

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

**\*\*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. Refer 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 MAT Coordinator:** Dr. Steven Page  
The chain of command is to communicate problems with the grade level contact first, the ASU Supervisor and then the MAT Coordinator as needed.  
**Teacher Education Practicum Coordinator:** Kelly Farmer-Coordinates Practicum experiences at the elementary, middle and secondary levels.  
**Early Childhood Education Contact:** \*Mrs. Carey Anne Cushman  
**Middle Grades Contact:** \*Dr. Susan Edwards  
**Secondary Contact:** \*Dr. Benita Dillard  
**Music:** \*Dr. Suzanne Hall  
**Health and P.E.:** \*Mr. Graeme Connolly  
**Foreign Language:** \*Mr. Christopher Botero  
**SPED:** \*Dr. Alice Pollingue/Dr. Kathy Hogan  
\*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.  
**Partner School Network:** Partner 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 the Partner School Network. We attempt to put MAT candidates that are **assigned** a placement in one of our Partner Schools. Employed Practicum candidates could be in any approved school within a 50 mile radius of Augusta State University.  
**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. See requirements on website. \*All Mentor Teachers must have successfully completed the Master/Mentor Online Training located on the Teacher Education website.  
**Practicum Teacher Candidate:** a graduate or employed Teacher Candidate seeking initial 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 Teacher Candidate* and *Mentor Teachers links*. Review all the information and become familiar with all the forms used.
- Be familiar with the *EDTD 6910 Syllabus*.

- Mentor Teachers need to complete the *Master/Mentor Teacher Payment Form* and send it to Julie Gray (for stipend payment). Mentor Teachers are asked to do a **minimum of 3 formal lesson observation evaluations**, complete a **Mid-Term** and **Final Practicum Evaluation** and be available for a **midterm conference** with the Teacher Candidate and the University Supervisor. The Mentor Teacher is also asked to sign the Practicum Student's **final attendance documentation** verifying that the information is correct. 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 Teacher Candidate'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. Provide a copy of the form and discuss each evaluation with the Teacher Candidate.
- Professional dress is expected of our Teacher Candidates at all times (unless the Mentor Teacher indicates otherwise).
- The Practicum candidate will videotape a minimum of two lessons and complete a self reflection on each videotaped lesson using either one of the *Lesson Evaluation Forms* found on the Teacher Education Website.
- The Practicum candidate is required to inform the Mentor Teacher of all important dates and direct the teacher to the resources found on the Teacher Education Website such as the variety of *Lesson Evaluation Forms* as well as the *Evaluation Form for Practicum - good resources for anticipating upcoming assessments*.
- The Practicum candidate must schedule a School Administrator to evaluate their teaching during the Practicum. The administrator may use the evaluation form of their choice.
- Practicum candidates need to keep copies and/or take photos of evidence of parent contacts (3 samples) and any other materials relevant to Practicum requirements during the course of the Practicum experience.
- **If ANY significant issues arise during the semester, first contact the ASU Supervisor. Make sure you document the concerns and meet with the Teacher Candidate. The candidate must be informed of issues as they arise and an attempt must be made (and documented) to intervene and assist the candidate.**

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

- Remember Teacher Candidates are required to be in their respective schools a minimum of **\*75 days/600 hours**. At the end of each month, the University Supervisor will verify the student's attendance via *Elroy*.
- If Teacher Candidates are absent or tardy (arriving late or leaving early), they must immediately contact their school and Mentor Teacher and then e-mail the University Supervisor as well as document the date in their online attendance form. **We are asking Mentor Teachers to inform the University Supervisors after the first absence or tardy.** Remember that if a candidate misses four days, he/she 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.**

- ***Mentor Teachers will verify their Teacher Candidate's attendance on the midterm and final evaluations. Please note absences and tardies on the midterm and final evaluations in the final section showing the number of days the candidate has been absent and the number of times the candidate has been tardy.***
- Students are allowed to attend 2 county job screenings without having to make that time up. However, candidates are required to report to their school either before and/or after to minimize the amount of time out of the classroom. 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.

### **Impacting Student Learning Assignment**

- The major project for the Practicum Experience is the **Impacting Student Learning Assignment**. Practicum Teacher Candidates 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. Candidates are **required to use** detailed lesson plans and reflections for the ISL unit. The **Lesson Plan & Reflection template (10 -15 lessons)** is available in LiveText under Apprenticeship/Practicum documents.

### **Midterm & End of the Semester Expectations: \*Mid-Term is a crucial meeting to determine whether the Teacher Candidate is passing or failing.**

- Mentor Teachers will meet with the University Supervisor and the Practicum candidate for a midterm evaluation conference. Mentor Teachers will submit a **Midterm Evaluation** of the Teacher Candidate prior to the meeting. Directions for completing and submitting 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 both sections (Evaluation & Dispositions)** of the evaluation. Please add comments and note absences and tardies in the *last* section. Print a copy for your records before submitting and go over the evaluation with the Teacher Candidate **before** the scheduled midterm conference with the ASU Supervisor.

\* **Midterm meetings** will be held one week prior to the Teacher Education ASU midterm date! Teacher Candidates (after consulting with you) will sign-up for dates and times on the schedule provided. The University Supervisor will meet with the Practicum Teacher Candidate and the Mentor Teacher at the midterm conference. The Midterm Evaluation should already be completed, submitted in LiveText and discussed prior to the scheduled meeting. It is very important at this point to determine whether the Practicum Teacher Candidate 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 Conferences:** Mentor Teachers are not required to attend unless requested to by the University Supervisor. Final Evaluations should have been submitted via Livetext and discussed (Mentor & Candidate) by the end of the last week of the practicum experience. Final Exit Interviews with the ASU Supervisor and candidates will be scheduled during the final weeks of the semester. 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 Teacher Candidate's school with appropriate personnel.

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

- Practicum candidates 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 candidates should take on their first class no later than the second week of the semester and slowly take on classes until they are teaching a full load of classes. The sooner Practicum candidates take on a full load, the more valuable the experience. Practicum Teacher Candidates 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 candidates 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 candidate 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 Teacher Candidate will participate in anything the Mentor Teacher (if not employed) does unless he/she is 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.).

**Lesson Plans:**

- Lesson Plans may be prepared in any form agreed upon by the Mentor Teacher and Practicum candidate, but must be prepared for every class taught by the Teacher Candidate. The **Lesson Plan & Reflection Template (10-15 lessons)** available in 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 to ensure time for discussion and revisions. Teacher Candidates 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 candidate teaching. **Lesson Plans should be available on the teacher's desk at all times for the Supervisor to refer to while observing in the classroom.**
- Teacher Candidates 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. See *Suggested Schedule/Activities* on website.

**Important Practicum Dates (Teacher Candidate 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 2<sup>nd</sup> or 3<sup>rd</sup> week of semester) \_\_\_\_\_
- School attendance dates checked in Pipeline at the end of each month \_\_\_\_\_
- Minimum 3 Weeks Full-Time Teaching Dates \_\_\_\_\_
- ISL unit teaching dates \_\_\_\_\_
- ISL Due Date \_\_\_\_\_
- 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 Documentation Due \_\_\_\_\_
- Certification Meeting \_\_\_\_\_
- Graduation \_\_\_\_\_