

Augusta State University
College of Education—Department of Teacher Education
EDTD 6910 (Master of Arts in Teaching Practicum)

Hours: 3 Semester Hours

Websites: http://www.aug.edu/teacher_development/practicum.htm
<http://college.livetext.com/>
http://www.aug.edu/teacher_development/graduate.htm
(videos on program requirements)

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 PRACTICUM GUIDELINES:

- This is one semester of full time teaching in the certification field (75 days).
- Students are expected to be on time at the start of the school day and observe the same number of hours as a full time teacher. This includes participation in faculty meetings, parent conferences, PTO events, bus duty, lunch duty, etc. Students are expected to attend anything their Mentor Teacher attends (unless they don't have permission to do so).
- Attendance must be documented through the school's attendance records (a print out signed by a school official) OR using the forms found online at www.aug.edu/teacher_development/fieldexperience.htm.
Students are required to obtain the signatures of the Mentor Teacher to document attendance. Graduation paperwork as well as final grades cannot be submitted by your University Supervisor until all information is completed and verified. Students missing any days (full or partial) must make them up at the end of the Practicum experience. If you are absent or will be late, you are expected to contact your school and your University Supervisor immediately!!!
- Professional dress is expected at all times. Practicum students must wear appropriate attire when engaged in the Practicum course.
- Students are encouraged to complete all course work PRIOR to their Practicum. However, students may take a maximum of two classes along with their Practicum. Students must have successfully completed EDTD 6364 and EDTD 6491 prior to Practicum.
- Practicum students will be assessed a \$200 Practicum fee (along with their regular tuition). This fee is used to pay the Mentor Teacher a \$150 stipend for supervision and to pay for the University Supervisor's travel.

REQUIREMENTS:

1. INSTRUCTION

- Every Practicum experience is different. Some Practicum students will be full-time teachers and as such are expected to teach all day. However, for Practicum students who have been placed in a school, it is recommended that the Practicum student teach at least 75% of the day by midterm (according to ASU's calendar) and 100% of classes by the tenth week of

the Practicum. Students are expected to teach full-time a **minimum** of three consecutive weeks. Time spent performing primary teaching duties resembles the Bell curve.

- **Lesson Plans** must be submitted and approved by the Mentor Teacher prior to teaching. The Mentor Teacher should approve the format used for all lesson planning.
- **Impacting Student Learning Unit** - The Practicum student will have planned a 2 – 3 week (whole class) unit of study. See template in LiveText under Assignments Folder – **EDTD 6910 ISL Template** and **EDTD 6910 Lesson Plan Template**. This will be assessed by the University Supervisor and submitted in its entirety via LiveText by the Exit Conference date scheduled by your University Supervisor.
- **Midterm Evaluations** should be completed by the Mentor Teacher and Practicum student at least a week before the midterm date and submitted via LiveText. Students should complete a Midterm **Self-Evaluation** to share as well. The Mentor Teacher and Practicum student meet beforehand to discuss evaluations thoroughly. Midterm Evaluations will be shared (in a conference) with the University Supervisor, Mentor Teacher and Practicum student during the week before midterm.
- **Students will videotape themselves teaching a minimum of two times.** Students need to complete a self reflection form on each videotaped lesson using the **Lesson Evaluation Form** found on the Teacher Education Website.
- **Interventions** can be requested by the Mentor Teacher, Building Coordinator, School Administrator, or the University Supervisor at any time. Please see ASU's website for the **Professional Qualities Intervention Plan**.

2. OBSERVATIONS

- The Mentor Teacher formally observes at least three times using some type of written feedback and at least one observation should occur before midterm. The **Lesson Evaluation Form** is available on the ASU Teacher Education Website (or the evaluator can use another form). These should be scanned into LiveText by the Practicum student.
- The school administrator (or his/her designee) will evaluate the Practicum student (using the school's evaluation form) once during the Practicum. This should be scanned into LiveText by the Practicum student.
- The Practicum student will also complete the Self-reflection Evaluation Form using the **Lesson Evaluation Form** at least three times during the course of the Practicum experience (not including 2 video self reflections). These documents should be scanned into LiveText by the Practicum student.
- The ASU University Supervisor will conduct periodic observations of the Practicum student. These visits will be a combination of announced and unannounced trips. Documentation of each visit will be kept on file. The University Supervisor is required to observe the Practicum student and

give feedback a minimum of 3 times. At least one observation should occur before midterm. These evaluations should be scanned into LiveText by the Practicum student.

- It is suggested that the Practicum student observe at least two of their peers.

3. E-PORTFOLIOS

- LiveText Portfolios will be shared at the Exit Conference held during the final week of Practicum. They should include:
 - i. Lesson Feedback Forms** (minimum of 7) The University Supervisor will have formally observed the Practicum student at least 3 times. The Mentor Teacher will also observe a minimum of 3 times and can use any type of written feedback he/she desires or use the Lesson Evaluation Form noted above. An administrator or designee will observe at least once.
 - ii. Sample lesson plans** (include in Conceptual Framework Principle artifacts)
 - iii. Evidence of parent contacts**
 - iv. Lesson Self-Reflection Forms** (a minimum of 3)
 - v. Video Clips of at least 2 Lessons and 2 Reflections** (beginning and end of experience)
 - vi. Attendance Documentation** showing 75 full days of teaching (scanned into LiveText). The original document should be completed and signed by the appropriate personnel and turned in at the Exit Conference.
 - vii. Final Evaluation Form / Practicum Teacher Guarantee** (which also includes **Mid-Term Evaluation Form**). These forms should be submitted via **LiveText**.
 - viii. ISL (Impacting Student Learning) Unit.** This assignment must be submitted via **LiveText** before the final Exit Conference Date.

Graduating students must have a **complete Electronic Portfolio** submitted via **LiveText** by the Exit Conference date. See Teacher Education website for **Electronic Portfolio Checklist for Initial Certification Program**. Students graduating the following semester will be required to submit their e-portfolios via LiveText by the end of the 13th week of the following semester.

A Mandatory Certification Meeting with Julie Gray will be held at ASU in December or May (depending on graduation date). The dates are posted on http://www.aug.edu/teacher_certification/Graduate_Cert_meeting.pdf Please email Julie Gray jgray@aug.edu to let her know which meeting you will attend.