

## **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 of our students 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 evidence of parent contacts (samples) and any other materials relevant to Practicum requirements during the course of the Practicum experience.

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

- Remember students are required to be in their respective schools **75 days/600 hours**. At the end of each month, the University Supervisor will verify the student's attendance. Attendance will be set up in Pipeline.
- **Students 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 contact 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 Pipeline throughout the semester and *Mentor Teachers will verify their student's attendance on the midterm and final evaluations. Please note absences and tardies on the midterm and final evaluations in indicated area on form showing 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. 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. The password is confidential and will change each semester. Look for e-mail from the University Supervisor containing confidential user and password information during the semester. Remember to open up and **complete all 3 sections** (*Evaluation, Dispositions, & Midterm Status*) of the evaluation. Please add comments and note absences and tardies in the designated area. Print a copy for your records before submitting and go over the evaluation with your student before the midterm conference.

**\* Midterm meetings will be held one week prior to the Teacher Education ASU midterm date! Students (after consulting with you) 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 Conferences: Mentor Teachers are not required to attend unless requested to by the University Supervisor. 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). 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 or classes they have been 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.).

### **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. The **Lesson Plan Template** available on Livetext **must be used** for planning the ISL unit. 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.

