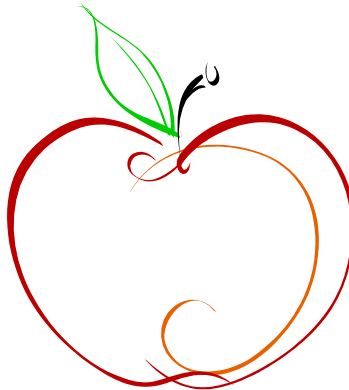


VSU Student Teaching Guidelines

**Dewar
College of Education**

**Valdosta State
University**



VSU Student Teaching Guidelines Information, Schedule, and Evaluations Spring Semester 2013

Welcome to student teaching! You have entered the most rewarding, challenging and important semester yet! Teachers are miracle workers and accept all children from every walk of life! They care for them, nurture them and teach them daily and you are to be commended for choosing such a noble profession! Best of luck as you begin your final journey to becoming a miracle worker!

This packet provides general information regarding the expectations of the student teaching experience. It includes information on professionalism, attendance policies, lesson planning expectations, solo teaching schedule, evaluation, confidentiality, and forms which must be submitted. Your department will provide more specific expectations.

Professionalism

As a student teacher, you are expected to conduct yourself in the professional educator role as defined by the Georgia Professional Standards Commission's Code of Ethics.

Standard 10: Professional Conduct - An educator should demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that impairs the certificate holder's ability to function professionally in his or her employment position (e.g., harassment of colleagues, misuse or mismanagement of tests, test materials or test items, uncontrolled anger, etc.) or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students (e.g., inappropriate language, physical altercations, inadequate supervision, inappropriate discipline, etc.).

Your professionalism during the student teaching experience is critical as evidenced by the fact that most unsatisfactory student teaching experiences are the result of unprofessional behaviors. Some of these unprofessional behaviors are based on inappropriate relationships with students.

Additionally, please remember that you are a guest in the school in which you are completing your student teaching experience. You are a representative of Valdosta State University, the Dewar College of Education, and your department at the school site. You are placed as a student, please be cognizant of that role. Any concerns regarding interactions with or behaviors of your mentor teacher should be discussed through the appropriate VSU channels. Any student teacher who independently meets with a school administrator without prior consent of his/her supervisor, department head, director of student teaching, or Dewar COE Interim Dean will not successfully complete student teaching.

Attendance and Schedule

If you must be absent for an emergency or illness, notify your public school mentor as soon as possible **via the telephone**. Do **NOT** use e-mail or text messaging for this purpose. If you cannot reach your mentor teacher via the telephone, call your school's main office as early as possible in the morning. For example, if you are ill in the evening, you should call the mentor then, so that he/she will be prepared for your absence! Make sure that you have written down your mentor teacher's home telephone number and the school's telephone number and have these numbers with you at all times. You must also notify your VSU supervisor if you have to be absent from school; it is acceptable to use e-mail for this purpose.

Appointments and other business matters should be scheduled outside of the school day. Student teachers are expected to adhere to the mentor's schedule including before and after school duties, club

meetings, parent conferences (if appropriate), PTO meetings, or other activities. **Student teachers follow the schedule of the school to which they are assigned. You observe all breaks/holidays, etc., with your assigned school--NOT with VSU.**

While it is anticipated that student teachers who are placed in a school setting full time (all programs except for old program Early Childhood Special Education/General Curriculum) will complete a **minimum** of 600 hours and that student teachers who are placed in a school setting for less than a full time experience (old program Early Childhood Special Education/General Curriculum student teachers) will complete a **minimum** of 300 hours during this experience, please recognize that these are **minimum** expectations. You are preparing to be a professional; please do not view this requirement as “completing my hours.” Every student teacher is expected to attend school each day that school is in session (five days a week). The final day for student teaching for ALL students is listed on the schedule page.

Lesson Plans

The preparation and submission of lesson plans is an important responsibility for student teachers. The plans must be done in a format acceptable to the mentor teacher and submitted by the deadlines he/she establishes. **If your plans are not submitted on time or are not of adequate quality, the mentor teacher should not allow you to teach those lessons; and he/she should notify your VSU supervisor. Failure to plan appropriately may well result in your removal from student teaching and receiving an “unsatisfactory” grade.** Timely submission of the plans allows the mentor to not only review and approve the plans but, more importantly, to offer suggestions to improve the lessons and your teaching.

Teaching

Student teachers are expected to solo teach for at least three weeks, but most will do more than that. Each program specifies the minimum amount of time required for solo teaching; the three weeks is the college minimum requirement. The time and rate at which you assume teaching responsibilities depend on your performance and involvement early in the student teaching experience. You need to become familiar with the curriculum content and materials, the students, your mentor’s classroom procedures, and much more. **Look for opportunities to assist the teacher and to work with students early in the student teaching experience to demonstrate your initiative and your ability to assume greater teaching responsibilities.** Solicit feedback from the mentor and VSU supervisor regarding your performance. Regularly reflect on your performance with the mentor teacher and ask for suggestions to improve. Student teachers who do not demonstrate skills required by the supervisor and/or mentor to allow the required amount of time for solo teaching prior to the end of the semester (including a gradual introduction and removal from teaching responsibilities) will receive a grade of “Unsatisfactory” for the student teaching experience. **Remember, when you are applying for teaching positions later on, your mentor teacher will very likely be one of the references who will be contacted!**

Evaluation

During your student teaching, you are required to complete three self-evaluations; two must be submitted through LiveText. Plan to complete your first self-evaluation on the first day or two after you begin assuming teaching responsibility for a class. Inform your mentor when you plan to do this so that he/she can observe the lesson and be prepared to listen/discuss your reflections. This evaluation and subsequent discussion with your mentor will identify strengths and areas that need improvement.

First Evaluation- submit your **Initial (first) self-evaluation in LiveText by the due date listed on the schedule.**

Second Evaluation- Complete (but do not submit in Livetext) your second self-evaluation by the due date listed on the schedule.

Third Evaluation- submit your **Final (third) self-evaluation in LiveText by the due date listed on the schedule.**

Evaluations must be submitted by the dates shown. These are “liberal” dates; that is, most of you should submit each evaluation well before the date shown. The first and third self-evaluations will be submitted through your LiveText account.

Directions for Submitting Lesson Plans for Review and Assessment in the New Generation LiveText

Open LiveText

1. Click on the “Documents” tab at the top of the page.
2. Click on the “New” sub-tab near top of page.
3. Click on arrow next to drop-down menu for “Choose a folder.” Under Valdosta State University, select “Lesson Plans.”
4. Click on arrow next to drop-down menu for “Choose a template.” Choose “Lesson Plan Template for ATTACHED Lesson Plan.”
5. Key in a title (use the following titles for your three plans: Lesson Plan for 1st Self-Evaluation, Lesson Plan for 2nd Self-Evaluation, Lesson Plan for 4th Self-Evaluation) and a brief description of the lesson plan, such as “Balancing a Checkbook.”
6. Click on “Save as a new document” box right below.
7. You will come up to a page that says “Lesson Plan for 1st Self-Evaluation” near the top. On the right-hand side, to the right of “Section for Attaching Lesson Plans,” click on “edit.”
8. You will come up to a new section--“Section: Section for Attaching Lesson Plan.”
9. You will see a Section Title listed as: “Section for Attaching Lesson Plan.” Key in a more descriptive lesson plan title here (e.g. Balancing a Checkbook) and complete the sentence that begins, “Attached below is a lesson plan written for” (e.g., Attached below is a lesson plan on the measures of central tendency --concepts of mean, median, and mode -- that will be implemented in a 7th grade mathematics class.”).
10. Go to the bottom of this page where it says “File Attachments.” Click the “edit” button below the word “Attachments.”
11. You will see “View Label” with two buttons to the right. Click on the second button, labeled “Upload New File.” A new page will open (file manager). Under “Upload New File,” click on the “Browse” button. Get your lesson plan from wherever you have it saved. (The document you should submit through LiveText is the Lesson Plan for the class you are teaching for your supervisor evaluation and/or for your self-evaluation). Then click on “Add to Queue.” Click, “Upload Selected Files.” Wait until you the following message, “File Upload Completed,” then click “Save and Finish” button at the top right side of the page.
12. This will take you back to your document (“Lesson Plan for ...). Click on the “Send for Review” button at the top of the page. This will take you to the page where you type in the users’ names of the people to whom you want to send your lesson (this must be your name and your VSU supervisor’s name). Key in only one name at a time. If you are submitting the same lesson plan for your supervisor evaluation as for your self-evaluation, search for your name

and complete the same steps. The final step for submission is to click the “Submit” button at the bottom. You will know that you have successfully submitted your lesson plan if you receive this message: “Successfully shared this document with 1 user.” You do NOT need to send your lesson plan to me.

13. Click on the “Reviews” tab at the top of the page by the C1 LiveText logo. The default box is the inbox; your lesson plan should be showing on this page. Click on your document and a new page will open. This page will be a copy of your lesson plan; click on the “Assess Document” button at the top of the page.
14. This will take you to the “Choose and Assessment Document” page. You will see a button labeled “Select Document” and another labeled “View Labels.” Click on the “Assessments” box next to the “View Labels” button. Scroll down and select “Inbox.” Find the rubric you want: COE Observation Instrument (ST/Intern Self-Eval. Rubric) – NEW”. Select the radio button to the left of this document then click on the “Select Document” button on the top. When the page comes up, click on “Rubrics” at the top left side; the assessment rubric indicators will appear. Complete the assessment rubric; you MUST add comments for each section. At the bottom, select the correct milestone (e.g. “Initial” or “Final”--be VERY careful that you choose the correct one). Then select “official” as the reporting type. Finally, click on “Save and Submit Assessment” at the bottom of the page.

Your VSU supervisor is expected to make a minimum of five visits during your student teaching experience; typically one or more of these visits is completed through videoconference technology (e.g., the initial orientation visit and the final visit for the semester). Your teaching will be evaluated by your supervisor a minimum of three times using the same forms that you will use for self-evaluation. Your public school mentor teacher will also evaluate you three times using these forms. Your public school mentor teacher will complete the evaluations of you on the **website** provided in the Public School Mentor Teacher Guidelines packet. They should provide copies of their evaluations to you. Some departments may use additional departmental evaluation forms. (Their evaluations do **NOT** go into LiveText)

Questions about the LiveText evaluation system should be directed to: Ms. Elizabeth Omiteru (oommiteru@valdosta.edu), Dr. Lynn Minor (lcminor@valdosta.edu), or Ms. Jamie Bird (jbird@valdosta.edu).

Other Forms/Evaluations and the CSPI Survey

Please see the schedule for the date by which you must complete the following form: Teacher Candidate Field Experience Placement Form (Effective Spring 2012). One form should be completed for every field experience placement you have had for a class or a practicum at VSU or from another institution from which you transferred. You will only complete one form for each placement for each semester. Do not complete the form for student teaching. It is a different form, and you will complete it at the end of the semester.

These forms will be completed through “Form” (top tab) in your LiveText account. After you complete the Field Experience Placement Form for one field experience, click “Take Again” to complete the second form and any succeeding ones.

Near the end of the semester, all student teachers will receive several other forms which **MUST** be completed. These must be completed by **the date identified in the schedule provided**. These include: the Field Experience form for student teaching, a disposition survey, the Teacher Candidate Evaluation

of the Mentor, the Teacher Candidate Evaluation of the VSU Supervisor, and the CSPI (Candidate Survey for Program Improvement). The Dispositions Survey is also through the “Forms” section in your LiveText account. You will complete this survey only **ONE** time. The student teacher is requested to describe his or her perceptions of the quality of supervision provided by the public school mentor teacher and the VSU supervisor during the student teaching experience. This information is important to help improve the supervision process. Results of these evaluations are shared with your department heads only **AFTER** the student teaching experience is completed.

The CSPI (Candidate Survey for Program Improvement) is designed to solicit your opinions about your preparation program and how well you believe that you have been prepared to teach.

For all student teachers all of these additional forms (disposition survey, mentor evaluation, VSU supervisor evaluation, and CSPI) will be sent to you through your LiveText account near the end of the semester.

FAILURE TO COMPLETE ANY REQUIRED COE ASSESSMENT OR FORM WILL RESULT IN THE STUDENT’S RECEIVING AN “UNSATISFACTORY” IN STUDENT TEACHING FOR THE SEMESTER.

E-mail

You will receive notices about completing all of the above forms/evaluations through your VSU e-mail account. You will also receive other reminders, notices, and information from me throughout the semester via your VSU e-mail account. **It is imperative that you check your VSU e-mail account DAILY. If e-mails are not responded to within 48 hours, a concern form may be issued.**

Confidentiality

During the student teaching experience, you will have access to permanent records and other confidential information. The Georgia PSC Code of Ethics, Standard 7: Confidential Information, states: “An educator should comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, and assessment/testing results.” You are expected to keep student records and school system information confidential.

Satisfactory/Unsatisfactory Student Teaching

As you are probably aware, student teaching/seminar is graded on an “S” (satisfactory) or a “U” (unsatisfactory) basis. The student teaching experience is challenging and a time of great growth but, unfortunately, not all experiences are successful. Students often ask how it is possible to “fail” student teaching. The following list, while by no means complete, is how it can happen: inappropriate interaction with students, lack of command of content knowledge, failure to plan, frequent tardiness, frequent absences, lack of professional behavior, etc. If your ongoing performance during the student teaching experience is not satisfactory, then the VSU supervisor and mentor will provide specific suggestions to guide your improvement efforts. Identified deficiencies or areas needing improvement must be corrected in order to achieve the grade of “Satisfactory.”

Please keep in mind, however, that student teaching is still a learning process. The College of Education does not place you in student teaching expecting you to be a “perfect” teacher. If you were

all already “perfect” teachers, you would not need to complete student teaching. We do, however, expect to see you grow and learn during student teaching. We do expect to see you **behave in a professional, responsible manner at all times** that reflects positively on VSU, on the College of Education, on your department, and on yourself.

At the beginning of your student teaching experience, you should take advantage of the expertise of your mentor and university supervisor and ask them any questions you may have. Student teachers should expect to receive a higher level of support from their mentors at the beginning of the semester; this support should fade as the student teacher demonstrates increased skill in planning instruction, delivering instruction, and assessing student learning. A grade of “Satisfactory” means that we are willing to guarantee your future employer that you have demonstrated appropriate content knowledge as well as appropriate skills in independent planning, teaching, and assessment.

Please feel free to call me or e-mail me with any questions or concerns you may have during the student teaching experience. Please contact me through e-mail. (**Mrs. Jamie Bird, Director of Student Teaching and Field Experiences, e-mail: jbird@valdosta.edu or 229-249-2779**). The Department of Student Teaching and Field Experiences is located in the Dewar College of Education Building, Room 2030.

For both the fall and spring student teaching experiences, there is a career day scheduled for potential employers to come to the VSU campus and interview our students for employment. In the past, we have had 40 or more employers come to recruit you for their schools. The career day date is included in the student teaching schedule which follows, and **all student teachers are expected to participate in this activity. This is a mandatory session for all student teachers. Please make sure your mentor teacher is aware of this date.**

Substitute Teaching

Student teachers are **NOT** allowed to serve as substitute teachers during the semester they are student teaching.

GACE Content Assessment Requirement

Every student teacher must take the appropriate GACE Content Assessment exams for his/her major. **You must register on-line (www.gace.nesinc.com) for GACE. The scores for GACE tests are provided to me approximately one month after the test date. When you register, BE SURE to request that your scores be sent to VSU.**

Praxis II: Praxis II is still required ONLY for Communication Disorders majors; registration must be completed on-line (www.ets.org) for Praxis II. When you receive your Praxis II scores, you must mail, bring, or FAX (229-333-5439) a copy of your score report (all four pages) to my office (if you haven't already done so). **Even if you listed VSU to receive a copy of your Praxis II scores when you registered for the test, this is not enough. You must still submit a copy of the four-page score report THAT ONLY YOU RECEIVE to my office. We must have your sub-test scores; and these scores appear ONLY on the four-page report that you receive. The test code for the Praxis II in Communication Disorders is 0330; the minimum passing score is 600.**

NOTE: You do NOT have to pass either GACE Content Assessment or Praxis II in order to complete student teaching successfully and graduate, but you do have to provide documentation that you have taken either Praxis II or the GACE Content Assessment. Students who do not meet this requirement will receive an Unsatisfactory (U) in student teaching for the semester and

will not graduate. Do not EVER give anyone your official GACE or Praxis score report; either FAX a copy or make a copy and mail it.

Certification

PSC requires all educators to register at www.gapsc.com. Click on **Register MyPSC** and follow the instructions. If you have problems registering, **call PSC** at 404-232-2500; please **do not** call my office. The last paperwork you have to complete for getting your certificate is the Georgia PSC Certification Application; this form will be completed at the Student Teacher Exit meeting (see Schedule). My office sends your application, along with the Georgia PSC Approved Program Recommendation Form and an official transcript, to PSC (Professional Standards Commission) to request that your certificate be issued to you. Before these two forms can be mailed to PSC, the following **MUST** be completed: (1) your final grades [showing successful completion of student teaching] must be posted on your transcript, (2) a final overall GPA of at least 2.5 (2.75 for ARED; 3.0 for COMD), (3) if you took Praxis II, submission of a copy of your Praxis II scores [all pages] to Ms. Renee Whitmer's office (FAX 229-333-5439), and (4) all other teacher education requirements must be met. Once your materials are sent to PSC, you may check the status of your certificate by going to the PSC website at: www.gapsc.com

NOTE: Both of the GACE Content Assessment tests required for your major must be taken and passed before you can be recommended for certification. For most students, the GACE Content Assessment consists of two tests. For students in Middle Grades Education (a content assessment consists of only one test), this means that you must pass the content assessment for both of your concentration areas.

When you get to the website, click on "Check Certification Status," and then enter your first and last name. The process of getting your certificate will take several weeks--be patient. Remember, too, that if you have any "holds" on your records, the Registrar's Office will not release a copy of your transcript to me; therefore, your certificate will be delayed. All questions regarding certification may be directed to **Ms. Renee Whitmer, Room 2030, 229-249-2786.**

Some Student Teaching Do's and Don'ts

Dos	Don'ts
Show initiative – offer to help, get to know the students early in the semester	Text message when in classroom or in meetings
Turn off your cell phone in the classroom or in a meeting (in case of emergency situation, silence it)	Talk on your cell phone when in classroom or in meetings
Prepare in advance – lesson plans must be approved by your mentor before being taught	Fail to plan in advance or not have formal, written plans available when teaching
Prepare thoroughly – you should have command of the subject matter being taught	Teach erroneous content – you will be much less likely to do so if you prepare thoroughly and have extensive written plans to follow
Follow professional protocol – address issues through the appropriate chain of command.	Independently meet with a school administrator without prior consent of his/her supervisor, department head, director of student teaching, or Dewar COE Dean
Communicate appropriately and professionally (and often) with your mentor	Delete any VSU email (even if you don't recognize the name – e.g., julielee, jreffel, lcminor)
Communicate appropriately (and positively) with your students	Forget to consider potential issues with facebook, myspace, twitter, etc. accounts.
Call the school/mentor if you must be absent	Fail to notify your mentor if absent
Email or call your supervisor if you must be absent	Fail to notify your VSU supervisor if absent
Follow school policies and Georgia code (law)	Have weapons (including knives with blades of 2”) on school property
Have high expectations for your students (we have high expectations for you as well)	
Maintain confidentiality of student information	Disclose FERPA-protected student information
Work hard	Consider this the “downhill slide”
Enjoy and learn!	Forget to ask for support if needed, especially in the beginning of the semester

****It is the responsibility of each student to read this handbook in its entirety. This is the agreement between the instructor and the student; failure to read and understand this document is no excuse for failure to meet and/or complete the course requirements contained within. If you have any questions or if you do not understand any part of this document, contact the instructor for clarification.***

Student Teacher Checklist

As the student teacher, I have:

- ___ Attended student teacher orientation; obtained student teacher and mentor information packets.
- ___ Attended departmental meeting on orientation day; obtained information on seminars.
- ___ Given mentor teacher his/her information packet.
- ___ Obtained mentor's phone number and school's phone number.
- ___ Completed Dispositions Survey.
- ___ Completed Field Experience Form for EACH field experience in my program.
- ___ Solicited feedback from mentor for suggestions on how I can assist in the classroom.
- ___ Begun learning students' names and studying curriculum materials for mentor's class(es) in preparation for teaching responsibilities.
- ___ Prepared lessons for mentor as required--submitted on time and with high quality.
- ___ Solicited suggestions for improving planning or teaching.
- ___ Completed the first self-evaluation of teaching; shared results with mentor and VSU supervisor.
- ___ Revised lesson plans, content, and strategies to focus on areas targeted for improvement.
- ___ Scheduled the solo teaching period and discussed schedule/plans with VSU supervisor.
- ___ Midterm – Completed second self-evaluation. Discussed progress with mentor and VSU supervisor; identified areas for further improvement.
- ___ Discussed activities to follow solo teaching with mentor and VSU supervisor.
- ___ Completed third self-evaluation. Shared results with mentor and VSU supervisor--discussed the final grade.
- ___ Completed evaluation of my mentor teacher and my VSU supervisor and completed Candidate Survey for Program Improvement (CSPI).
- ___ Reminded my mentor teacher to complete all of his/her on-line evaluations on me.
- ___ Attended one Student Teacher Exit Meeting and completed Certification Application.

Dewar College of Education Spring 2013 Student Teaching Schedule

Spring Semester Student Teacher Orientation	Friday, January 4, 2013, at 9:00 a.m. in the Jennett Lecture Hall, Room 1111
First Day of Student Teaching	Monday, January 7, 2013
Field Experience Forms Due from Students	Friday, January 11, 2013, at 3:00 p.m.
Initial Evaluations to be completed Initial (First) Self-Evaluation Due Initial (First) Supervisor Evaluation Due Initial (First) Mentor Evaluation Due	January 7—January 24, 2013 Friday, January 25, 2013, at 3:00 p.m.
University Supervisor Deadline for all LiveText Initial Submissions	Friday, February 1, 2013 at 3:00 p.m.
Second Evaluations to be completed Second Self-Evaluation Due Second Supervisor Evaluation Due Second Mentor Evaluation Due (COE website) Second Evaluations are NOT placed on LT	February 11—February 21, 2013 Friday, February 22, 2013, at 3:00 p.m. Friday, February 22, 2013
Midterm	Thursday, February 28, 2013
Final Evaluations to be completed Final (Third) Self-Evaluation Due/All Forms Due Final (Third) Supervisor Evaluation Due Final (Third) Mentor Evaluation Due Mentor Evaluation of VSU Supervisor Due	April 8—April 18, 2013 Friday, April 19, 2013, at 3:00 p.m.
University Supervisor Deadline for all LiveText Final Submissions	Friday, April 26, 2013 at 3:00 p.m.
Spring Career Day and Seminar	Thursday, February 28, 2013
Spring Professional Development Day	To be announced
Last Day in Schools	Friday, April 26, 2013
Student Teacher Exit Meetings (Students will attend one meeting)	Thursday, May 2 & Friday, May 3, 2013 from 1:30-3:30 pm, in Dewar COE
Graduation	Saturday, May 4, 2013, PE Complex

NOTE: All VSU student teachers are to be excused to attend the Spring Career Day and the Spring Professional Development Day. It is mandatory that all Student Teachers attend these sessions as well as ONE Student Teacher Exit Meeting.