

Master Teacher Guide to Supervision of Apprentices

Important Terms:

- **Teacher Education Apprenticeship Coordinator: Kim Franklin**-Coordinates Apprenticeship 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 Apprenticeship 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 Apprenticeship placements and serve as the contacts for the specified certification levels.
- **University Supervisor:** The ASU person hired to supervise Apprentice students.
- **PDS:** Professional Development Schools are collaborators with Augusta State University in preparing pre-service teachers for his/her teaching careers.
- **Building Coordinator:** This person serves as the liaison between ASU and the school. University Supervisors should meet with them every time they visit the school.
- **Master Teacher:** A classroom teacher who has been assigned by the Teacher Education department to supervise the Apprenticeship experience. These teachers have been recommended by their administrator and other teachers and have been approved through the PDS Master Teacher selection process
- **Apprentice:** Student teacher who will complete their Apprenticeship in a Master Teacher's classroom under his/her supervision

General Requirements for Master Teachers:

- **Prior to the beginning of the semester: Become familiar with the *Teacher Education website* (T for Teacher Education) at www.aug.edu/teacher_development/ referencing Apprentices and Master Teachers. Review all the information and become familiar with all the forms used.**
- **Be familiar with *Apprenticeship Guidelines for Students* found on our website.**
- Master Teachers need to complete the ***Master/Mentor Teacher Update Form*** and send it to Julie Gray (for stipend payment) by fax, US mail, or in person.
- Master Teachers are asked to do a **minimum of 10 lesson observation evaluations**, complete a **Midterm** 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 Master Teachers.)
- **Lesson Evaluations of Student**-The Master Teacher formally observes the apprentice at least once per week using some type of written feedback. Document each teaching observation utilizing the Lesson Feedback/Evaluation Forms on the ASU TE website or any other evaluation tool desired. A minimum of 10 observations are required.
- **Lesson Evaluations** are crucial and should authentically reflect the Apprentice's teaching in order to determine midterm and final evaluations and the final pass or fail grade.

Midterm & End of the Semester Expectations:

***Midterm is a crucial meeting to determine whether the student is passing or failing!**

- Midterm meetings will be held one week prior to the ASU midterm date! Meeting times and dates are usually arranged through the Building Coordinator.
- Master Teachers will meet with the University Supervisor and the Apprentice Teacher for a midterm evaluation conference. Master Teachers will do a **Midterm Evaluation** of the Apprentice. 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.
- The Midterm Evaluation should already be completed, submitted in LiveText and gone over before your scheduled conference. Make sure the hard copy of the Midterm Evaluation is printed and ready to be signed by all participants. (Directions for printing in Internet Explorer are also on the web site.) It is very important at this point to determine whether the Apprentice is passing or failing at midterm (and *indicate* that on the evaluation form). Remember to print a copy for your records before you submit the evaluation via LiveText!
- The Apprentice student is responsible for bringing a hard copy of the Midterm Evaluation to the scheduled conference. Reminder: The Apprentice student must also submit a Midterm Self-Evaluation found under the Forms Tab in Livetext.
- The Master Teacher's **Final Evaluation** should be submitted via LiveText prior to the Final Exit Interview Conference held at Augusta State University or your school approximately one week before the end of the Apprenticeship experience. Final Evaluations should already have been completed, submitted in LiveText and **discussed** by the Master Teacher and Apprentice before the Exit Interview. Directions for completing the evaluation are on the website. Remember to open up and complete both sections (*Evaluation & Dispositions*) of the evaluation not just the rubric section. Please add comments. The Apprentice is required to bring a hard copy that has been signed by the Master Teacher and Apprentice to the University Supervisor at the final exit conference. The Master Teacher is not required to attend the Final Exit Conference unless there have been problems during Apprenticeship. If there are problems, the meeting will be held at the Apprentice's school with appropriate personnel.
- **Interventions** with the Apprentice can be requested by the Master Teacher, Building Coordinator, Principal, or University Supervisor at any time. Please see the ASU Teacher Education website for the **Professional Qualities Intervention Plan**.

General Requirements for Apprentices:

- **Be familiar with Suggested Schedule/Activities** found on our website.
- Professional dress is expected of the Apprentices at all times (unless the Master Teacher indicates otherwise).
- Apprentices must prepare and send home a **letter to parents** introducing themselves. Master Teacher and/or principal must approve letter according to assigned schools' policy.
- Apprentices should collaborate with the Master Teacher to develop a tentative schedule/timeline for taking over all duties.

- We suggest that Apprentices begin no later than the second week of the semester taking over a subject and then add a subject each week until they have taken over everything. Apprentices must teach all day for three consecutive weeks (a minimum of 15 full school days). Apprentices are required to teach a full load of classes for a minimum of three weeks, 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). Apprentices need to teach as long as possible to get a feel for a teacher's schedule. (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...)) Once Apprentices take over the classes, they teach full time for three weeks (15 days), **then** they begin slowly releasing the classes back to the Master Teacher in the same manner they took on the classes.
- 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 will either 1) Follow their homeroom for a week teaching those content areas previously not taught **or** 2) Teach one week in each content area in another classroom.
- Apprentices should attend all department and faculty meetings and assume all the duties of their Master Teacher unless they are asked not to participate (hall monitoring, lunchroom duty, assembly duty, SST meetings, IEP meetings, bus/car duty, PTO events, field trips, school carnivals, professional development, etc.) Apprentices are not allowed to be on recess duty without a certified teacher present at all times (for liability reasons). (They cannot be on recess duty with a Parapro; it must be a certified teacher if they are asked to do recess duty.)
- Apprentices may cover a class at the discretion of the administrator but cannot be paid as substitute teachers.
- Apprentices must observe three other teachers (besides the Master Teacher) and complete an observation form on them (observe effective teaching strategies, classroom management, etc...).
- The Apprentice will videotape a minimum of two lessons and complete **Videotape Self-Reflection Forms** on each videotaped lesson.
- The Apprentice is required to complete **Lesson Self-Reflections** on their teaching (once a week, minimum of 10) using the Lesson Feedback Form for this self assessment.
- The Apprentice is required to inform the Master Teacher of 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) (a min. of one formal observation per week) and a sample copy of the **Apprentice/Practicum Midterm/Final Evaluation Form** would be a good source for anticipating upcoming assessments.
- The Apprentice should extend an invitation to the **School Administrator** to evaluate their teaching during Apprenticeship. The administrator may use the evaluation form of their choice. They are NOT required to evaluate Apprentices.

- The Apprentice should keep copies and/or take photos of their **lesson plans, evidence of student learning, evidence of parent contacts, and instructional tools** developed.
- **Daily Lesson plan formats** will vary and may be prepared in any form agreed upon by the Master Teacher and Apprentice, but must be prepared for every class taught by the Apprentice. We suggest Apprentices use the format the Master Teacher uses (unless they are asked to create more detailed plans). **Lesson Plans** must be submitted and approved by the Master Teacher prior to teaching (according to assigned school policy). 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. A **lesson plan template** can be downloaded from the Teacher Education website or *LiveText* if needed. University Supervisors will review lesson plans as often as they wish, but certainly on the days they observe the Apprentice teaching.

Teacher Education Attendance Policy:

- *Apprentice Students* are required to document their attendance including the beginning of the year 10 Day Experience. They must document the date, time arrived, and time left for each day of their experience. There are no excused absences and they must make up any time missed. They must document a minimum of 10 full days and a minimum of 80 hours for the Beginning of the Year experience.
- *Apprentice Students* are required to document their 75 day Apprenticeship Experience. They 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 the University Supervisor will verify the apprentice's attendance. Attendance will be set up as an assignment on the apprentice's dashboard in LiveText.
- Master Teachers will verify Apprentice's attendance in LiveText before the midterm conference and at the end of the apprenticeship experience. There will be a statement on the midterm and final evaluation indicating the number of days Apprentice has been absent and the number of times tardy. Remember that if an Apprentice misses four days, they will be dropped from Apprenticeship.
- Remember students are required to be in their respective schools **85 days. 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 Master 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 Apprenticeship. 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 Master Teachers will verify their attendance on the midterm and final evaluations.**

- 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.

Impacting Student Learning Assignment

- The major project for the Apprenticeship Experience is the **Impacting Student Learning Assignment**. Apprentices 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.

E-Portfolio

- The graduation project for the Apprenticeship Experience is the **Electronic Portfolio Assignment**. Apprentices are expected to add to their E-Portfolio by collecting, analyzing, and reflecting on a variety of data they have gathered from their teaching experience.

Important Apprenticeship Dates (Student Calendar)

Fill-in calendar with important dates and times:

_____	-	_____
County		Dates
▪		First day you report to school _____
▪		End of 10 day Beginning of the Year Experience _____
▪		First day of 75 consecutive days _____
▪		ASU Mandatory Apprenticeship Meeting _____
▪		Seminar attendance dates _____
▪		Take over first subject (by 2nd week of semester) _____
▪		School attendance dates checked in LiveText: 3 rd _____ 6 th _____ 9 th _____ 12 th _____ & 15 th week _____
▪		Min. of 3 Weeks Full-Time Teaching- Dates _____
▪		Videotape a lesson (beg. of apprenticeship) _____
▪		Midterm conference _____
▪		ASU Midterm date _____
▪		Videotape a lesson (end of apprenticeship) _____
▪		ISL unit teaching dates _____
▪		ISL Conference (Spring Apprentices only) _____
▪		E-Portfolio due date (end of 13th week of semester) _____
▪		Final Exit Conference date _____
▪		Final Day of Apprenticeship _____
▪		Certification Meeting _____
▪		Graduation _____