

SMSU

STUDENT TEACHING

The mission of the Professional Education programs at SMSU is to create inclusive communities of practice where each learner is an active participant in the investigation of learning, teaching, and leadership processes. Teachers and learners will engage in educational theory, research, inquiry, critical reflection, and application in pursuit of excellence in a culturally responsive education.



3 key components of a successful student teaching experience:

Student Teacher

Cooperating Teacher



University Supervisor

TASK	<input checked="" type="checkbox"/>	Student Teacher (ST)	Cooperating Teacher (CT)	University Supervisor (US)
First Week Reflection	<input type="checkbox"/>	Fill-out first week assignment for classroom procedures, student observations and the teaching process. Submit to SLL assignment. This serves as your week 1 journal.	Share district policies/procedures with ST.	Read and respond to Student Teacher's journal in SLL.
Follow	<input type="checkbox"/>	Follow class/student for an entire day.	Let colleagues know the student teacher will be observing other classes.	Inquire about what they learned.
Weekly Reflections	<input type="checkbox"/>	Keep a daily journal and submit to SLL assignment. Include a reflection component.	Remind ST to journal.	Read and respond to Student Teacher's journal in SLL.
Communicate	<input type="checkbox"/>	Establish communication with parents and obtain permissions for media. Examples can be found in D2L.	Model effective communication strategies for the student teacher.	Offer advice and support.
CPAST/Triads	<input type="checkbox"/>	Set goals for the semester and regularly reflect on your progress towards your goals. Fill out the CPAST rubric at the midterm and final triad meetings. Please consider the SEPs, content standards, and SMSU teacher candidate dispositions to drive the discussion.	Attend the midterm and final triad meeting along with filling out a CPAST rubric for the candidate. Help the candidate work towards reaching their goals.	Facilitate the triad meetings. Complete the CPAST consensus form and enter scores into the SLL midterm and final evaluation rubrics.
Workshops	<input type="checkbox"/>	Attend trainings, workshops, in-services and record in journal.	Invite teacher candidate to join.	Read journal for evidence.
Observe	<input type="checkbox"/>	Observe other classrooms. (SPED, ELL, PE, Tech, Art, etc...) Include in journal.	Allow candidate time to observe other classes.	Read journal for evidence.

Cultural Interactions	<input type="checkbox"/>	Observe and be sensitive to cultural differences and interactions. Include in journal.	Offer knowledge of diverse cultures of your school.	Read journal. Look for evidence of cultural sensitivity in lesson planning.
IEP/Evaluation	<input type="checkbox"/>	Attend at least 1 IEP or Evaluation Meeting. Include in journal.	Allow student to attend for one of your students or a student in the building.	Read journal.
Concerns	<input type="checkbox"/>	Discuss any concerns with your CT first, then your US and finally the Director if needed. Be open to feedback and take action towards growth.	Discuss any concerns with the candidate first and offer actionable feedback. If concerns persist discuss with the US and finally the Director if needed.	Discuss any concerns with the candidate and CT and offer actionable feedback. If concerns persist discuss with the Director.
Lesson Plans	<input type="checkbox"/>	Use the SMSU lesson plan template when you are observed. Share your plans with CT and US at least 36 hrs. prior to teaching. Templates can be found on the Placement webpage.	Check lesson plans and offer guidance before the lesson is taught.	Check lesson plans and offer actionable feedback after the observation.
Observations	<input type="checkbox"/>	Work with US and CT to schedule required observations. Ensure forms are uploaded to SLL. Use zoom or record lessons for ½ the US observations. 4 total observations each for single major 5 total observations each for double majors 6 total observations for PE/Health/DAPE majors	Complete observation notes and upload them to SLL. Make sure to give "actionable feedback". Form: link	Complete observation forms and upload them to SLL. Make sure to give "actionable feedback". Please complete ½ of the observations virtually. Form: link
Zoom	<input type="checkbox"/>	Log into zoom using Minnstate email. Utilize zoom to record lessons to review and reflect or submit to SLL. Practice recording. Set up zoom meetings for triad meetings or live zoom observations. Zoom video guides	Help the candidate record lessons with clear visuals and sound. Join zoom triad meetings.	View zoom recorded lessons. Join zoom triad meetings and live zoom observations. Zoom video guides
Evaluations	<input type="checkbox"/>	Make sure CT and US can get into SLL. Fill out evaluation in SLL.	Complete Midterm and Final Evaluation in SLL. Evaluation Descriptors: Descriptors link Standards: SEP	Complete Midterm and Final Evaluation in SLL. Evaluation Descriptors: Descriptors link Standards: SEP
Absences	<input type="checkbox"/>	Communicate absences with CT, US, & fill-out absent form. Discuss any days that need to be made up with the Director of Clinical Experiences in Education. Absent Form	Maintain communication about days that need to be made up.	Support Student Teacher.
Reflect	<input type="checkbox"/>	Complete the self-dispositions form and include it as an artifact in your portfolio. Use multi-media to video record lessons for self-reflection.	Model qualities of a reflective practitioner.	Discuss journals, lessons, dispositions, and standards of effective practice to support student teacher in setting goals for growth.
Portfolio	<input type="checkbox"/>	Continually place items in your portfolio. Each standard needs 2 to 4 artifacts with a complete justification and reflection. You need at least one artifact from student teaching in each standard. Portfolio artifact ideas can be found in D2L.	Check in to see how portfolio development is going. Suggest items to include in the Portfolio.	Check in to see how portfolio development is going. (You do not have to score the Portfolio.)

License	<input type="checkbox"/> You are responsible for applying for your license. Follow the directions on the website. Link to SMSU site for licensure steps <input type="checkbox"/> Complete any items ahead of time that you can such as your fingerprint card.	Complete evaluations and upload observations in a timely manner for ST to receive credit for their course which is needed to apply for licensure.	Complete evaluations and upload observations and triads in a timely manner for ST to receive credit for their course which is needed to apply for licensure.
SLL	<input type="checkbox"/> Submit portfolio to ED473/573. <input type="checkbox"/> Complete demographics. <input type="checkbox"/> Complete SPED demographics (if needed). <input type="checkbox"/> Submit all Weekly Reflections and lesson plans.	Upload completed observation notes. Complete midterm and final evaluations.	Score the 1 st week assignment, reflective journals, and lesson plans. Upload completed observation notes and triad documents. Enter CPAST consensus form scores after the midterm and final triad meetings. Complete midterm and final evaluations.



As always...we want to make the experience positive for all involved!
 Feel free to contact the SMSU Office of Placement and Licensure with any questions or concerns!
 (507)537-6152 placementoffice@smsu.edu



NTC Mentoring Supports: Optimal Learning Environment: Link Early Learning Optimal Learning Environment: Link Coaching Strategies: Link	CPAST Materials: Found in the SLL activity. Sample Schedules: Schedule of observations, triads and gradual release can be found in D2L.	SLL Materials: SMSU Guides: Link Training Videos: Link
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Cooperating Teachers: Placement and Licensure Website: Link		University Supervisors: Mileage Submission Site: Workday Zoom Web Tool: Minnstate Zoom
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