

MAT Practicum Guidelines for Students

IMPORTANT TERMS:

Teacher Education Practicum Coordinator: **Kelly Farmer**-Coordinates Practicum experiences at the elementary, middle and secondary levels. The chain of command is to communicate problems with the grade level contact first and then the Practicum Coordinator (if necessary).

Early Childhood Education Contact: ***Dr. Beth Pendergraft**

Middle Grades Contact: ***Dr. Bill Root**

Secondary Contact: ***Dr. Steven Page.**

*These ASU professors make the initial practicum placements and serve as the contacts for the specified certification levels.

University Supervisor: The ASU person hired to supervise Practicum students.

PDS: Professional Development Schools are collaborators with Augusta State University in preparing pre-service teachers for their teaching careers.

Building Coordinator: This person serves as the liaison between ASU and the school. This person is only present in a PDS school. If available, meet them and encourage your students to discuss any issues that arise with them first (and then you). We attempt to put MAT students that are **assigned** a placement in PDS schools. Employed Practicum students could be in any school.

Mentor Teacher: A teacher – either assigned by the Teacher Education department (in the case of a student teacher) or assigned by the employed student's administration or chosen by the employed student and often located elsewhere in the building.

Practicum Student: can be a student teacher or an employed teacher seeking certification through the MAT program.

- Review the **Teacher Education Website** at www.aug.edu/teacher_development/ for course requirements and forms.
- Fill out the **Personal Contact Information Sheet** and **Class Schedule Form** with your daily/weekly **Schedule** for the semester and send via e-mail to your ASU Supervisor by the end of the first week of the semester.
- Give your Mentor Teacher the **Master/Mentor Teacher Update Form** and request they send it to Julie Gray ASAP. This will ensure that they receive the \$150 stipend for their assistance this semester.
- Prepare and send home a **letter to parents** introducing yourself to the class. Mentor Teacher and/or Principal must approve the letter according to assigned schools' policy.
- We suggest you begin no later than the second week of the semester taking over a subject and then add a subject each week until you have taken over everything. You must teach all day for **three consecutive weeks (a minimum of 15 full school days)**.
- Collaborate with Mentor Teacher to develop a tentative schedule/timeline for taking over all duties. This schedule also needs to be e-mailed to your University Supervisor. Remember to inform your University Supervisor of any major changes in your schedule.

- **Practicum 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.

**There are no excused absences or tardies. If you are absent or tardy (arriving late or leaving early), you must immediately contact your school and Mentor Teacher and then e-mail you're your University Supervisor). We are asking Mentor Teachers to inform their University Supervisors after the first absence or tardy. Remember that if you miss four days, you will be dropped from Practicum.

- 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/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.
 - Practicum students are required to attend **4 ASU mandatory seminars** this semester which includes the August 20th meeting. If their school requires any additional seminars, the student is required to attend those meetings as well. The school seminars will be in addition to the 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 which will be checked by your University Supervisor at the end of the semester** and attendance will be verified by seminar instructors through sign in sheets. **Make sure you sign in for each seminar.**
 - Expectations are that you will participate in anything your Mentor Teacher (if not employed) does unless you are asked not to participate (Ex. SST meeting, IEP meetings, bus/car duty, lunch duty, faculty meetings, PTO events, school carnivals, field trips, professional development, etc.).
- Professional dress is expected at all times (unless your Mentor Teacher indicates otherwise).
- Check with your Mentor Teacher and schedule your **Midterm Conference** ASAP with your University Supervisor. This conference will be held at your school one week prior to midterm. The **Midterm Evaluation** should be submitted via LiveText **prior** to the conference and you and your Mentor should have already gone over the results before the Midterm Conference with the University Supervisor. The Practicum student is responsible for bringing a **hard copy** of the Midterm Evaluation to the scheduled conference. Remember to print a copy for

your records **before** you submit via LiveText! Reminder: The Practicum student must also submit a **Midterm Self-Evaluation** found under the Forms Tab in Livetext.

- Sign up for **Final Exit Conferences** and mark your calendars. This conference will be held at ASU (or at your school) approximately two weeks before the end of your Practicum experience. The Mentor Teacher attendance is optional. The Mentor Teacher's **Final Evaluation** should be submitted via LiveText prior to the conference and a hard copy turned in at the final conference that is signed by the Mentor Teacher and the Practicum Student. Remember to print a copy for your records **before** you submit the evaluation in LiveText. Reminder: The Practicum student must also submit a **Final Self-Evaluation** found under the Forms Tab in Livetext.
- Begin planning for your **ISL Unit**. This is a 2 - 3 week unit and must be taught **consecutively** during your Practicum experience. E-mail these dates to your University Supervisor as soon as you know them. You are responsible for all components of an ISL. The **ISL** and **Lesson Plan templates** are available in Livetext. See the **Apprentice/Practicum Document** in your E-Portfolio. Look under the **Apprentice/Practicum ISL PART I** section for directions on accessing and inserting ISL template and lesson plan template into your E-Portfolio. Insert your ISL via Live Text in your E-Portfolio under the designated label in the Apprenticeship/Practicum Document.
- Keep copies and/or take photos of your **lesson plans, evidence of student learning** (samples), **evidence of parent contacts** (samples), and **instructional tools** (worksheets, games, study guides, etc.) developed. 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...
- You must use detailed lessons plans for your ISL assignment. See the lesson plan format available in LiveText under the Apprenticeship/Practicum documents.
- Plan when you will videotape a minimum of two lessons (preferably at the beginning and end of your practicum) and complete **Self-Reflection Forms** on each videotaped lesson. You are also required to complete 3 additional Self-Reflections on your teaching outside of the videotape reflections. Use the **Lesson Feedback Form(s)** for this self reflection. Add reflections **only** to E-Portfolio under Practicum Template not video clips.
- Make sure your Mentor Teacher has all important dates and a copy of forms that they are responsible for (a variety of Lesson Evaluation Forms can be found on the Teacher Education website) and the **Practicum Teacher Midterm/Final Evaluation Form** would be a good resource for anticipating upcoming assessments. These forms can be found on the Teacher Education website under *Mentor Teachers*.
- Schedule a **School Administrator** to evaluate your teaching during your Practicum. The administrator may use the evaluation form of their choice.

- Lesson Plan Formats will vary. We suggest you use the format your Mentor Teacher uses (unless you are asked to create more detailed plans). Add to E-Portfolio under Practicum (along with a brief narrative) and under the appropriate Conceptual Framework Principle (if needed). It is your responsibility to scan all necessary documents into LiveText.
- **Check your ASU E-MAIL daily!**
- **Concerns**-If at all possible, follow the chain of command in the following order: Mentor Teacher, Building Coordinator (if PDS school), University Supervisor, Grade Level Contact Person and then Teacher Education Practicum Coordinator (if any problems arise during Practicum).
- **Complete the Apprentice/Practicum Evaluation of Master/Mentor Teacher** (Submit via Live Text under Forms Tab).
- **Complete the Apprentice/Practicum Evaluation of University Supervisor** (Submit via Live Text under Forms Tab).
- Complete an **Apprentice/Practicum Final Self –Evaluation** (Submit via Live Text under Forms Tab).
- **Work on E-Portfolio**
- Under **Conceptual Framework Principles** in E-Portfolio be sure to add a description and rationale (usually a couple of sentences or more) clarifying why an artifact is evidence for that particular CFP.
- **Attend the mandatory certification meeting** with our certification officer toward the end of Practicum.

Julie Gray is our certification officer.

Contact Information: 706-667-4491

jgray@aug.edu

www.aug.edu/teacher_certification

****The details of the certification meeting for December graduates will be sent to you via your ASU e-mail account.*

- **Fill-in calendar with important dates and times:**

First day you report to school:

_____ County - _____ Date

- First day of 75 consecutive days _____
- ASU Mandatory Practicum Meeting _____
- Seminar attendance dates _____
- Take over first subject (by 2nd or 3rd week of semester) _____
- School attendance dates checked in LiveText: 3rd _____ 6th _____
9th _____ 12th _____ & 15th week _____
- Minimum 3 Weeks Full-Time Teaching Dates _____
- Videotape a lesson (beg. of practicum) _____
- Midterm conferences _____
- ASU Teacher Education Midterm date _____
- Videotape a lesson (end of practicum) _____
- ISL unit teaching dates _____
- ISL Conference (Spring only) _____
- E-Portfolio due date (end of 13th week of semester) _____
- **Final Exit Conference date** _____
- Final Day of Practicum _____
- Certification Meeting _____
- Graduation _____