

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/

*Note the MAT videos under the Graduate Programs Tab

<http://college.livetext.com/>

*****Check your ASU e-mail daily!**

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

***All practicum and electronic portfolio requirements will be submitted via LiveText (which is a requirement in the ASU Teacher Education Program). Attendance documentation will be submitted through Pipeline.**

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, etc. Students are expected to attend anything their Mentor Teacher attends (unless they don't have permission to do so).
- Students are required to obtain the signature of the Mentor Teacher on the hard copy of the mid-term & final attendance documents. Final attendance will be verified through Pipeline and the Final Evaluation in Livetext. Graduation paperwork as well as final grades cannot be submitted by your University Supervisor until all information is completed, verified and entered into Livetext and Pipeline. Students missing any days (full or partial) must make them up at the end of the Practicum experience.
- Students 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 student wishes to attend more than two county job screenings then they may do so but will need to make up the time.
- **If a student is absent or tardy (arriving late or leaving early) they must immediately contact their school and Mentor Teacher and then e-mail their University Supervisor.** There are no excused tardies or absences.
- **If a student is absent four days, they will be removed from the Practicum.**
- 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 this course. 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.
- Your E-Portfolio must be entirely on Live Text. Artifacts can be scanned into the electronic portfolio. It must be submitted to your Supervisor by the end of the 13th week of the semester (**April 16, 2010**). Your University Supervisor will use the *Portfolio Rubric for Initial Certification* (available on the Teacher Education website & attached to the E-Portfolio) to evaluate your portfolio as well as the *Electronic Portfolio Checklist for Initial Certification* (available on the Teacher Education Website).
- Practicum students are required to have **3 ISLs** (including the Practicum ISL) in their E-Portfolio. Early Childhood practicum students can choose from one of the 4 content areas of math, science, social studies and literacy. Middle and Secondary students are required to do their practicum ISL in the content area in which they are seeking certification. Students are required to turn in **detailed daily plans** using the **Lesson Plan Template** provided in Livetext for the **ISL**. See Rubrics in LiveText for assessment of ISL and E-Portfolio

ATTENDANCE DOCUMENTATION PROCESS

- **Begin documenting your 75 days of Practicum.**
Directions: Document your attendance through the school as well as through **Pipeline**. **Attendance Documentation Directions** are on the Teacher Education website under Practicum student. You will document each day's attendance for a minimum of 75 full days and 600 hours. At the end of each month your University 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 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 Practicum.

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 (15 full time days). Time spent performing primary teaching duties resembles the Bell curve. Mentor Teachers should leave the classroom during the course of the three week teaching experience so students may better appreciate the full responsibility of teaching. It is of course appropriate and expected that the Mentor Teacher will *occasionally* check on students, evaluate lessons, work with students, etc. during this time frame.

- Practicum students (not employed) may cover a class at the discretion of the administrator but cannot be paid as a substitute teacher. For liability reasons practicum students may not supervise children by themselves at recess. A certified teacher must be present at all times with the practicum student if they are helping with recess duty.
- **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. Students should be involved in lesson planning with the teacher, the grade level, and **independently** to authentically experience the process however the student is ultimately **responsible for the planning and preparation as she/he takes on each subject**. We expect our students to plan, modify, teach and reflect on their experiences.
- **Impacting Student Learning Unit-** The practicum student is required to complete a **2-3 week (whole class)** Impacting Student Learning Unit during the course of their teaching experience. **ISL Template Instructions** are on the Teacher Education Website under the Practicum student link. Pick one class or class period for this unit. The required **Lesson Plan Template** can be found in Livetext. This unit will be assessed by the University Supervisor and submitted in its entirety via Livetext by the Electronic Portfolio/Practicum Documents due date (**April 16, 2010**).
- **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.
- **Rubrics** for the ISL and E-Portfolio are attached to the E-Portfolio template and are also available on the Teacher Education website.
- **Midterm Evaluations** should be completed by the Supervising Teacher, Mentor Teacher and Practicum student at least a week before the midterm date (**March 3, 2010**) and submitted via Livetext. Students should submit a Mid-Term **Self- Evaluation**. 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 before midterm. **Midterm Conferences will be the week of February 22, 2010.**
- **Students will videotape themselves teaching a minimum of two times.** We recommend you videotape at the beginning and end of your practicum experience to best see the growth of your teaching expertise. Students need to complete a self reflection form on each videotaped lesson using the **Lesson Evaluation Form** found on the Teacher Education Website.
- **Elementary** students assigned a “Block Class” that only covers one or two content areas will complete the majority of their experience in this classroom. They will plan, teach and implement all practicum requirements in this room. When the required three weeks’ experience is finished then the practicum student will either follow their homeroom for a week teaching those content areas not taught previously **or** teach one week in each content area (not already taught) in another classroom.

- **Interventions** can be requested by the Mentor Teacher, Building Coordinator, School Administrator, or the University Supervisor at any time. Please see ASU's Early Childhood, Middle Grades, and Secondary Handbook for the **Professional Qualities Intervention Plan**.

OBSERVATIONS

- The Mentor Teacher formally observes at least three times using some type of written feedback and at least one observation should occur before Mid-term. The **Lesson Evaluation Form(s)** are available on the ASU Teacher Education Website.
- The school administrator or designee will evaluate the Practicum student (using the school's evaluation form) during the practicum.
- The ASU University Supervisor will conduct periodic observations or visits (approximately every two weeks) 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 Mid-term.

EXIT INTERVIEW E-PORTFOLIO CHECKLIST

- **University Supervisor Mid-Term & Final Evaluation of Practicum Student** – Student will attach the final evaluation to E-Portfolio after the Exit Conference.
- **Mentor Teacher Final Evaluation of Practicum Student** – will be completed prior to Practicum Student's Exit Conference and submitted via Livetext. The Mentor Teacher and Practicum student should discuss the evaluation thoroughly.
- **Course Requirements** will be checked and assessed at the **Exit Conference** held during the final weeks of practicum. They should include:

PRACTICUM FORMS found under the Forms Tab in Livetext:

- **Practicum Mid-Term Self-Evaluation**– Self evaluation should be completed at Midterm. Submit via LiveText under Forms. Inclusion in E-Portfolio is optional.
- **Practicum Final Self-Evaluation** – Self-evaluation should be completed before the Final Exit Conference. Submit via LiveText under Forms. Inclusion in E-Portfolio is optional.
- **Practicum Evaluation of Mentor Teacher** – is to be completed by student at the end of the Practicum. Submit via LiveText under Forms.
- **Practicum Evaluation of University Supervisor** – is to be completed by the student at the end of the Practicum. Submit via LiveText under Forms.

DOCUMENTATION submitted in Pipeline

- **Attendance Documentation (75 full days required)** – is to be submitted via Pipeline. Directions will be available on the website.

E-PORTFOLIO REQUIREMENTS (during Practicum) in Livetext

- **Title Page**
- **Resume**
- **PAR score: _____ (Responsibility of ASU Supervisor)**
- **Mentor Teacher Lesson Evaluations of Practicum Student (min. of 3)**
The Mentor Teacher will observe the student a minimum of 3 times and at least one observation before Midterm. Student will scan into their E-Portfolio under designated site on the **Additional Artifacts** page.
- **Mentor Teacher Midterm Evaluation of Practicum Student** – should be submitted in Livetext by the Mentor Teacher a week before the midterm date. The Mentor Teacher and student will meet beforehand to discuss evaluations thoroughly. Midterm evaluations will be shared with the ASU University Supervisor before Midterm. Print a hard copy of evaluation to bring to conference. Student will scan & insert in E-Portfolio under the designated site on the **Additional Artifacts** page.
- **University Supervisor Midterm Evaluation of Student** - Supervisor will complete a midterm evaluation and conduct a conference at the school with Practicum student and Mentor Teacher. Student will insert into their E-Portfolio under designated site on the **Additional Artifacts** page.
- **University Supervisor Lesson Evaluations of Student (min. of 3)** – The ASU Practicum Supervisor will conduct periodic observations of the student. These visits will be a combination of announced and unannounced trips. Documentation of each visit will be kept on file. Student will scan into their E-Portfolio under designated site on the **Additional Artifacts** page.
- **School Administrator Lesson Evaluation of Student (min. of 1)** – The administrator may use the evaluation form used by the school system or forms provided on the website. The student will scan and insert into E-Portfolio under the designated site on the **Additional Artifacts** page.
- **Practicum ISL submitted (2-3 week Unit)** - The student will plan and implement a 2-3 week (whole class) unit of study using data from **one class period** for ISL purposes. Your lesson plans are **more detailed** in the ISL than the daily lesson plan format used in the school systems. The ISL can be taught either before, during, or after the full time 3 week teaching experience.
- **Videotape Reflections (minimum of 2)** – Videotape two instructional lessons and write reflections on the lessons. A minimum of two video recordings are required – a lesson from the beginning of Practicum and a lesson from the end of the Practicum experience. The video recordings do not have to be submitted but must be used to write your reflections. The written reflections must be scanned and inserted in the E-Portfolio.
- **Evidence of Parent Contacts** – Introductory letter to parents, notes to parents, newsletters, phone logs, parent/teacher conferences, teacher website, etc... are examples of parent contact and should be included in

the E-Portfolio. Student will scan a sampling into the E-Portfolio. **A good sampling would be three or more artifacts. DO NOT use an artifact more than once in your E-Portfolio**

- Practicum students are required to attend **4 ASU mandatory seminars** this semester which includes the **December 8th** 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. Students are required to record the date attended, seminar title, and time frame for each meeting in a word document and attach as an artifact under **Other Documents** 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 sheets. **Make sure you sign in for each seminar.**

***After you have completed your Practicum, a mandatory certification meeting will be held at ASU. Julie Gray is our certification officer.
Contact Information: 706-667-4491*

jgray@aug.edu

www.aug.edu/teacher_certification

****The certification meeting for May graduates will be communicated at a later date.
The details will be sent to you via your ASU e-mail account.*

(Revised 12/8/09 Kelly Farmer)