

Apprenticeship Guidelines for Students

- **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.
- **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

- Review the **Teacher Education Website** at 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. Please include dates of any field trips, grade level testing, etc.
- Give the **Master Teacher Update Form** to your Master Teacher and request they send it to Julie Gray ASAP (this will ensure they receive the \$150 stipend).
- Prepare and send home a **letter to parents** introducing yourself. Master Teacher and/or principal must approve letter according to assigned schools' policy.
- We suggest that 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 your Master 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.
- **Apprenticeship Attendance Documentation Process**

Step 1: Attendance must be documented through the school's attendance records as well as through Pipeline. You must document the date, time arrived, and time left for each day of your experience. There are no excused absences and you must make up any time missed. At the end of the 10 day experience, you must add this information into Pipeline. You must document a minimum of 10 full days and a minimum of 80 hours for this experience.

- Step 2: Attendance must be documented through the school's attendance records as well as through Pipeline. You will document each day's attendance for a minimum of 75 full days and 600 hours. At the end of each month the University Supervisor will verify your attendance. Your Master Teacher will verify your attendance in LiveText before your midterm conference and at the end of your apprenticeship experience. There will be a statement on your midterm evaluation indicating the number of days you have been absent and the number of times you have been tardy. Remember that if you miss four days, you will be dropped from apprenticeship.
- If you are absent or tardy (arriving late or leaving early), you must immediately contact your school, Master Teacher, and then e-mail your University Supervisor. There are no excused tardies or absences. If a student is absent four days they will be removed from Apprenticeship. We are asking Master Teachers to inform the ASU Supervisors after the student's first absence or tardy.
- 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/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 student wishes to attend more than two county job screenings then they may do so but will need to make up the time.
- We expect you to participate in anything your Master Teacher does unless you are asked not to participate (Ex: SST meetings, 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 Master Teacher has indicated otherwise).
- **Observations of PDS Teachers**-You must observe three other teachers (besides your Master Teacher) in your school and complete an observation form on them (observe effective teaching strategies, classroom management, etc...). Add to E-Portfolio in LiveText.
- You will meet with your University Supervisor and your Master Teacher for a midterm evaluation conference. This conference will be held at your school approximately one week prior to midterm. The Master Teacher's **Midterm Evaluation** of you should be submitted prior to the conference and a hard copy brought to the conference. Remember to print a copy for your records!
- You will also meet with your University Supervisor for a **Final Exit Conference**. This conference will be held at Augusta State University or your school approximately one week before the end of your Apprenticeship experience. The Master Teacher's **Final Evaluation** should be submitted before the end of the Apprenticeship experience.
- Begin planning for your **ISL Unit**. This is a 2 - 3 week unit and must be taught **consecutively** during your Apprenticeship experience. E-mail these dates to your University Supervisor as soon as you know them. You are responsible for all components of an ISL. The ISL template, Lesson Plan template, and Lesson reflection template are available in LiveText. Insert your ISL via LiveText in your E-Portfolio under the designated site on the **Additional Artifacts** page.

*See **ISL Template Instructions** on the Teacher Education website for step by step directions on creating the ISL, Lesson Plan, and Lesson Plan Reflection templates.

- Plan when you will videotape a minimum of two lessons and complete **Videotape Self-Reflection Forms** on each videotaped lesson. Add reflections only (not the video clips) to the E-Portfolio under the designated site on the **Additional Artifacts** page. Use the Lesson Feedback Form for this self-reflection.
- Make sure your Master 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) (a min. of one formal observation per week) and a copy of the

Apprentice/Practicum Midterm/Final Evaluation Form would be a good source for anticipating assessment requirements.

- Extend an invitation to the **School Administrator** to evaluate your teaching during your Apprenticeship. The administrator may use the evaluation form of their choice. They are NOT required to evaluate you.
- Complete an **Apprentice/Practicum Midterm Self –Evaluation** (find under Forms Tab in LiveText).
- Keep copies and/or take photos of your **evidence of parent contacts** (sampling). You should not use photographs of students in your E-Portfolio or 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...
- Lesson plan formats will vary. We suggest you use the format your Master Teacher uses (unless you are asked to create more detailed plans) for daily lesson planning. However, for the ISL assignment you must use the detailed Lesson Plan template available in LiveText under the Apprenticeship /Practicum documents.
- **Check your ASU e-mail DAILY!!!**
- Attend all seminars scheduled by your Building Coordinator and record the date attended, seminar title, and time frame for each meeting in a word document and insert in the **Other Documents** section on the **Additional Artifacts** page of the E-Portfolio. Make sure you sign in at the seminar for attendance verification. This requirement is listed on the **Exit Interview Checklist** which will be checked by your University Supervisor at the end of the semester and attendance will be verified by seminar instructors through sign in sheets.
- **Concerns**-If at all possible follow the chain of command in the following order: Master Teacher, Building Coordinator, University Supervisor, Grade Level Contacts, and then Apprenticeship Coordinator (if any problems should arise during Apprenticeship.)
- **Remember to attend the certification meeting** with Julie Gray.
- **Complete the *Apprentice/Practicum Evaluation of Master/Mentor Teacher*** (Submit via LiveText under Forms Tab).
- **Complete the *Apprentice/Practicum Evaluation of University Supervisor*** (Submit via LiveText under Forms Tab).
- Complete an ***Apprentice/Practicum Final Self –Evaluation*** (Submit via LiveText under Forms Tab).

