

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:



TASK	<input checked="" type="checkbox"/>	Student Teacher (ST)	Cooperating Teacher (CT)	University Supervisor (US)
Journal	<input type="checkbox"/>	Keep a daily journal and share it with your US. Include a weekly reflection component.	Remind ST to journal.	Read Student Teacher's journal.
Follow	<input type="checkbox"/>	Follow class/student for an entire day.	Let colleagues know the student teacher will be observing other classes.	Inquire what they learned.
1 st week	<input type="checkbox"/>	Fill-out first week observation sheets for classroom procedures, student observations and the teaching process. First Week Document	Share district policies/procedures with ST.	Check in with student teacher.
Communicate	<input type="checkbox"/>	Develop a system for communication with parents and obtain permissions for media. Communication: link to communication example Permissions: link to permissions example	Model effective communication strategies for the student teacher.	Offer advice and support.
edTPA	<input type="checkbox"/>	Develop and Teach a 3 to 5 day learning segment for the edTPA. Submit edTPA to Pearson for scoring.	Monitor learning segment development and offer support within guidelines. Guidelines: link CT edTPA support: link	Observe learning segment and offer support within guidelines. Guidelines: link
Bloom's	<input type="checkbox"/>	Put Bloom's Taxonomy to use when planning and instructing.	Model using Bloom's	Ask for examples. Look for evidence in lesson planning.
Video Record	<input type="checkbox"/>	Use multi-media to video record lessons for self-reflection and edTPA.	Assist with technology and offer feedback.	Watch video recording and offer feedback.
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 student time to observe 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.
Advising/Counseling	<input type="checkbox"/>	Conduct or attend an advising or group counseling session. Include in journal.	Allow student to attend.	Read journal.
Lesson Plans	<input type="checkbox"/>	Use SMSU lesson plan template. Share your plans with CT and US. Template: lesson plan template link SPED Template: SPED lesson plan template PE Template: PE lesson plan template	Check lesson plans and offer guidance.	Check lesson plans and offer areas of improvement.
Reading	<input type="checkbox"/>	Design or implement a center or project that promotes reading.	Offer support and ideas.	Read journal and ask to see the center or project.
Philosophy	<input type="checkbox"/>	Write a philosophy of education and share it with your CT and US.	Guide in philosophy writing.	Guide in philosophy writing.
Observations	<input type="checkbox"/>	Work with US and CT to schedule required observations. (4 total visits/observations)	Complete observation forms and upload them to livetext. Guide: link Form: link	Complete observation forms and upload them to livetext. Form: link
Triad Meetings (Candidate, CT, US)	<input type="checkbox"/>	Meet with CT and US to discuss observations and Evaluations. 3 official meetings: beginning, midterm and end of experience If you have more than one placement you need to have a total of 4 triad meetings, with at least 1 in each placement. Please also use the evaluations in livetext to drive discussion as to be able to fill out the evaluations with fidelity.	Meet with Candidate, and US to discuss observations and Evaluations.	Meet with Candidate and CT to discuss observations and Evaluations. Discussion guide for Triad Meetings: link to Triad guide
Evaluations	<input type="checkbox"/>	Make sure CT and US can get into livetext. Fill out evaluation in livetext. Evaluation Descriptors: Descriptors link	Complete Midterm and Final Evaluation in livetext. Evaluation Descriptors: Descriptors link Standards: SEP	Complete Midterm and Final Evaluation in livetext. Evaluation Descriptors: Descriptors link Standards: SEP
Absences	<input type="checkbox"/>	Communicate absences with CMT and US, fill-out absent form, collect signatures, upload into livetext and email form to Director of Clinical Experiences in Education. Absence Form	Sign absent form.	Sign absent form.
Reflection	<input type="checkbox"/>	Complete the self-evaluation form and Personal Reflection Form. Self-Evaluation: Evaluation link Personal Reflection: Reflection link	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. You need at least one item from student teaching in each standard. Ideas: Link to portfolio ideas Information: link to livetext/portfolio info	Check in to see how portfolio development is going.	Check in to see how portfolio development is going. (You do not have to grade the edTPA or Portfolio.)

License	<input type="checkbox"/> <p>You are responsible for applying for your license. Follow the directions on the website. Link to SMSU site for licensure steps</p> <p>Complete any items ahead of time if you can such as your fingerprint card and MTLE tests. Send all completed items to the Placement office in one envelope.</p>	<p>Complete evaluations in a timely manner for ST to receive credit for their course which is needed to apply for licensure.</p>	<p>Complete evaluations in a timely manner for ST to receive credit for their course which is needed to apply for licensure.</p>
Livetext	<input type="checkbox"/> <p>Submit edTPA and portfolio to assignments.</p> <p>Complete evaluations, demographics, time log with 1st day and last day.</p> <p>Complete SPED demographics (if needed)</p>	<p>Complete evaluations.</p> <p>Approve time log 1st day and last day.</p>	<p>Complete evaluations.</p> <p>Upload observation documents and triad meeting documents.</p>



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



<p>Student Teaching Handbook: Link</p> <p>Para to SPED ST Guide: Link</p>	<p>edTPA Additional Materials: edTPA tips</p> <p>Everything you need to know about edTPA</p>	<p>Livetext Materials: https://www.livetext.com/</p> <p>US Guide: link</p> <p>CT Guide: link</p> <p>ST Guide: link</p> <p>Training Videos: link</p>
<p>Cooperating Teacher: CEU link</p>	<p>University Supervisor: link</p> <p>University Supervisor Mileage: link</p> <p>University Supervisor Visitation Form: link</p>	