

Augusta State University
College of Education—Department of Teacher Education
ECED 4491, MGED 4210, SCED 4901 Apprenticeship
Fall 2009

Hours: 15 Semester Hours

Prerequisites: Successful completion of all components of program sequence

Websites: <http://college.livetext.com/>
http://www.aug.edu/teacher_development/

Students With Disabilities: Students with disabilities need to contact ASU's Office of Disability Services at 706-737-1469 to discuss appropriate accommodations.

***Students must purchase Live Text for use in our program and in apprenticeship. All apprenticeship requirements, attendance documentation and electronic portfolio requirements will be submitted via LiveText (which is a requirement in the ASU Teacher Education Program).**

Recommended Time Frame For Apprentice Teaching Schedule

- The Apprenticeship duration is 75 consecutive days (plus the 10 day Beginning of the Year Experience for a total of 85 complete days).
- **All absences must be made up at the end of the apprenticeship. If a student is absent or is tardy (arriving late or leaving early) they must immediately contact their school and Master Teacher and then email their University Supervisor.** There are no excused tardies or absences.
- **If a student is absent four days they will be removed from apprenticeship.**
- Attendance must be documented through the school's attendance records as well as through Livetext. It will be set up as an assignment on your dashboard in Livetext.
- Students are allowed to attend 2 county job screenings without having to make that time up. However, students are required to report to their Apprentice school either before and/or after to minimize the amount of time out of the classroom (depending on the time of the screening). If a student wishes to attend more than two county job screenings then they may do so but will need to make up the time.
- It is recommended that the Apprentice teach at least 75% of the day by midterm (according to ASU's calendar) and 100% of classes by the tenth week of the apprenticeship. Time spent performing primary teaching duties resembles the Bell curve.
- Your E-Portfolio must be entirely on Live Text. Artifacts can be scanned into the electronic portfolio. It must be sent by the end of the 13th week of the semester to your University Supervisor. (November 13, 2009)
- Apprentices should take on their first class no later than the second week of the semester and slowly take on classes until they are teaching the full load of classes for a *minimum* of three weeks (15 full school days). They

are expected to teach full-time, planning, teaching, testing, and grading (under supervision). After the three weeks of full-time teaching is complete, then the Apprentices may slowly release classes back to the Master Teacher in the same manner they took on the classes. (Master Teachers should leave the classroom during the course of the three week teaching so that students may better appreciate the full responsibility of teaching. (It is of course appropriate and expected that the Master Teacher will *occasionally* check on Apprentices, evaluate lessons, work with students, etc...).

- Apprentices are expected to attend classes according to the county and school calendar. All personal absences and tardies must be made up before a completion grade for the course is granted

General Apprenticeship Guidelines

- Apprentices may cover a class at the discretion of the administrator but cannot be paid as substitute teachers.
- For liability reasons, apprentices may not supervise children by themselves at recess. A certified teacher must be present at all times with the apprentice if they are helping with recess duty.
- Apprentices must contact their host school, Master Teacher, AS WELL AS the ASU Apprenticeship Supervisor on days that s/he will be absent.
- Attendance Documentation-Document your 85 days of Apprenticeship using the schools attendance records as well as through Livetext. It will be set up as an assignment on your dashboard in Livetext.
- Professional dress is expected at all times. Apprentices must wear appropriate attire when engaged in the Apprenticeship course.
- Apprentices will attend all department and faculty meetings and assume all the duties of their Master Teacher (hall monitoring, lunchroom duty, assembly duty, bus duty, etc...).

Attendance Documentation Process

- **Begin documenting your 85 days of Apprenticeship.**
Directions: Document your 85 days of Apprenticeship using the schools attendance records as well as in LiveText. You will document each day's attendance for a minimum of 85 full days and 600 hours. The attendance assignment will be set up on your dashboard in Livetext. At the end of weeks 3, 6, 9, 12, and 15 the University Supervisor will verify your attendance. Your Master/Mentor Teacher will verify your attendance in LiveText before your midterm conference and at the end of your Apprenticeship experience. There will be a statement on your midterm evaluation indicating the number of days you have been absent and the number of times you have been tardy. Remember that if you miss four days, you will be dropped from Apprenticeship.

Instruction/Activities

- Please refer to the “*Suggested Schedule/Activities for the Apprentice Teacher*” document on the Teacher Education website.
 - * Please note that guidelines are SUGGESTIONS, and Apprentice teaching timelines will ultimately be formulated by Master Teachers and Apprentices at individual sites.
- Students are responsible for giving a copy of the “*Suggested Schedule/Activities*” to their Master Teacher.
- Apprentices assigned to a “Block Class” that only covers one or two content areas will complete the majority of their experience in this classroom. They will plan, teach, and implement all apprenticeship requirements in this room. When the required three weeks experience is finished then the apprentice either 1) Follow their home room for a week teaching those content areas previously not taught **or** 2) Teach one week in each content area (not already taught) in another classroom.
- **Lesson Plans** must be submitted and approved by the Master Teacher prior to teaching (according to assigned school policy). The Master Teacher should approve the format used for all lesson planning. Students may use their Master Teacher’s lesson plan format unless instructed otherwise. Students should be involved in lesson planning as much as possible with the teacher, grade level, and independently to authentically experience the process. Students may teach from lessons already planned by the grade level and/or Master Teacher. Students may modify and teach from grade level and/or Master Teacher lesson plans. Students should also independently develop lessons with the Master Teacher’s approval. We expect our students to plan, modify, teach and reflect on their experiences. (Student will scan a sampling into their E-Portfolio under designated site in the Apprenticeship/Practicum documents. Items may be added to Conceptual Framework Principles if needed.)
- **ISL (Impacting Student Learning)**. The apprentice will plan and implement a 2-3 week (whole class) unit of study in a content area in which they will be certified. It must be taught consecutively during your Apprenticeship experience. Students will use the ISL template and lesson plan template provided in Live Text. See the Apprenticeship/Practicum Document in your E-Portfolio. Look under the Apprentice/Practicum ISL PART I section for directions on accessing and inserting the ISL template and lesson plan template into your E-Portfolio.

The ISL can be taught anytime during apprenticeship before, during, or after the full-time 3 week teaching experience. Lesson plans for the ISL must be detailed. (Student will attach in E-Portfolio under Apprenticeship/Practicum documents.)
- **Instructional Tools Developed**

Tests, worksheets, rubrics, projects, games, study guides, Power Points, Smart Board Lessons, graphs, bulletin boards, assessments, etc...

Photographs or copies of the work may be used to document this evidence along with a brief description. You should not use photographs of students in your E-Portfolio or if you have received written permission from the parents as allowed by the school's policy then you must black out the faces. Student's names or family names also need to be blacked out on phone logs, conference sheets, etc... (Student will scan a variety of samplings into E-Portfolio under designated site in Apprenticeship/Practicum documents. Items may be added to Conceptual Framework Principles if needed.)

Observations/Evaluations

Master Teacher:

- **Lesson Evaluations of Student (minimum of 10)**-The Master Teacher formally observes the apprentice at least once per week using some type of written feedback. See **Lesson Feedback Forms** on the ASU TE website. A minimum of 10 observations are required. Formally observe apprentice at least once before midterm. (Student will scan into their E-Portfolio under designated site in Apprenticeship/Practicum document.)
- **Midterm Evaluation of Student** should be completed in Live Text by the Master Teacher a week before the midterm date. The Master Teacher and Apprentice meet beforehand to discuss evaluations thoroughly. Midterm Evaluations will be shared with the ASU Apprenticeship Supervisor before midterm. Print a hard copy of evaluation to bring to conference. (Student will insert into their E-Portfolio under designated site in Apprenticeship/Practicum document.)
- **Final Evaluation of Student** should be completed in Live Text by the Master Teacher before the final exit conference. The Master Teacher and Apprentice should discuss the evaluation thoroughly. (Student will insert into their E-Portfolio under designated site in Apprenticeship/Practicum document.)
- **Interventions** can be requested by the Master Teacher, Building Coordinator, Principal, or University Supervisor at any time. Please see the ASU website for the **Professional Qualities Intervention Plan**.

Apprentices:

- **Apprentice/Practicum Midterm Self-Evaluation** - Self Evaluation should be completed at Midterm. (Submit via Live Text under Forms Tab) (Inclusion in E-Portfolio is optional.)
- **Apprentice/Practicum Final Self-Evaluation** – Self Evaluation should be completed before the Final Exit Conference. (Submit via Live Text under Forms Tab) (Inclusion in E-Portfolio is optional.)
- **Apprentice/Practicum Evaluation of Master/Mentor Teacher**- is to be completed by student at the end of Apprenticeship. (Submit via Live Text under Forms Tab.)

- **Apprentice/Practicum Evaluation of University Supervisor-** is to be completed by the student at the end of Apprenticeship. (Submit via Live Text under Forms Tab.)
- **Observations of PDS Teachers-**Apprentices will observe 3 teachers (besides their Master Teacher) at their assigned school using the Lesson Feedback Form. Note effective teaching strategies, classroom management and environment, etc... (Student will insert into their E-Portfolio under designated site in Apprenticeship/Practicum documents.)
- **Videotape Reflections-**Videotape two instructional lessons and write reflections on the lessons. A minimum of two tape recordings are required—a lesson from the beginning of Apprenticeship and a lesson from the end of Apprenticeship. The video recordings do not have to be submitted but must be used to write your reflections. The written reflections must be included in the E-portfolio under designated site in Apprenticeship/Practicum documents.
- **Lesson Self-Reflections-**(minimum of 10) The Apprentice completes 10 self-reflections on a lesson they taught on a weekly basis using one of the Lesson Feedback Forms found on the Teach Education website. (Include a minimum of 10 in E-Portfolio under designated site in Apprenticeship/Practicum documents.)

University Supervisors:

- **University Supervisor Lesson Evaluations of Student-**The ASU Apprenticeship Supervisor will conduct periodic observations or visits (approximately every two weeks) of the Apprentice. These visits will be a combination of announced and unannounced trips. Documentation of each visit will be kept on file. (Minimum of 3) (Student will scan into their E-Portfolio under designated site in Apprenticeship/Practicum documents.)
- **Midterm Evaluation/Conference-**University Supervisor will complete a midterm evaluation and conduct a conference at the school with Apprentice and Master Teacher.
- **Final Exit Interview-**University Supervisor will complete a final evaluation and evaluate Apprentice's e-portfolio and ISL via Live Text and conduct a conference with the student either at the school or at the University.
- **Apprentice Teacher Guarantee Form-** Must be signed electronically by the University Supervisor only. This form is attached to the Final Evaluation in Live Text.

OTHER REQUIREMENTS:

SEMINARS

- Seminars will be conducted by the Building Coordinator and Master Teachers. In addition to being personally and professionally helpful, the Apprentice's **attendance at these sessions is required.**
- Students are required to record the date attended, seminar title, and time frame for each meeting in a word document and attach to CFP #9. This requirement is listed on the Exit Interview Checklist and attendance will be verified by seminar instructors through sign in sheets. **Make sure you sign in for each seminar.**
- Additional seminars, workshops, and conferences sponsored by ASU or the school district may also count toward seminar participation.

Evidence of Student Learning

- Tests, completed projects, writing samples, graded rubric, etc... or any other form of assessment. Photographs or copies of the work may be used to document this evidence along with a brief description. You should not use photographs of students in your E-Portfolio or if you have received written permission from the parents as allowed by the school's policy then you must black out the faces. Student's names or family names also need to be blacked out on phone logs, conference sheets, etc... (Student will scan a sampling into their E-Portfolio under designated site in Apprenticeship/Practicum documents. Items may be added to Conceptual Framework Principles if needed.)

Evidence of Parent Contacts

- Introductory letter to the parents, notes to parents, newsletters, phone logs, parent/teacher conferences, etc... are examples of parent contact and should be included in the E-Portfolio. You should not use photographs of students in your E-Portfolio or if you have received written permission from the parents as allowed by the school's policy then you must black out the faces. Student's names or family names also need to be blacked out on phone logs, conference sheets, etc... (Student will scan a sampling into their E-Portfolio under designated site in Apprenticeship/Practicum documents. Items may be added to Conceptual Framework Principles if needed.)

A good sampling would be three or more artifacts.

****DO NOT use an artifact more than twice in your E-Portfolio. ****

E-PORTFOLIO

- Your E-Portfolio must be entirely on Live Text. Artifacts can be scanned into the electronic portfolio. It must be sent by the end of the 13th week of the semester to your University Supervisor who will

evaluate it using the “Electronic Portfolio Checklist for Initial Certification” (available on the Teacher Education website). Portfolios will be shared at the Exit Conference held near the end of Apprenticeship. *Early Childhood Apprentices are required to have 5 ISLs (including the apprenticeship ISL) in the 4 content areas of math, science, social studies, and literacy in their E-Portfolio. . The apprenticeship ISL can be in the content area of your choice. Middle and Secondary Apprentices are required to have 3 ISLs (including the apprenticeship ISL) in their content areas. The apprenticeship ISL must be in the content area you are being certified in. You must use detailed lesson plans for the ISL unit.

- Conceptual Framework Principles need a written description and rationale (usually 2-3 sentences or more) clarifying why an artifact is evidence for a particular CFP.
- See rubric in LiveText for assessment of ISL and E-Portfolio.

*The following items need to be added to your E- Portfolios **during** Apprenticeship:*

- 1. Master Teacher Lesson Evaluations of Student** (May use Lesson Feedback Forms.) The Master Teacher will have formally observed the Apprentice once per week. At least one observation should be conducted before midterm. The Master Teacher can use any type of written feedback he/she desires. (Scan into the portfolio- min. of 10)
- 2. Master Teacher Midterm Evaluation of Student**
- 3. Master Teacher Final Evaluation of Student** (*Insertion in E-Portfolio is optional!*)
- 4. University Supervisor Lesson Evaluations of Apprentice** (Scan into the portfolio-minimum of 3)
- 5. Apprentice Observations of PDS Teachers** Students will complete 3 observations of teachers at their assigned school other than their Master Teacher. (Student will scan into the E-Portfolio.)
- 6. Apprenticeship ISL (Impacting Student Learning).** The apprentice will have planned and implemented a 2 – 3 week (whole class) unit of study in any subject using data from one class period for ISL purposes. Your lesson plans must be more detailed in the ISL than the daily lesson format you use in the schools. Use the ISL template and lesson plan template provided in Live Text. Find the directions for inserting the ISL in your E-Portfolio under apprenticeship/practicum documents.
- 7. Videotape Reflections** (minimum of 2) Apprentice will videotape two full lessons and use the recordings to write the reflections. One lesson should be recorded at the beginning and one at the end of Apprenticeship. (Insert the written reflections but not the videotape into the Apprenticeship/Practicum documents in the E-Portfolio.)
- 8. Lesson Self-Reflection Forms** (minimum of 10) (Student will scan or insert into the E-Portfolio.)

- 9. Lesson Plans** (*sampling)
- 10. Evidence of Student Learning** (*sampling)
- 11. Evidence of Parent Contacts** (*sampling)
- 12. Instructional Tools Developed** (*sampling)
- 13. Attendance Documentation** – Attendance must be documented through the school's attendance records as well as through Livetext. It will be set up as an assignment on your dashboard in Livetext. (85 full school days required)

**A good sampling would be three or more artifacts.*

After you have completed your apprenticeship, a mandatory certification meeting will be held at ASU. Julie Gray is our certification officer

Contact Info: 706-667-4491 jgray@aug.edu www.aug.edu/teacher_certification

The certification meeting for December undergraduate students will be December 8, 2009 at 10:00 a.m. in Galloway Hall 101