_____	Assessment criteria
_____	Directions for activities		_____	Monitoring student learning
_____	Explanation of content		_____	Feedback to students
_____	Use of oral and written language		_____	Student self assessment and monitoring of progress
_____	Academic language development			
	<b>3b: Use of Questioning and Discussion Techniques</b>			<b>3e: Demonstrating Flexibility and Responsiveness</b>
_____	Quality of questions/prompts		_____	Lesson adjustment
_____	Discussion techniques		_____	Response to students
_____	Student participation		_____	Persistence
	<b>3c: Engaging Students in Learning</b>			
_____	Activities and assignments			
_____	Grouping of students			
_____	Instructional materials, resources, and uses of technology			
_____	Structure and pacing			

**Domain 4: Professional Responsibilities**

Score	Elements		Score	Elements
	<b>4a: Reflecting on Teaching</b>			<b>4d: Participating in the Professional Community</b>
_____	Accuracy		_____	Relationships with colleagues
_____	Effectiveness with diverse students		_____	Involvement in a culture of professional inquiry
_____	Use in future teaching		_____	Service to the school
	<b>4b: Maintaining Accurate Records</b>			<b>4e: Growing and Developing Professionally</b>
_____	Student completion of assignments		_____	Enhancement of content knowledge and pedagogical skill
_____	Student progress in learning		_____	Receptivity to feedback from colleagues
_____	Non-instructional records		_____	Reflects in writing on own cultural Encapsulation
	<b>4c: Communicating with Families</b>			<b>4f: Showing Professionalism</b>
_____	Information about the instructional program		_____	Integrity and ethical conduct
_____	Information about individual students		_____	Service to students and advocacy
_____	Engagement of families in the instructional program		_____	Professional decision-making
_____	Culturally appropriate communication		_____	Compliance with school and district regulations

The “Student Teaching Assessment Rubric” is based on *The Framework of Teaching Evaluation Instrument*, 2013 by Charlotte Danielson. Permission granted by author to modify for use by the Master in Teaching Program at The Evergreen State College.

---

(faculty signature and date)