

## **MAT Practicum Guidelines for Teacher Candidates**

**\*\*Note: Mentor Teachers must now pass a Master/Mentor Training Online Test to qualify as Mentor Teachers. All Mentor Teachers must have taken and passed the required test before serving as a Mentor Teacher. If you are an employed Practicum Teacher Candidate, refer your Mentor Teacher to the following link: [http://www.aug.edu/teacher\\_development/master-mentor-training.htm](http://www.aug.edu/teacher_development/master-mentor-training.htm) for further details.**

- **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. Susan Edwards

**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 Teacher Candidates.

**PDS Schools:** 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 PDS schools. If available, meet them and encourage your Teacher Candidates to discuss any issues that arise with them first (and then you). We attempt to put MAT candidates that are **assigned** a placement in PDS schools. Employed Practicum candidates could be in any school.

**Mentor Teacher:** A teacher – either assigned by the Teacher Education department (in the case of an unemployed Teacher Candidate) or assigned by the employed Teacher Candidate’s administration or chosen by the employed Teacher Candidate and often located elsewhere in the building.

**Practicum Teacher Candidate:** a graduate or employed Teacher Candidate seeking initial certification through the MAT program.

- Review the **Teacher Education Website** at [www.aug.edu/teacher\\_development/](http://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 you 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 Pipeline. You must document the date, time arrived, and time left for each day of your experience. You will document each day's attendance for a **minimum** of 75 full days **and** a **minimum** of 600 hours. At the end of each month, the ASU Supervisor will check your attendance in Pipeline. Your 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 evaluations indicating the number of days you have been absent and the number of times you have been tardy. If you are absent or tardy (arriving late or leaving early), immediately contact your school and Mentor Teacher and then e-mail your University Supervisor and document the date in your attendance form. 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. **There are no excused tardies or absences so Teacher Candidates must make up all accumulated absences and/or tardies. Teacher candidates' tardies can be made up with extra hours but absences must be made up by adding the missed days to the end of the Practicum experience.**

- Candidates 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 candidate wishes to attend more than two county job screenings then they may do so but will need to make up the time missed.
- Practicum Teacher Candidates are required to attend **4 ASU mandatory seminars** each semester which includes the initial mandatory 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. Candidates are required to record the date attended, seminar title, and time frame for each meeting in a word document and attach as an artifact on the **Additional Artifacts** page in your **E-Portfolio**. This requirement is listed on the **Exit Interview Checklist** and attendance will be verified by seminar instructors through sign in/out sheets. **Make sure you sign in and out 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. RTI 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. Reminder: The Practicum candidate must also submit a **Midterm Self-Evaluation** found under the **Forms Tab** in their Livetext account.

- **Final Exit Conferences** will be scheduled for the time frame between the submission of your E-Portfolio and the end of the semester and will be held at ASU (or at your school). The Mentor Teacher's attendance is optional. The Mentor Teacher's **Final Evaluation** should be submitted via LiveText at the end of the 13<sup>th</sup> week of the Practicum unless otherwise requested by the Mentor Teacher or other pertinent personnel. Reminder: The Practicum candidate must also submit a **Final Self-Evaluation** found under the **Forms Tab** in their Livetext account.
- Begin planning for your **ISL Unit!** This is a 2 - 3 week unit and must be taught **consecutively** during your Practicum experience. E-mail the dates you plan to teach the ISL (which can occur before, during or after your 3 week experience) to your University Supervisor as soon as you know them. You are responsible for **all components** of an ISL. The **ISL and Lesson Plan & Reflection templates** are available in Livetext. An **ISL Checklist** is available on the Teacher Education Website among other resources.
- Keep copies and/or take photos of your **evidence of parent contacts** (samples). A sampling is considered a minimum of 3 artifacts. You should not use photographs of students in your E-Portfolio but 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 & Reflection Format** available in LiveText as well as the **Lesson Plan Format Explanations'** attachment found on the Teacher Education Website.
- 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. Use one of the **Lesson Feedback Forms** for this self reflection. Add **only** reflections to the E-Portfolio and not the 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). **\*\*You must use the Lesson Plan & Reflection Format** found in Livetext for your ISL.
- **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**
- **Conceptual Framework Principles (PAR)** requires a written description and rationale (a **minimum of 2-3 sentences**) clarifying **why** an artifact is evidence for a particular CFP. ***Note: Attach a minimum of 3 artifacts per standard (Prepared, Able, & Responsive) and only use an artifact once in the e-portfolio. A minimum of 10 artifacts will put a candidate in consideration for exemplary status on the rubric depending on the quality.***
  - \*\*What are the *conceptual framework principles* expected of ASU teacher candidates as outlined by the College of Education?  
CFP = PAR
  - \*\*What are the professional *dispositions* expected of ASU teacher candidates as outlined by the College of Education?  
Dispositions = definitions
  - 1) P – Prepared – Critical thinkers about the process of teaching & learning
  - 2) A – Able – Empathetic, inclusive, enthusiastic in relations with students, parents & peers
  - 3) R – Responsive – Creative, challenging, flexible in the education process
- **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](mailto:jgray@aug.edu)

[http://www.aug.edu/teacher\\_certification/](http://www.aug.edu/teacher_certification/)

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

SEE CALENDAR ON FOLLOWING PAGE.

• **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 2<sup>nd</sup> or 3rd week of semester) \_\_\_\_\_
- School attendance dates checked in Pipeline at the end of each month \_\_\_\_\_
- ISL unit teaching dates \_\_\_\_\_
- 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 Conference (Spring only) \_\_\_\_\_
- E-Portfolio due date (end of 13th week of semester) \_\_\_\_\_
- **Final Exit Conference date** \_\_\_\_\_
- Final Day of Practicum/Attendance Submitted \_\_\_\_\_
- Certification Meeting \_\_\_\_\_
- Graduation \_\_\_\_\_