

## **Mentor Teacher Guide to Supervision of Practicum Student**

### **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.

### **General Requirements:**

- Prior to the beginning of the semester: Become familiar with the *Teacher Education website* at [www.aug.edu/teacher\\_development/](http://www.aug.edu/teacher_development/) referencing *Practicum* and *Mentor Teachers*. Review all the information and become familiar with all the forms used.
- Be familiar with *MAT Practicum Guidelines for Students*.
- Mentor Teachers need to complete the *Mentor Teacher Update Form* and send it to Julie Gray (for stipend payment) by fax, US mail, or in person. You are asked to do a minimum of 3 lesson observation evaluations, complete a Mid-Term and Final Evaluation and be available for a midterm conference with the student and the University Supervisor. The Midterm and Final Evaluations must be submitted via LiveText (instructions are available on our website under Mentor Teachers).

- *Lesson Evaluations* are crucial and should authentically reflect the Practicum student's teaching in order to determine midterm and final evaluations and the final pass or fail grade. Document each teaching observation utilizing the *Lesson Evaluation Form(s)* provided on the website.
- Professional dress is expected at all times (unless the Mentor Teacher indicates otherwise).
- 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.
- The Practicum Student will videotape a minimum of two lessons and complete Self-Reflection Forms on each videotaped lesson.
- The Practicum Student is required to inform the Mentor Teacher of all important dates and provide a copy of forms that the teacher needs (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.
- The Practicum Student must schedule a School Administrator to evaluate their teaching during the Practicum. The administrator may use the evaluation form of their choice.
- Practicum students need to keep copies and/or take photos of all the lesson plans and evidence of student learning samples, evidence of parent contacts (samples) and instructional tools developed (worksheets, games, study guides, etc.) during the course of the Practicum experience.

### **Teacher Education Attendance Policy:**

- Remember students are required to be in their respective schools **75 days**. At the end of weeks 3, 6, 9, 12, and 15 the University Supervisor will verify the student's attendance. Attendance will be set up as an assignment on the student's dashboard in LiveText,
- **They must make up any absences or tardies. 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 Practicum. Please contact the University Supervisor after the *first* absence or tardy to ensure we are informed of attendance issues immediately. Students (whether employed or not) must submit Attendance Documentation via LiveText throughout the semester and Mentor Teachers will verify their attendance on the midterm and final evaluations.** There will be a statement on the midterm and final evaluation indicating the number of days the student has been absent and the number of times the student has been tardy.
- Students are allowed to attend 2 county job screenings without having to make that time up. However, students are required to report to their 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.

## **Impacting Student Learning Assignment**

- The major project for the Practicum Experience is the **Impacting Student Learning Assignment**. Practicum students are expected to analyze the impact of their teaching of one content area or subject on students for a span of two to three weeks. They are to collect, analyze, and discuss the findings from pre and post assessment data as well as data from formative and summative assessments. Students must use detailed lesson plans for the ISL unit. A lesson plan template is available in LiveText under Apprenticeship/Practicum documents.

## **Midterm & End of the Semester Expectations:**

*\*Mid-Term is a crucial meeting to determine whether the student is passing or failing.*

- Mentor Teachers will meet with the University Supervisor and the Practicum Teacher for a midterm evaluation conference. Mentor Teachers will do a **Midterm Evaluation** of the student prior to the meeting. Directions for completing the evaluation are on the website. Remember to open up and complete all 3 sections (*Evaluation, Dispositions, & Midterm Status*) of the evaluation not just the rubric section. Please add comments. The password will change each semester and will be given out at the appropriate time.

*\* Midterm meetings will be held one week prior to the Teacher Education ASU midterm date! Students (after consulting with your schedule) will sign-up for dates and times the first two weeks of the semester. The University Supervisor will meet with the Practicum Student and the Mentor Teacher at the midterm conference. The Midterm Evaluation should already be completed, submitted in LiveText and gone over before your scheduled meeting. Make sure the hard copy Midterm Evaluation is printed and ready to be signed by all participants. It is very important at this point to determine whether the Practicum Student is passing or failing at midterm (and *indicate* that on the evaluation form). This meeting is held at the respective schools of the Practicum teachers. Final *Exit Interviews* will be scheduled during the midterm meeting. Final Evaluations should have been submitted via Livetext and already discussed by the Mentor Teacher and Practicum Student before the Exit Interview. Final Exit Interviews will be scheduled two weeks prior to the end of the practicum experience. This meeting can be held at ASU or the respective school (as determined by the University Supervisor) and does not need to include the Mentor Teacher UNLESS there are problems that have arisen over the course of the semester. If there are problems at the end of the practicum, the meeting will be held at the Practicum Student's school with appropriate personnel.*

### **Guidelines for Mentor Teacher (directly supervising in the classroom) with Student Teacher:**

- Practicum students should attend all department and faculty meetings and assume all the duties of their Mentor Teacher (hall monitoring, lunchroom duty, assembly duty, etc.) Refer to **Suggested Schedule/Activities** found on our website. Practicum Students 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. The sooner Practicum Students take on a full load, the more valuable the experience. Practicum Students are required to teach a full load of classes for a minimum of three weeks (or 15 days), but this is only a minimum. They are expected to teach full-time as long as possible to gain insight and experience. Taking on a class means being fully responsible for planning, teaching, testing, communicating with parents and grading (under supervision, of course).
- Practicum students should prepare and send home a **letter to parents** introducing themselves to the class(es) they are assigned. The Mentor Teacher and/or Principal must approve the letter according to assigned schools' policy.
- The student should collaborate with the Mentor Teacher to develop a tentative schedule/timeline for taking over all duties. This schedule also needs to be e-mailed to the University Supervisor.
- Expectations are that the Practicum Student will participate in anything the Mentor Teacher (if not employed) does unless he/she is 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 the Mentor Teacher indicates otherwise).

### **Lesson Plans:**

- Lesson Plans may be prepared in any form agreed upon by the Mentor Teacher and Practicum Student, but must be prepared for every class taught by the Practicum Student. A **lesson template** can be downloaded from the Teacher Education website. Mentor Teachers must approve all lesson plans at least three days prior to the implementation of the lesson. Students are required to meet the deadlines set up for them by their individual Mentor Teachers. University Supervisors will review lesson plans as often as they wish, but certainly on the days they observe the Practicum Student teaching. **Lesson Plans should be available on the teacher desk at all times for the Supervisor to look at while observing in the classroom.**
- Practicum Students need to teach as long as possible to get a feel for a teacher's schedule. Once they take over the classes, they teach full time a **minimum of three weeks (15 days full time)** and then slowly begin releasing the classes back to the Mentor Teacher in the same manner they took on the classes.

**Important Practicum Dates (Student Calendar):**

- **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 week of semester) \_\_\_\_\_
- School attendance dates checked in LiveText: 3<sup>rd</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_  
12<sup>th</sup> \_\_\_\_\_ & 15<sup>th</sup> 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 \_\_\_\_\_

Created 8/18/09kellyfarmer