

Augusta State University
College of Education—Department of Teacher Education
ECED 4491—Early Childhood Education Apprenticeship
Fall 2008 and Spring 2009

Hours: 15 Semester Hours

Prerequisites: Successful completion of all components of Early Childhood sequence

Students With Disabilities: Students with disabilities need to contact ASU's Office of Disability Services at 706-737-1469 to discuss appropriate accommodations.

COURSE DESCRIPTION AND GENERAL APPRENTICESHIP GUIDELINES:

- The Apprenticeship duration is 75 consecutive days (in addition to the 10 day Beginning of the Year Experience).
- Students are allowed to miss a total of 2 days during their apprenticeship. Any additional absences must be made up at the end of their apprenticeship. These two days are not to be taken at the end of the 75 days (they are intended to be used for sicknesses, emergencies and interviews that cannot be scheduled any other time). Do not abuse these days!
- Apprentices are expected to attend classes according to the county and school calendar. All personal absences must be made up before a completion grade for the course is granted.
- Apprentices cannot be paid as substitute teachers.
- For liability reasons, apprentices may not supervise children by themselves at recess.
- Apprentices must contact their host school, Master Teacher, AS WELL AS the ASU Apprenticeship Supervisor on days that s/he will be absent.
- Professional dress is expected at all times. Apprentices must wear appropriate attire when engaged in the Apprenticeship course.

REQUIREMENTS:

1. Instruction

- Please refer to the "*Suggested Activities for the Apprentice Teacher*" packet in the ASU Early Childhood Education Program Handbook (which can be found at: http://www.aug.edu/teacher_development/ECED_handbook.htm). Please note that guidelines are SUGGESTIONS, and Apprentice teaching timelines will ultimately be formulated by Master Teachers and Apprentices at individual sites.
- It is recommended that the Apprentice teach at least 75% of the day by midterm (according to ASU's calendar) and 100% of classes by the tenth week of the apprenticeship. Time spent performing primary teaching duties resembles the Bell curve.
- **Lesson Plans** must be submitted and approved by the Master Teacher prior to teaching. The Master Teacher should approve the format used for all lesson planning.

- **Midterm evaluations** should be completed by the Master Teacher and Apprentice a week before the midterm date. The Master Teacher and Apprentice meet beforehand to discuss evaluations thoroughly. Midterm Evaluations will be shared with the ASU Apprenticeship Supervisor during the week before midterm.
- **Interventions** can be requested by the Master Teacher, Building Coordinator, Principal, or University Supervisor at any time. Please see the ASU Early Childhood Education Handbook for the **Professional Qualities Intervention Plan**.

2. OBSERVATIONS

- The Master Teacher formally observes at least once per week using some type of written feedback. See **Lesson Feedback Form** in the handbook. Include 10 – 15 in the Portfolio.
- The Apprentice also completes the **Self-reflection Evaluation Form** in the handbook on a weekly basis. Include 10 – 15 in Portfolio.
- Apprentices will observe all apprentices in the school using the **Peer Feedback Form** in the handbook. If there are no fellow apprentices to observe, alternative observation arrangements can be made. Include ONE form per apprentice at your site.
- The ASU Apprenticeship Supervisor may conduct periodic observations of the Apprentice. These visits will be a combination of announced and unannounced trips. Documentation of each visit will be kept on file.

3. SEMINARS

- Seminars will be conducted by the Building Coordinator and Master Teachers. In addition to being personally and professionally helpful, the Apprentice's **attendance at these sessions is required. Spring apprentices must attend the Impacting Student Learning Workshop (registration will be available on our website in January) and the Interview Workshop sponsored by ASU.**
- Additional seminars, workshops, and conferences sponsored by ASU or the school district may also count toward seminar participation.

4. E-PORTFOLIO

Your E-Portfolio must be entirely on LiveText. It must be sent by the end of the 13th week of the semester to your University Supervisor who will evaluate it using the “Electronic Portfolio Checklist for Initial Certification Programs” Checklist (available on our website).

5. Items to be added to your LiveText Portfolios During Apprenticeship

- Portfolios will be shared at the Exit Conference held during the final week of apprenticeships. They should include:
 - i. Lesson Feedback Forms. The Master Teacher will have formally observed the Apprentice once per week. Your Master Teacher can

use any type of written feedback he/she desires. If these forms were not completed through Livetext, hard copies can be scanned into the portfolio

- ii. A copy of the ISL (Impacting Student Learning). The apprentice will have planned a 2 – 3 week (whole class) unit of study in any subject (see handbook).
- iii. Lesson plans and evidence of student learning.
- iv. Evidence of parent contacts.
- v. Peer Evaluations.
- vi. Lesson Self-Reflection Forms.
- vii. Final Evaluation Form completed by Master Teacher and Apprentice.
- viii. Samples of instructional tools developed. (Worksheets, games, study guides, etc.)
- ix. Reflection Journals (informal, dated journal with reflections, comments, and questions related to learning) – include a minimum of 1 entry per week of apprenticeship.

Artifacts can be scanned into the electronic portfolio.

6. **Videotaped instructional sessions with written reflections.** A minimum of two tapes are required—a beginning session and an ending session. These videos should be in a digital format and included in the Livetext portfolio. Digital Cameras are available for checkout through media services. The written reflections should be included in the Livetext portfolio.

***Students must purchase LiveText for use in our program and in apprenticeship. All evaluations, lesson observations, and the electronic portfolio will be done via LiveText.**

After you have completed your apprenticeship, a mandatory certification meeting will be held at ASU. Julie Gray is our certification officer
Contact Info: 706-667-4491 jgray@aug.edu
www.aug.edu/teacher_certification

The certification meeting for December undergraduate students will be December 10, 2008 at 10:00 a.m. in Galloway Hall 101.

The certification meeting for May undergraduate students will be April 30, 2009 at 10:00 a.m. in Galloway Hall 101.

