

Augusta State University
College of Education—Department of Teacher Education
EDTD 6910 (Master of Arts in Teaching Practicum)

Hours: 3 Semester Hours Websites: http://www.aug.edu/teacher_development/

*Note the MAT videos under the Graduate Programs Tab

<http://college.livetext.com/>

*****Check your ASU e-mail daily!**

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

***All practicum requirements, attendance documentation and electronic portfolio requirements will be submitted via LiveText (which is a requirement in the ASU Teacher Education Program).**

COURSE DESCRIPTION AND GENERAL PRACTICUM GUIDELINES:

- This is one semester of full time teaching in the certification field (75 days).
- Students are expected to be on time at the start of the school day and observe the same number of hours as a full time teacher. This includes participation in faculty meetings, parent conferences, PTO events, etc. Students are expected to attend anything their Mentor Teacher attends (unless they don't have permission to do so).
- Students are required to obtain the signature of the Mentor Teacher on the hard copy of the mid-term evaluation to document attendance at mid-term. Final attendance will be verified through the Final Evaluation via Livetext. Graduation paperwork as well as final grades cannot be submitted by your University Supervisor until all information is completed, verified and entered into Livetext. Students missing any days (full or partial) must make them up at the end of the Practicum experience.
- Students are allowed to attend 2 county job screenings without having to make that time up. However, students are required to report to their Practicum 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.
- **If a student is absent or tardy (arriving late or leaving early) they must immediately contact their school and Mentor Teacher and then e-mail their University Supervisor.** There are no excused tardies or absences.
- **If a student is absent four days, they will be removed from the Practicum.**
- Professional dress is expected at all times. Practicum students must wear appropriate attire when engaged in the Practicum course.
- Students are encouraged to complete all course work PRIOR to their practicum. However, students may take a maximum of two classes along with this course. Students must have successfully completed EDTD 6364 and EDTD 6491 prior to practicum.

- Practicum students will be assessed a \$200 practicum fee (along with their regular tuition). This fee is used to pay the Mentor Teacher a \$150 stipend for supervision and to pay for the University Supervisor's travel.
- Your E-Portfolio must be entirely on Live Text. Artifacts can be scanned into the electronic portfolio. It must be submitted to your Supervisor for by the end of the 13th week of the semester (November 13, 2009).

ATTENDANCE DOCUMENTATION PROCESS

- **Begin documenting your 75 days of Practicum.**

Directions: Document your attendance through the school as well as through Livetext where attendance will be set up as an Assignment on your Dashboard. You will document each day's attendance for a minimum of 75 full days and 600 hours. At the end of weeks 3, 6, 9, 12, and 15 your University Supervisor will check your attendance in Livetext. Your Master/Mentor Teacher will also verify your attendance at midterm and at the end of practicum. There will be a statement on your midterm and final 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 Practicum.

REQUIREMENTS:

1. Instruction

- Every practicum experience is different. Some practicum students will be full-time teachers and as such are expected to teach all day. However, for practicum students who have been placed in a school, it is recommended that the Practicum student teach at least 75% of the day by midterm (according to ASU's calendar) and 100% of classes by the tenth week of the practicum. Students are expected to teach full-time a **minimum** of three consecutive weeks (15 full time days). Time spent performing primary teaching duties resembles the Bell curve. Mentor 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 Mentor Teacher will *occasionally* check on students, evaluate lessons, work with students, etc. during this time frame.
- Practicum students (not employed) may cover a class at the discretion of the administrator but cannot be paid as a substitute teacher. For liability reasons practicum students may not supervise children by themselves at recess. A certified teacher must be present at all times with the practicum student if they are helping with recess duty.
- **Lesson Plans** must be submitted and approved by the Mentor Teacher prior to teaching. The Mentor Teacher should approve the format used for all lesson planning. Students should be involved in lesson planning with the teacher, the grade level, and independently to authentically experience the process however the student is ultimately responsible for the planning and preparation as she/he takes on each subject. We expect our students to plan, modify, teach and reflect on their experiences. (Student will scan a

sampling into the E-Portfolio. Items may be added to Conceptual Framework Principles as needed.)

- **Impacting Student Learning Unit-** The practicum student is required to complete a **2-3 week (whole class)** Impacting Student Learning Unit during the course of their teaching experience. Pick one class or class period for this unit. This will be assessed by the University Supervisor and submitted in its entirety via Livetext by the Exit Conference date scheduled by the University Supervisor.
- **Midterm Evaluations** should be completed by the Supervising Teacher, Mentor Teacher and Practicum student at least a week before the midterm date (October 12th) and submitted via Livetext. Students should submit a Mid-Term **Self- Evaluation**. The Mentor Teacher and Practicum student meet beforehand to discuss evaluations thoroughly. Midterm Evaluations will be shared (in a conference) with the University Supervisor, Mentor Teacher and Practicum student before midterm. **Midterm Conferences are the week of October 5, 2009. ASU Teacher Education Midterm is October 12th.**
- **Students will videotape themselves teaching a minimum of two times.** We recommend you videotape at the beginning and end of your practicum experience to best see the growth of your teaching expertise. Students need to complete a self reflection form on each videotaped lesson using the **Lesson Evaluation Form** found on the Teacher Education Website.
- Students assigned a “Block Class” that only covers one or two content areas (elementary) will complete the majority of their experience in this classroom. They will plan, teach and implement all practicum requirements in this room. When the required three weeks’ experience is finished then the practicum student will either follow their homeroom for a week teaching those content areas not taught previously if this arrangement is acceptable to the teachers involved **or** teach one week in a content area in another classroom.
- **Interventions** can be requested by the Mentor Teacher, Building Coordinator, School Administrator, or the University Supervisor at any time. Please see ASU’s Early Childhood, Middle Grades, and Secondary Handbook for the **Professional Qualities Intervention Plan**.

OBSERVATIONS

- The Mentor Teacher formally observes at least three times using some type of written feedback and at least one observation should occur before Mid-term. The **Lesson Evaluation Form(s)** are available on the ASU Teacher Education Website.
- The school administrator or designee will evaluate the Practicum student (using the school’s evaluation form) during the practicum.
- The Practicum student also completes the Self-Reflection Evaluation using one of the **Lesson Evaluation Forms** at least three times during the course of the Practicum experience (not including 2 video self reflections).

- The ASU University Supervisor will conduct periodic observations or visits (approximately every two weeks) of the Practicum student. These visits will be a combination of announced and unannounced trips. Documentation of each visit will be kept on file. The University Supervisor is required to observe the practicum student and give feedback a minimum of 3 times. At least one observation should occur before Mid-term.

EXIT INTERVIEW REQUIREMENTS

- **Course Requirements** will be checked and assessed at the **Exit Conference** held during the final weeks of practicum. They should include:

LiveText Forms:

- **University Supervisor Mid-Term & Final Evaluation of Practicum Student**
- **Practicum Mid-Term Self-Evaluation**– Self evaluation should be completed at Midterm. Submit via LiveText under Forms. Inclusion in E-Portfolio is optional.
- **Practicum Final Self-Evaluation** – Self-evaluation should be completed before the Final Exit Conference. Submit via LiveText under Forms. Inclusion in E-Portfolio is optional.
- **Practicum Evaluation of Mentor Teacher** – is to be completed by student at the end of the Practicum. Submit via LiveText under Forms.
- **Practicum Evaluation of University Supervisor** – is to be completed by the student at the end of the Practicum. Submit via LiveText under Forms.
- **Attendance Documentation (75 full days required)** – is to be submitted via Livetext. Directions will be available on the website.

E-PORTFOLIO REQUIREMENTS

- **Mentor Teacher Lesson Evaluations of Practicum Student (min. of 3)**
The Mentor Teacher will observe the student a minimum of 3 times and at least one observation before Midterm.
- **Mentor Teacher Midterm Evaluation of Practicum Student** – should be submitted in Livetext by the Mentor Teacher a week before the midterm date. The Mentor Teacher and student will meet beforehand to discuss evaluations thoroughly. Midterm evaluations will be shared with the ASU University Supervisor before Midterm. Print a hard copy of evaluation to bring to conference. Student will scan & insert in E-Portfolio.
- **Mentor Teacher Final Evaluation of Practicum Student** – will be completed prior to Practicum Student’s Exit Conference and submitted via Livetext. The Mentor Teacher and Practicum student should discuss the evaluation thoroughly. Insertion in e-portfolio is optional.
- **University Supervisor Lesson Evaluations of Student (min. of 3)** – The ASU Practicum Supervisor will conduct periodic observations of the student. These visits will be a combination of announced and

unannounced trips. Documentation of each visit will be kept on file. Student will scan & insert into their E-Portfolio.

- **School Administrator Lesson Evaluation of Student (min. of 1)** – The administrator may use the evaluation form used by the school system that the student will scan and insert into E-Portfolio.
- **Practicum ISL submitted (2-3 week Unit)** - The student will plan and implement a 2-3 week (whole class) unit of study using data from **one class period** for ISL purposes. Students will follow directions for inserting and submitting in the E-Portfolio under Apprenticeship/Practicum ISL Part 1 & Part 2. The ISL can be taught either before, during, or after the full time 3 week teaching experience.
- **Videotape Reflections (minimum of 2)** – Videotape two instructional lessons and write reflections on the lessons. A minimum of two video recordings are required – a lesson from the beginning of Practicum and a lesson from the end of the Practicum experience. The video recordings do not have to be submitted but must be used to write your reflections. The written reflections must be scanned and inserted in the E-Portfolio.
- **Lesson Self-Reflections – (minimum of 3)** – The Practicum student completes 3 self reflections using the Lesson Plan Feedback Form(s) found online and scans and inserts in the E-Portfolio.
- **Lesson Plans** - must be submitted and approved by the Mentor Teacher prior to teaching (according to school policy). The Mentor teacher should approve the format used for all lesson planning. Students (not employed) may use their Mentor Teacher’s lesson plan format unless instructed otherwise. Student will scan a sampling into the E-Portfolio. Items may be added to Conceptual Framework Principles if needed.
- **Evidence of Student Learning** – Examples include tests, completed projects, writing samples, graded rubrics, 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. Student will scan sampling into E-Portfolio. Items may be added to Conceptual Framework Principles as needed.
- **Evidence of Parent Contacts** – Introductory letter to parents, notes to parents, newsletters, phone logs, parent/teacher conferences, teacher website, etc... are examples of parent contact and should be included in the E-Portfolio. Student will scan a sampling into the E-Portfolio. Items may be added to Conceptual Frameworks Principles as needed.
- **Instructional Tools Developed** – Examples include tests, worksheets, rubrics, projects, 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. Student will scan a variety of samplings into E-Portfolio. Items may be added to Conceptual Framework Principles as 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 in LiveText. Artifacts can be scanned into the electronic portfolio. It must be sent by the end of the 13th week of the semester (**Due Date: Friday, November 13th**) 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 Conferences held near the end of Practicum (if the student is graduating). Practicum Students are required to have 3 *ISLs* (including the Practicum ISL) in their Portfolio (in their content areas if middle or secondary student).
- Conceptual Framework Principles (CFP) need a written description and rationale (usually 2-3 sentences or more) clarifying why an artifact is evidence for a particular CFP. Note: You can only insert one image under each CFP but up to 10 documents per CFP.
- See Rubric in LiveText for assessment of ISL and E-Portfolio.

Seminars

- Practicum students are required to attend **4 ASU mandatory seminars** this semester which includes the August 20th meeting. If your school requires any additional seminars, you are required to attend those meetings as well. The school seminars will be in addition to your required ASU seminars.
- 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.**
- See handout of seminar options for this semester.

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

Contact Information: 706-667-4491

jgray@aug.edu

www.aug.edu/teacher_certification

******The certification meeting for December graduates will be communicated at a later date. The details will be sent to you via your ASU e-mail account.***

(Revised 8/17/09 Kelly Farmer)