Department of Elementary Education

Post-Baccalaureate
Traditional Program

STUDENT TEACHING HANDBOOK
FOR STUDENTS, FACULTY, UNIVERSITY SUPERVISORS, AND MASTER TEACHERS

California State University, Northridge
Michael D. Eisner College of Education
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The Student Teaching Handbook is designed for students, faculty, master teachers, university supervisors, and coordinators participating in the Fifth Year Post-Baccalaureate Traditional Program offered through California State University, Northridge. It is intended to provide an overview of the student teaching experience; describe the responsibilities of credential candidates, master teachers, coordinators, and faculty participating in the program; and explain policies and procedures established in the program for successfully completing student teaching.
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The Traditional Program is offered through the Michael D. Eisner College of Education. The following information is provided to assist participants in contacting appropriate offices and personnel during the program.

**Credential Office**
credprep@csun.edu
(818) 677-2733
(818) 677-5722 (FAX)

**Department of Elementary Education**
ceed@csun.edu
(818) 677-2621
(818) 677-5723 (FAX)

**Dr. Joyce Burstein**
Chair of Elementary Education
joyce.burstein@csun.edu
(818) 677-2621

**Dr. David Kretschmer**
Field Experience Office Director
david.kretschmer@csun.edu
(818) 677-2563

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Field Experience Office Coordinator
kelly.riese@csun.edu
(818) 677-2574

**Field Experience/Student Teaching Office**
elemst@csun.edu
(818) 677-3183

**Credential Office**
credprep@csun.edu
(818) 677-2586
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CONCEPTUAL FRAMEWORK OF THE COLLEGE OF EDUCATION

The Traditional Program reflects the philosophy and guiding values of the College of Education. This philosophy is expressed in the following Conceptual Framework adopted by the college.

The faculty of the Michael D. Eisner College of Education, regionally focused and nationally recognized, is committed to Excellence through Innovation. We believe excellence includes the acquisition of professional knowledge, skills, and dispositions and is demonstrated by the growth and renewal of ethical and caring professionals – faculty, staff, candidates – and those they serve. Innovation occurs through collaborative partnerships among communities of diverse learners who engage in creative and reflective thinking. To this end we continually strive to achieve the following competencies and values that form the foundation of the Conceptual Framework.

- We value academic excellence in the acquisition of professional knowledge and skills.
- We value the use of evidence for the purposes of monitoring candidate growth, determining the impact of our programs, and informing ongoing program and unit renewal. To this end we foster a culture of evidence.
- We value ethical practice and what it means to become ethical and caring professionals.
- We value collaborative partnerships within the College of Education as well as across disciplines with other CSUN faculty, P-12 faculty, and other members of regional and national educational and service communities.
- We value diversity in styles of practice and are united in a dedication to acknowledging, learning about, and addressing the varied strengths, interests, and needs of communities of diverse learners.
- We value creative and reflective thinking and practice.
SECTION I: STUDENT TEACHING EXPERIENCES

Introduction

Field experiences, including two student teaching assignments, are an integral part of the Traditional Program, providing teacher candidates with opportunities to observe and develop effective practices in managing and organizing the classroom, and planning, teaching, and evaluating the curriculum. As candidates progress through the program, they assume greater responsibility for classroom activities, teaching the curriculum, and assessing students.

Research in best practices in teacher education suggests that the most effective student teaching experience is one that is well coordinated with various other elements of the candidate’s preparation. Student teaching represents the capstone experiences for teacher candidates in the Traditional Program and provides them the opportunity to apply, elaborate, extend, and adapt skills and understandings they acquire in the program to the practical realities of the classroom. It is expected that teacher candidates will through the experience, demonstrate professional competencies related to the 13 Teaching Performance Expectations representing the six domains of the California Standards for the Teaching Profession (see Appendix A for the full language of the TPEs):

California Standards for the Teaching Profession (CSTP) and Teaching Performance Expectations (TPEs)

Summary Overview of the Domains of the CSTP

Domain A: Making Subject Matter Comprehensible to Students
   TPE 1: Specific pedagogical skills for subject matter instruction

Domain B: Assessing Student Learning
   TPE 2: Monitoring student learning during instruction
   TPE 3: Interpretation and use of assessments

Domain C: Engaging and Supporting Students in Learning
   TPE 4: Making content accessible
   TPE 5: Student engagement
   TPE 6: Developmentally appropriate teaching practices
   TPE 7: Teaching English learners

Domain D: Planning Instruction and Designing Learning Experiences for Students
   TPE 8: Learning about students
   TPE 9: Instructional planning

Domain E: Creating and Maintaining Effective Environments for Student Learning
   TPE 10: Instructional time
   TPE 11: Social engagement

Domain F: Developing as a Professional Educator
   TPE 12: Professional, legal, and ethical obligations
   TPE 13: Professional growth
Student Teaching Placement

Traditional Program teacher candidates are assigned to classrooms of master teachers in partnership schools. These master teachers have been selected through an application process that includes a classroom observation by either the university supervisor or school principal. Master teachers participating in the program demonstrate an understanding of the developmental nature of learning to teach and a desire to mentor aspiring teachers into the profession.

The E ED 560C Supervised Fieldwork includes an Early Field Experience component followed by a ten-week, half-day assignment. If the teacher candidate is taking E ED 520 at the same time as student teaching, the observation/participation requirement in E ED 520 will be completed in the same classroom as student teaching, prior to the start of student teaching. In this first assignment, the teacher candidate assumes responsibility for teaching in the areas of reading/language arts/ELD and mathematics. In addition, this student teaching assignment includes the design and implementation of modifications for English learners and students with special needs.

In E ED 561F Student Teaching, candidates again complete an Early Field Experience followed by a ten-week, full-day experience in a classroom setting that reflects a different grade level range than what was experienced during first semester student teaching. Teacher candidates build upon the skills and understandings acquired in the first student teaching assignment, teaching reading/language arts and mathematics, and expand their lesson planning and teaching to include additional areas of emphasis - history/social science, science, the arts, health, and PE. It is expected that by the close of the second assignment, the teacher candidate will demonstrate a level of competency expected of the beginning elementary teacher.

Responsibilities of Teacher Candidates, Master Teachers, and University Supervisors in Student Teaching

Following is a list of the responsibilities of the teacher candidate, master teacher, and university supervisor during a candidate’s student teaching assignment.

RESPONSIBILITIES OF THE TEACHER CANDIDATE

Before the assignment begins:

Professionalism
- Consider student teaching assignment a full-time job, and plan accordingly.
- Be available for student teaching workshops and meetings, scheduled during the time period before student teaching begins or after it ends.
- Adhere to professional ethics (dress code, privileged communications).
- Become familiar with the public school protocol regarding student teaching.
- Be prepared to student teach according to the school site’s academic calendar, not the university calendar.
- Discuss with your master teacher the best method to inform him or her of any unforeseen absences from student teaching.
- Be available to conference with the master teacher before or after school, in response to the needs of the master teacher in preparation for the student teaching experience.
- Approach the assignment with a positive attitude, one that will allow necessary adjustment in teaching practices in order to improve.
- Notify the university supervisor and master teacher of all changes in address, phone, e-mail, etc.

Students/School/Community
- Familiarize yourself with students and their backgrounds and the culture of the school and the community.
- Become familiar with the community around the school and its resources.
• Find out procedures for using equipment and obtaining supplies from the media center, teachers' workroom, and/or resource room. Assist in preparing material for handouts, teaching aids.
• Attend functions like “Back-to-School Night,” Open House, and PTA meetings with your master teacher (unless it interferes with a university course).
• Introduce yourself to the administrators, faculty, students, and staff.

Planning and Instruction
• During your observation/participation weeks, in advance of student teaching, set a regular planning time with your master teacher that you will commit to on a weekly basis.
• Determine with your master teacher the assessment tools and procedures that should be included in your lesson plans.
• Discuss with the master teacher school rules for managing discipline problems and the master teacher preferred techniques for classroom management.
• Obtain texts and teaching materials from the master teacher.
• Observe the master teacher in class; familiarize yourself with teaching of skill subjects, standards of behavior for different activities, class routines and procedures, and safety drills.
• Ask clarifying and probing questions about what you observe.

During the assignment:

Professionalism
• Approach each assignment with a positive attitude, one that will allow necessary adjustment in teaching practices in order to improve.
• Be punctual and attend daily. Arrive at least 30 minutes prior to class time.
• Keep an ongoing, reflective log of your experiences, challenges, concerns and satisfactions in a student teaching journal to be submitted to your university supervisor.
• Keep communication with the master teacher and university supervisor open, discussing problems or concerns as they arise.
• Take the initiative in asking questions and requesting materials. Attend staff meetings, professional conferences, and parents’ meetings. Ask to sit in on one or more parent-teacher conferences.
• Learn to conduct parent conferences in an objective and professional manner.
• Become involved in classroom, playground and lunch activities; give help and assistance when needed.
• Follow through on the expectations for the classroom aide as established by the master teacher.
• Attend regularly scheduled student teaching seminars. Seminars provide teacher candidates and faculty an opportunity to articulate theory and practice and address issues that arise in candidates' experiences in the classroom.
• Express appreciation at the conclusion of your assignment to all administrators, faculty, and staff who contributed to your learning experience.

Planning and Teaching
• Maintain a mutually satisfactory daily conference time with your master teacher. Make a sincere effort to keep communication open, discussing problems or concerns as they arise.
• Utilize the master teacher’s methods and materials while you begin to know the students, their learning styles, and motivational needs. If you then wish to adopt different methods and materials, discuss your ideas with your master teacher.
• Submit written lesson plans, following the program’s required format at least 24 hours in advance of the teaching period and retain these plans in a cumulative student teaching folder. The master teacher may require you to submit in writing your proposed sequence of materials and activities for the following week on Fridays, with a copy to the university supervisor.
• Evaluate lesson plans and the classroom implementation as objectively as possible and confer with the master teacher on a daily basis.
• Maintain a Student Teaching Notebook which includes a planbook and lesson plans with all handouts for students. This Notebook must be readily accessible in the classroom for review at any time by the master teacher and the university supervisor.
Assessment and Grading
- Assess students’ content knowledge and skills and use results in planning for instruction.
- Keep a roll and gradebook and confer frequently with the master teacher on the number and types of entries.

RESPONSIBILITIES OF THE MASTER TEACHER

Before the assignment begins:

Professionalism
- Meet with the university supervisor to discuss the nature of the field experience and specific information regarding the candidate’s involvement in the classroom.
- Include the teacher candidate in school staff meetings, workshops, parent conferences, and other meetings, e.g., PTA.
- Acquaint the teacher candidate with professional organizations and encourage him/her to attend conferences.

Students/School/Community
- Inform your class, aides, volunteers, and parents that a teacher candidate will be joining you and what his/her role will be. Clarify how the teacher candidate will gradually assume full classroom responsibilities under your mentorship.
- Introduce your teacher candidate as an associate or junior colleague to your pupils, the faculty, administrators, community persons, parents, and staff.
- Discuss with your teacher candidate the expected arrival and departure times based on the policies of your particular administration and faculty.
- Inform the teacher candidate regarding school/district policies, coverage of district curriculum, appropriate lesson plans, appropriate grading procedures, and contacts with parents.
- Inform your teacher candidate about policies concerning school personnel and resources, including fire drills and other safety procedures.
- Familiarize your teacher candidate with specific health and equipment requirements of individual students.

Planning, Teaching, and Student Assessment
- Provide the teacher candidate with work space and materials.
- Establish a regular time each day to confer with the teacher candidate. Encourage self-evaluation on the part of the teacher candidate.
- Prepare a list of suggestions for directed observations, i.e., routine procedures, behavior management, special techniques for handling groups and special health needs.
- Discuss and plan the teacher candidate’s schedule for participation in classroom activities.
- Help the teacher candidate plan appropriate goals, content and seatwork.
- Inform your teacher candidate of the procedures and practices used by the school for managing disciplinary problems.
- Discuss your goals and procedures for classroom management.
- Train the teacher candidate in the official use of the roll and gradebook(s).

Assessment of the Teacher Candidate
- Take time to discuss your expectations for the teacher candidate in terms of responsibilities, contributions, performance level and how you will evaluate the teacher candidate.
- Discuss and agree upon the criteria for evaluating the teacher candidate’s lesson plans.
During the assignment:

**Professionalism**
- Include the teacher candidate in faculty and parent meetings, parent conferences, and professional workshops as scheduled.
- Acquaint the teacher candidate with professional organizations and encourage attendance at conferences.
- Meet with the teacher candidate and university supervisor during planned visit of the supervisor to the teacher’s classroom.

**Planning, Instruction, and Assessment**
- Share your planning with the teacher candidate.
- Review the teacher candidate’s daily lesson plans.
- Model effective teaching techniques and approaches for the teacher candidate.
- Be present in the room when the teacher candidate is teaching the class in order to give accurate feedback on the strengths and weaknesses of lessons.
- Demonstrate your classroom management procedures for the teacher candidate.
- Help students to adjust to the increasing role of the teacher candidate in the classroom.
- Unless you are team teaching with the teacher candidate, redirect students to the teacher candidate if they come to you for assistance.
- Assist in selection of pupil(s) for assessment and individualized instructional planning.
- Invite the teacher candidate to visit the classroom(s) of other teachers to learn different teaching techniques.
- Allow the teacher candidate to assume full responsibility for teaching in the area of emphases during the last week of student teaching during the first assignment OR during the last two weeks (10 consecutive days) of the second assignment.

**Troubleshooting**
- Inform the university supervisor immediately if the teacher candidate is having difficulties or is not demonstrating satisfactory progress in meeting the Teaching Performance Expectations.

**Assessment of the Teacher Candidate**
- Write out observation comments and evaluations for activities in which the candidate is engaged. Provide the teacher candidate with a copy and keep another copy on file.
- Conference with the teacher candidate at the time of midterm and final evaluation to explain the ratings, being careful to denote the teacher candidate’s strengths and areas for improvement.
- Complete and discuss the midterm and final evaluation forms with the teacher candidate and university supervisor.

**Responsibilities of the University Supervisor**

**Students/School/Community**
- Become familiar with school programs, schedules, and staff.
- Become familiar with the candidate’s previous teaching experiences.
- Inform yourself as to the school schedule for lunch, recess, and special events, so you can schedule your visits at opportune times. Observe school protocol during these visits.

**Visitation**
- Schedule at least four to five regular visits (not including initial “welcome” visit) to the classrooms of teacher candidates and be punctual for those visits.
- Plan to observe entire lessons and provide feedback to the candidates.
- Observe the teacher candidate in the classroom on a regular basis and complete an observation form for each visit. Schedule additional observations if you feel they are needed or if requested by the master teacher or teacher candidate.
• Schedule two and three-way conferences with the master teacher and/or the teacher candidate at regular intervals and at times that are mutually convenient, as appropriate. Provide the master teacher and teacher candidate with written summaries of the conference, including specific objectives for the teacher candidate.
• Provide resources for the master teacher and teacher candidate as requested or when appropriate.

Troubleshooting
• Be alert if interpersonal problems arise between the teacher candidate and master teacher and be receptive to the ideas and suggestions for change from both.
• Inform the Field Experience/Student Teaching Coordinator of concerns involving the teacher candidate.
• Discuss problems or concerns you may have with the teacher candidate’s skills, or the appropriateness of the setting with the master teacher and with the Field Experience/Student Teaching Coordinator.
• Work collaboratively to establish effective intervention strategies in support of the teacher candidate (e.g., reassignment, extension of assignment, or withdraw from the program, if necessary).

Assessment of the Teacher Candidate
• Discuss the content of feedback and criteria for evaluation with the master teacher and the teacher candidate. Complete and discuss mid-term and final evaluations with the master teacher and candidate.

The Student Teaching Experience

E ED 560C: Supervised Fieldwork
In this experience, the focus is on the teaching of literacy and math. This student teaching experience is designed to advance the candidate in their understanding of the six interrelated domains of teaching practice as outlined in the California Standards for the Teaching Profession or CSTPs (California Department of Education, 1997) through the engagement and mastery of the Teaching Performance Expectations. The thirteen TPEs are arranged into the six domains of the CSTPs:

A. Making Subject Matter Comprehensible to Students
B. Assessing Student Learning
C. Engaging and Supporting Students in Learning
D. Planning Instruction and Designing Learning Experiences for Students
E. Creating and Maintaining Effective Environments for Student Learning
F. Developing as a Professional Educator

Teacher candidates enrolled in E ED 560C also enroll in E ED 559C: Student Teaching Seminar. Assignments from the seminar support the student teaching objectives.

COURSE OBJECTIVES
Upon completing this field experience, you should be moving toward mastery of the teaching performance expectations (as outlined by CCTC, 2001). Mastery is considered to be at Level III for each of the 13 TPEs. TPE Levels:

Level I Knowledge of components/elements
Level II Application of components/elements to observational data – case studies, learning scenarios, learner profiles
Level III Implement, evaluate, and reflect through active decision making in a classroom setting

After completing this course, students will be able to:
1. Teach the state adopted academic content standards for students in English-language Arts (TPE 1 - Level III).
2. Strategically plan and implement instruction to ensure that students meet or exceed the standards (TPE 1 - Level III).
3. Create a classroom environment where students learn to read and write, comprehend and compose, appreciate and analyze, and perform and enjoy the language arts (TPE 1 - Level III).
4. Make language comprehensible to diverse learners, and use the needs of the learners to guide instruction (TPE 1 - Level III).
5. Teach state adopted academic content standards for students in mathematics (TPE 1 - Level III).
6. Help students solve problems using mathematical reasoning in a secure environment (TPE 1 - Level III).
7. Use progress monitoring during instruction to determine student progress; pace instruction and re-teach content based on evidence gathered using assessment strategies (TPE 2 - Level III).
8. Use a variety of informal and formal, formative and summative assessments to determine students' progress and plan instruction (TPE 3 - Level III).
9. Interpret assessment data to identify level of proficiency of English language learners in English and primary language (TPE 3 - Level III).
10. Incorporate specific strategies, teaching/instructional activities, procedures and experience to provide a balanced curriculum in language arts/math for diverse and exceptional learners (TPE 4 - Level III, TPE 7 - Level III).
11. Vary instructional strategies according to purpose and lesson content and to meet student learning needs, including diverse and exceptional learners (TPE 4 - Level III, TPE 7 - Level III).
12. Maintain high student engagement by using strategies that engage all learners (TPE 5 - Level III).
13. Apply developmentally appropriate practice to the developmental levels of children in the assigned classroom (TPE 6 - Level III).
14. Use assessment data to plan and modify instruction over time (TPE 8 - Level III, TPE 9 - Level III).
15. Allocate time to maximize student achievement by establishing procedures, routines, and managing transitions (TPE 10 - Level III).
16. Create a community of learners with clear expectations that promote student effort and engagement, and moderates behavior (TPE 11 - Level III).
17. Apply knowledge of values, biases, professional behavior to students and families in inclusive settings (TPE 12 - Level III).
18. Self evaluate teaching practices; and improve teaching practices of the self and others by engaging in cycles of planning, teaching, reflecting, problem solving, and applying new strategies (TPE 13 - Level III).

COURSE ACTIVITIES/ASSIGNMENTS
You will receive detailed formatting instructions for all activities and assignments at the first meeting with your university supervisor.

1. Early Field Experience Assignment. Complete the Early Field Experience requirements as defined in your Packet and return to your university supervisor or seminar instructor, as noted.
2. Lesson Plans. Plan and implement lessons in literacy and math that reflect state adopted content standards based on assessment data as guided by your master teacher and university supervisor. Complete the “Reflection” portion of the lesson plan immediately following the teaching of a lesson.
3. Include “Essential Questions” in Lesson Plans. Include in your lesson plans essential questions and directions for successful classroom management until you are able to translate your lesson plans into successfully taught lessons (Your university supervisor will let you know when you can stop including “essential questions”).
4. Modification Plans for Lessons. Plan and implement modifications in lesson plans for ELL learners and exceptional learners in the inclusion experience as guided by your master teacher and university supervisor.
5. ELD Level/Students with Special Needs Seating Chart. Supply your university supervisor with a seating chart that shows the ELD levels of the students in your classroom and students who have an IEP.
6. Student Teaching Notebook. Maintain a Student Teaching Notebook that includes past lesson plans taught (with the reflection portion of the plan completed), current lesson plans, and future lesson plans. Have the Notebook available whenever a university supervisor comes to your classroom.
7. Reflective Journal. Keep a reflective journal about your experience in the classroom. You will turn this in to your university supervisor.
8. PACT Teaching Event Rehearsal Complete the PACT Teaching Event Rehearsal activities in your student teaching classroom assigned in your student teaching seminar.
**GRADING AND ASSESSMENT POLICY**

You are assessed, using the Classroom Teaching Profile, at the midpoint and end of the student teaching experience by your university supervisor and master teacher. You will be asked to write goals for improving your teaching performance at the midpoint and endpoint of the student teaching experience. Goals generated at the end of the experience will be used during the second student teaching experience (E ED 561F) to further the development of your teaching ability.

“Fieldwork Experience” is graded on a credit (CR)/no credit (NC) basis. The California Commission on Teacher Credentialing requires the equivalent of a “B” (3.0) for teacher performance in student teaching for awarding of credentials. At the conclusion of the semester of student teaching, the Classroom Teaching Profile will be used to provide an evaluation report about you as a student teacher.

**COURSE EXPECTATIONS**

Successful completion of E ED 560C is based on expectations adopted by the Department of Elementary Education for all programs.

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<tr>
<th>Timeline:</th>
<th>Requirement:</th>
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<tbody>
<tr>
<td>Early Field Experience</td>
<td>Complete Early Field Experience in your student teaching classroom, based on expectations given to you by your university supervisor, seminar instructor, and the Field Experience Office.</td>
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<td>Throughout</td>
<td>Create a Seating Chart showing ELD/Special Needs/GATE – submit to university supervisor during first week of student teaching. Place copy in Notebook.</td>
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<td>Maintain a weekly Reflective Journal – completed for the university supervisor, based on university supervisor requirements.</td>
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<td>Keep a Student Teaching Notebook available in the student teaching classroom that includes a planbook and all lesson plans required by the program and master teacher <em>(with completed reflections)</em>.</td>
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<td>Lesson Plans</td>
<td>In first two weeks, written lesson plans must be submitted for every lesson. <strong>Minimum number of lesson plans per subject area per week</strong> – “2 or 3 days of instruction per week/1 plan may last more than 1 day” WITH “informal/formal assessment for EACH day of instruction.”</td>
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<td>Weeks 1 - 4</td>
<td>Teach one lesson in Language Arts during Week 1. Write lesson plan using department format. Submit plan at least 24 hours in advance to master teacher. Include “essential questions” for all lesson plans, except “routines” related to subject areas (e.g. spelling test/dictation, blending, timed arithmetic math tests).</td>
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<td>Teach some lessons in Language Arts during Week 2. Write lesson plans using department format. Submit plans at least 24 hours in advance to master teacher. May add Math lessons. Include “essential questions” for all lesson plans, except “routines” related to subject areas (e.g. spelling test/dictation, blending, timed arithmetic math tests).</td>
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<td></td>
<td>Continue to teach Language Arts. If Math lesson not started in Week 2, must add at least one lesson in Math in Week 3. Write lesson plans using department format. Submit plans at least 24 hours in advance to master teacher. Include “essential questions” for all lesson plans, except “routines” related to subject areas (e.g. spelling test/dictation, blending, timed arithmetic math tests).</td>
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<tr>
<td>Weeks 5-9</td>
<td>Continue to ADD to your teaching responsibilities in BOTH subject areas. Include transitions and classroom management tasks, such as taking attendance.</td>
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<td>Write brief lesson plans (without essential questions) after your university supervisor gives permission to omit essential questions.</td>
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<td>Review grading system; help record grades in gradebook; know components of report card.</td>
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<tr>
<td>Week 10</td>
<td>Final week of student teaching: Teach all morning for one week, including transitions, based on master teacher approval.</td>
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Student Teaching Seminar
You will complete E ED 559C: Supervised Fieldwork Seminar.
See the appropriate Student Teaching Seminar syllabi for a description of seminar activities and due dates for written assignments.

E ED 561F: Student Teaching
In this experience, the focus is on teaching all academic subjects, health, the arts, and physical education to diverse learners. Diverse learners include those from different cultures, English language learners, and exceptional populations. This student teaching experience is designed to advance candidates in their understanding of the six interrelated domains of teaching practice as outlined in the California Standards for the Teaching Profession (California Department of Education, 1997) through the engagement and mastery of the Teaching Performance Expectations. The thirteen TPEs are arranged into six domains and include:

A. Making Subject Matter Comprehensible to Students
B. Assessing Student Learning
C. Engaging and Supporting Students in Learning
D. Planning Instruction and Designing Learning Experiences for Students
E. Creating and Maintaining Effective Environments for Student Learning
F. Developing as a Professional Educator

Teacher candidates enrolled in E ED 561F also enroll in E ED 559F: Student Teaching Seminar. Assignments from the seminar support the student teaching objectives.

COURSE OBJECTIVES
Upon completing this field experience, teacher candidates are expected to demonstrate significant mastery of the teaching performance expectations. Mastery is considered to be at Level III for each of the 13 TPEs according to the following levels of practice:

Level I Candidates demonstrate knowledge of the research-base, concepts, theories, and skills associated with the 13 Teacher Performance Expectations (TPEs).

Level II Candidates apply TPE elements in analyzing observational data such as case studies, learning scenarios, learner profiles.

Level III Candidates implement the TPE elements through active decision-making in an actual classroom setting.

After completing this course, students will be able to:

1. Teach the state adopted academic content standards for students in English-language Arts, English Language Development, Math, Science, History-Social Science, Health, Visual/Performing Arts and PE (TPE 1 - Level III).
2. Strategically plan and schedule instruction to ensure that students meet or exceed the standards (TPE 1 - Level III).
3. Create a classroom environment where students learn to read and write, comprehend and compose, appreciate and analyze, and perform and enjoy the language arts across all curricular subjects (TPE 1 - Level III).
4. Make language comprehensible to diverse learners by using SDAIE strategies, and use the needs of the learners to guide instruction (TPE 1 - Level III).
5. Help students inquire, reason, and solve problems in all academic contexts (TPE 1 - Level III).
6. Use progress monitoring during instruction to determine student progress; pace instruction and re-teach content based on evidence gathered using assessment strategies (TPE 2 - Level III).
7. Use a variety of informal and formal, formative and summative assessments to determine students' progress and plan differentiated instruction (TPE 3 - Level III).
8. Interpret assessment data to identify level of proficiency of English language learners in English and primary language (TPE 3 - Level III).
9. Incorporate specific strategies, teaching/instructional activities, procedures and experience to provide a balanced curriculum in all subject areas for diverse and exceptional learners (TPE 4 - Level III, TPE 7 - Level III).
10. Vary instructional strategies according to purpose and lesson content and to meet student learning needs, including diverse and exceptional learners (TPE 4 - Level III, TPE 7 - Level III).
11. Maintain high student engagement by using strategies that engage all learners (TPE 5 - Level III).
12. Apply developmentally appropriate practice to the developmental levels of children in the assigned classroom (TPE 6 - Level III).
13. Use assessment data to plan and modify instruction over time (TPE 8 - Level III, TPE 9 - Level III).
14. Allocate time to maximize student achievement by establishing procedures, routines, and managing transitions (TPE 10 - Level III).
15. Create a community of learners with clear expectations that promote student effort and engagement, and moderates behavior (TPE 11 - Level III).
16. Apply knowledge of values, biases, professional behavior to students and families in inclusive settings (TPE 12 - Level III).
17. Demonstrate the ability to work with colleagues and other school personnel, including paraprofessionals and specialists (TPE 13 - Level III).
18. Self evaluate teaching practices; and improve teaching practices of the self and others by engaging in cycles of planning, teaching, reflecting, problem solving, and applying new strategies in a peer coaching environment (TPE 13 - Level III).
19. Demonstrate an understanding of the knowledge, skills, and attitudes needed to work effectively with all students, including English Language Learners and culturally diverse students (TPE 7 - Level III).

COURSE ACTIVITIES/ASSIGNMENTS
You will receive detailed formatting instructions for all activities and assignments at the first meeting with your university supervisor.

1. Complete the requirements of the Early Field Experience component of student teaching.
2. Plan (using written lesson plans) and implement lessons based on assessment data as guided by your master teacher and university supervisor.
3. Plan (using written lesson plans) and implement modifications for exceptional learners and EL learners.
4. Assess student learning and use assessment data to inform planning and instruction.
5. Maintain a reflective journal that responds to your teaching experiences AND specific lessons you have taught in the classroom.
6. Maintain a Student Teaching Notebook that includes past lesson plans taught, current lesson plans, and future lesson plans. Have the Notebook available whenever a university supervisor comes to your classroom.
7. Complete the PACT Teaching Event in your student teaching classroom.

GRADING AND ASSESSMENT POLICY
In this course you will be observed by your master teacher and university supervisor. They will use the Classroom Teaching Profile to help you assess your developing competency of the Teaching Performance Expectations and your ability to teach English learners and students with special needs.

Assessment of teaching competency will also be supported by evaluation of a completed PACT Teaching Event. Formal evaluation of the Teaching Event is conducted toward the end of the semester.

By the close of the second student teaching assignment, teacher candidates are expected to demonstrate a level of competency of the 13 Teaching Performance Expectations consistent with that of a beginning teacher.

“Fieldwork Experience” is graded on a credit (CR) no credit (NC) basis. The California Commission on Teacher Credentialing requires the equivalent of a “B” (3.0) for teacher performance in student teaching for awarding of credentials. At the conclusion of the semester of student teaching, the Classroom Teaching Profile and the PACT Teaching Event will be used to provide an evaluation report for each student teacher.
COURSE EXPECTATIONS
Successful completion of E ED 561F is based on expectations adopted by the Department of Elementary Education for all programs.

<table>
<thead>
<tr>
<th>Timeline:</th>
<th>Requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Field Experience</td>
<td>Complete Early Field Experience in your student teaching classroom, based on expectations given to you by your university supervisor, seminar instructor, and the Field Experience Office.</td>
</tr>
<tr>
<td>Throughout</td>
<td>Create a Seating Chart showing ELD/Special Needs/GATE — submit to university supervisor during first week of student teaching. Place copy in Notebook. Maintain a weekly Reflective Journal — completed for the university supervisor, based on university supervisor requirements. Keep a Student Teaching Notebook available in the student teaching classroom that includes a planbook and all lesson plans required by the program and master teacher <em>(with completed reflections).</em></td>
</tr>
<tr>
<td>Lesson Plans</td>
<td>Minimum number of written lesson plans per subject area: “2 or 3 days of instruction per week/1 plan may last more than 1 day,” WITH “informal/formal assessment for EACH day of instruction.”</td>
</tr>
<tr>
<td>Weeks 1</td>
<td>Teach one lesson in Language Arts OR Math during Week 1. Write lesson plan using department format. Submit plan at least 24 hours in advance to master teacher. Include “essential questions” for all lessons, except “routines” related to subject areas (e.g. spelling test/dictation, blending, timed arithmetic math tests).</td>
</tr>
<tr>
<td>Weeks 2-3</td>
<td>Teach some lessons in that subject area Week 2 and 3. Add second subject area in Week 3. Write lesson plans using department format. Submit plans at least 24 hours in advance to master teacher. Include “essential questions” for all lessons, except “routines” related to subject areas (e.g. spelling test/dictation, blending, timed arithmetic math tests).</td>
</tr>
<tr>
<td>Week 4</td>
<td>Add third subject area by Week 4 AND increase responsibility for teaching and managing transitions. Write lesson plans using department format. Submit plans at least 24 hours in advance to master teacher. Include “essential questions” for all lessons, except “routines” related to subject areas (e.g. spelling test/dictation, blending, timed arithmetic math tests).</td>
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<tr>
<td>Weeks 5-8</td>
<td>Week 5 and on: Write brief lesson plans (without essential questions) after university supervisor and master teacher approve brief plans, based on quality performance during lessons. If science and social studies were not taught in the first four weeks, there should be some lesson plans in those subject areas that show essential questions. Review grading system; help record grades in gradebook; observe report card; observe parent conferences.</td>
</tr>
<tr>
<td>Weeks 9-10 Final Exam</td>
<td>10 days — “consecutive all- days of takeover.” No lesson plans required, however they are desired for difficult lessons; planbook required. No exceptions for visiting other classrooms, master teacher teaching lessons, etc.</td>
</tr>
</tbody>
</table>

*IF THERE IS A HOLIDAY DURING THE WEEKS YOU ARE ASSIGNED TO DO ALL DAY TEACHING, YOU MUST BEGIN DURING WEEK 7 – YOU MUST TEACH 10 CONSECUTIVE ALL DAYS WITHOUT LEAVING YOUR CLASSROOM TO PARTICIPATE IN OTHER UNIVERSITY ACTIVITIES.*

**Student Teaching Seminar**
*You will complete E ED 559F: Student Teaching Seminar*
See the appropriate Student Teaching Seminar syllabi for a description of seminar activities and due dates for written assignments.
SECTION II: POLICIES, EXPECTATIONS, AND PROFESSIONAL RESPONSIBILITIES OF MULTIPLE SUBJECT TEACHER CANDIDATES

Candidates enrolled in any Multiple Subject Credential Program are encouraged to become familiar with all matters related to their rights and responsibilities as students at California State University, Northridge, as stated in the University Catalog.

Registering For Classes
Teacher candidates must comply with university policy regarding payment of fees and registering for classes. Students must pay fees and register for classes by the end of the third week of classes in the semester.

Any teacher candidate who is not able to register for classes by the established deadline must notify the appropriate program coordinator and develop a plan of action for registering for courses within a semester.

E-Mail
All teacher candidates are required to obtain and maintain a CSUN email address. If you have a preferred email, visit CSUN’s portal for information on forwarding your CSUN email to your preferred email.

Standards for Completion of Assignments
All assignments are to be completed in a professional manner. Unless otherwise specified, assignments must be typed using a standard font and appropriate margins.

Individual instructors establish their own policies and expectations for successful completion and submission of assignments. Students are advised to familiarize themselves with policies established in each course and to adhere to those policies in completing assignments for the course.

Use of Cellular Phones and Pagers during Fieldwork
All cell phones, pagers and other electronic devices must be silenced during class and field experiences. If, due to an emergency situation, the student must receive a call or page during class time, he or she is asked to inform the instructor(s) or master teacher prior to the beginning of class.

Attendance
Regular attendance at orientations, classes and seminars is considered part of the professional responsibility of all teacher candidates and important to teacher candidates developing the skills and understandings required of a teacher. Attendance policies will vary across courses, however, students are generally expected to attend all class sessions except in case of emergency and to inform the instructor of any absence from class.

Religious Holidays
The student teaching program follows university policy in honoring religious holidays.

Tardiness
Students are expected to demonstrate professional responsibility and respect by arriving to all class sessions and fieldwork assignments on time.

Professionalism Requirements in Field Experiences
Participating in school-based field experiences is a time of transition from the world of being a student to that of the teacher. It is the responsibility of the teacher preparation program to advance in every way possible, the knowledge base, abilities, and professional sensibilities of the teacher candidate in this transition. What follows is a list of requirements to promote opportunity for candidate success in field experiences.
**Appearance and Attire**

First impressions are important and can be lasting. As you enter the school as a professional, do your best to present yourself as a professional.

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Rationale</th>
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<tbody>
<tr>
<td><strong>Women:</strong> Slacks, appropriate shorts, dress, skirt, blouse, polo shirt, T-shirt (appropriate style). Footwear appropriate to the job: Flats, loafers, tennis shoes.</td>
<td>Avoid wearing jeans or denim unless the day’s activities specifically call for such clothing. It is not appropriate for <strong>women</strong> in the school setting to wear clothing that exposes the midriff, spaghetti straps, halter tops, T-shirts with inappropriate logos, short-short skirts and shorts, tight-tight pants and tops, revealing tops. Rubber slippers/flip-flops/zori’s are not appropriate. Likewise, <strong>men</strong> should avoid wearing jeans to teaching unless the day’s activities warrant and certainly should never arrive at school in grunge-wear, excessively large/baggy clothing, droopy pants with exposed underwear; T-shirts and other attire with inappropriate logos; and hats unless on an outdoor fieldtrip. A teacher candidate should dress in a manner so as to conceal tattoos and body piercings in unusual places.</td>
</tr>
<tr>
<td><strong>Men:</strong> Slacks or casual pant; sport shirt or polo shirt, worn out or tucked in as appropriate; Casual shoe or tennis shoe.</td>
<td></td>
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</tbody>
</table>

**When on the School Grounds**

As a student teacher, you are a guest and a visitor to the school campus. Please inquire into policies regarding parking on campus, signing into and out of campus, and use of the facilities.

| Ask about, learn, and follow rules for parking on and around the campus. | Don’t park in areas that are clearly off-limits to you, e.g., the Principal’s or Cafeteria Manager’s designated parking space. Don’t park in spaces commonly understood to be reserved for teachers and staff at the school. |
| Ask about, learn, and adhere to school policy for signing in and out of school. | The school’s primary concern is the safety of its children. Please follow all school policies as a visitor on the campus. |
| Inform your supervising/host teacher and/or the front office if you must be absent from fieldwork or student teaching due to emergency or illness. | Assume your responsibilities as a fieldwork student or student teacher as if you were the actual teacher. If at all possible, provide the master teacher with plans for lessons that you were scheduled to teach. |
| Check on policy of student teacher use of teacher’s lounge during recess and lunch breaks. | Due to the number of teachers at some elementary schools, the teacher’s lounges at many schools are suffering from overcrowding. Please do not assume that you have free use of the lounge. Discuss the matter with your master teacher. |

**Personal Attributes**

Certain personal qualities are a good match with the challenges and responsibilities of teaching, and the student teaching experience should be a time during which you begin to apply those attributes to the teaching setting.

| Take initiative. | Don’t wait for your master teacher to ask you to complete a task or fulfill a responsibility that has been put before you. You have been provided a guideline for your involvement in fieldwork. Adhere to it. |
| Get organized. | The effective teacher is an organized teacher. |
| Teachers fulfill hundreds of tasks on a daily basis and an organized teacher will make maximum use of time in the school day. |
| Be open to feedback and suggestions. | Seek input from your master teacher on how to improve your practice. Put suggestions from your university supervisor and master teacher into practice. |
| Be punctual. | A habit of tardiness in a person who has assumed the responsibility of caring for children is a potentially disastrous mixture. Please be sure to schedule the other elements of your life so that you can arrive and remain at your school during the required hours. |
| Plan well in advance for the day’s teaching. | As a guideline, submit lesson plans to your master teacher at least 24 hours prior to teaching them. |
| Use discretion in your communications. | Don’t engage in gossip about any one on the school grounds, including students. Carefully monitor your conversations with others for appropriateness to the educational setting. |
| Keep communication open. | Open communication is critical to a successful fieldwork/student teaching experience. Confer with the master teacher on a regular basis to discuss your practices. Provide the teacher with a comment/feedback journal. |
| Participate fully in the life of the school. | Use this time as an opportunity to demonstrate to others that you are fully committed to teaching as a profession. Attend back-to-school and open house events, attend faculty meetings and professional development workshops (as appropriate), etc. |

**Eligibility to Student Teach**
In order for teacher candidates to be eligible to student teach they must have completed the following requirements:

- Basic Skills Requirement (BSR)
- CSET passed
- Writing Proficiency (one of the following options):
  - CBEST writing score of 41 or better
  - UDWPE with a score of 10 or better
  - Approved Upper Division Writing course ENG 305, ENG 406, or COMS 321 with a grade of "C" or better
  - Passage of CSET: Writing Skills
- Successful completion of all requisite coursework with a grade of “C” or better in all courses and an overall GPA of 2.75 or above since admission
- Documentation of clearance from tuberculosis
- Fingerprint clearance
- CPR certification is required before second semester student teaching placement.

**Application to Student Teach**
All teacher candidates must submit an application to student teach to the Credential Office in the semester prior to beginning the first student teaching assignment. An application for the second student teaching assignment is required if both assignments are not completed in consecutive semesters. If conditions are not met or your plans change, you will need to file a new student teaching application. If your plans to student teach changes after you have submitted your student teaching application, you must notify the Credential Office and the Field Experience Office. Candidates should refer to deadlines for the Student Teaching Application established by the Credential Office.
Student Teaching When Employed in a Teaching Assistant Position
The first student teaching experience may be completed in a Teaching Assistant’s host school, but not with any teacher for whom the candidate has served as a T.A. Documentation from the school principal is required and the documentation must demonstrate that the master teacher meets the qualifications to serve as a master teacher as defined by the Commission on Teacher Credentialing. Second semester student teaching must be completed at a partnership school site. Career Ladder Program members may petition the Field Experience Office to complete their second semester of student teaching in a Career Ladder placement.

Student Teaching on District’s Calendar
Student teachers will follow the school district calendar if it differs from the CSUN calendar in order to remain in the classroom with their pupils. Your university supervisor will discuss scheduling modifications early in the semester so that candidates are informed when student teaching does not coincide with CSUN’S calendar.

Absences during Student Teaching
Teacher candidates are expected to attend daily during the assignment, except in instances of illness or family emergency. If the candidate is absent more than three days from the assignment, the candidate’s assignment will be extended an additional week. If the candidate is absent for more than five days, the candidate’s assignment will be extended an additional two weeks. Absences totaling ten or more school days will require the candidate to withdraw from the assignment.

In-Service Days
In-service days are contracted days for teachers. If you do not attend an in-service day scheduled in your district during your student teaching placement, you will be expected to be in the classroom planning or working.

State and Program Requirements Related to Student Teaching Placements
The California Commission on Teacher Credentialing (CCTC) requires that at least one student teaching experience expose prospective teachers to the rapidly changing demographics of the State. In compliance with this mandate, at least one supervised field experience must provide the teacher candidate a cross-cultural experience defined as a classroom setting of mixed racial/ethnic compositions.

Moreover, according to the Standards of Quality and Effectiveness for the Professional Teacher Preparation Programs adopted by the Commission (2001), the two semesters of student teaching must provide candidates with experience teaching:
- English language learners
- Students with disabilities in inclusive settings
- Two of three grade ranges (K-2, 3-5, self-contained 6-8)
- Students who are emergent readers

Legal Responsibilities of the Master Teacher in Student Teaching
In field experience situations, the master teacher remains as the teacher of record and is legally responsible for what happens in the classroom. Thus, the master teacher must work closely with the teacher candidate to ensure the safety and well-being of the students in the classroom. The master teacher must provide guidance in designing and implementing the curriculum, grading, and conducting parent conferences. Moreover, it is imperative that the master teacher instruct the teacher candidate regarding school and district policies, coverage of the district curriculum, appropriate lesson plans, appropriate grading procedures, and contact with the parents.

Reporting Child Abuse
The state requires that all suspected child abuse be reported and educators are “mandatory reporters.” Thus, teachers are legally liable for reporting all suspected cases of child abuse. Since you are not yet a credentialed teacher, you should talk to your master teacher and university supervisor if you suspect abuse of a child in your classroom. Do not take it upon yourself to report an incident without speaking to administrators.
Under the Federal Child Abuse Prevention and Treatment Act (CAPTA) passed in 1974, all 50 states have laws mandating the reporting of child abuse and neglect. The most current Child Abuse and Neglect Reporting Act, which is contained within the California Penal Code at sections 11164-11174.3, can be accessed via the internet site titled California Law at: http://www.leginfo.ca.gov/calaw.html

The Intent of California Law
- To protect the child and any other children in the home
- To provide help and resources for the parent or caretaker
- Be a catalyst for change in the home environment and prevent the risk of further abuse

Who can make a report?
- Any citizen can make a report of suspected or known child abuse to a child protective services agency.
- **Mandated Reporters are required by law to make a report**

What is a “Mandated Reporter” in California?
- In the scope of their employment, a Mandated Reporter has a special relationship or contact with children or the home.
- A Mandated Reporter is legally required to report if they know of or have “Reasonable Suspicion” of child abuse and neglect encountered in the scope of their employment.

Who are “Mandated Reporters” in California?
In Public and Private Schools
- Teachers
- Instructional Aides
- Teacher’s Aides
- Teacher’s Assistants
- Classified Employees
- Other Certificated Employees (e.g., School Nurse, School Psychologist)

Assessment of the Teacher Candidate in Student Teaching
The Multiple Subject Credential Program has designed a multifaceted system for assessing the degree to which teacher candidates have demonstrated competency in the 13 Teaching Performance Expectations mandated by the California Commission on Teacher Credentialing. Components include a Classroom Teaching Profile based on the candidate’s teaching and the Performance Assessment for California Teachers (PACT).

**Classroom Teaching Profile.** The master teacher and university supervisor each complete an evaluation form based on regular observations of the candidate’s teaching practice. The profile reflects a developmental continuum in learning to teach according to the 13 Teaching Performance Expectations. This form is used as a formative assessment of the teacher candidate performance midway through the field experience, and summatively at the end of the candidate’s assignment. Both the master teacher and university supervisor independently complete a form at the end of the assignment that is shared with the teacher candidate at a scheduled conference. The purpose of this meeting is to discuss the progress of the teacher candidate towards meeting the Teaching Performance Expectations and to identify the specific TPEs in which the candidate is deficient.

**Completion of PACT Teaching Event.** Candidates will complete the PACT evaluation system that includes development of a Teaching Event during student teaching and three Content Area Tasks (CATs) during their math, science and social studies methods classes.

Grade of “No Credit” (NC) Assigned for Student Teaching
Student Teaching is graded on a “Credit” (CR)’”No-Credit” (NC) basis. A grade of No-Credit is given by the university supervisor in consultation with the Field Experience Office and is based on assessments of the candidate’s teaching proficiencies made by the university supervisor and master teacher. Generally, a grade of No-Credit is assigned in situations in which the teacher candidate has not demonstrated a satisfactory level of
competency as defined by the 13 Teaching Performance Expectations expected of teacher candidates in each of the two student teaching assignments.

**Student Teaching Assistance Report**
When a teacher candidate requires significant additional assistance during a student teaching experience, and received that assistance from a seminar leader, master teacher, or university supervisor, a Student Teaching Assistance Report (STAR) will be completed by the faculty who provided assistance. Assistance should be in response to helping the teacher candidate meet expectations in the Teaching Performance Expectations (TPEs) as reflected in the Classroom Teaching Profile. The STAR will document what additional assistance was offered and what the expectations are for the teacher candidate following the engagement of extra assistance. The purpose of this document is to create a record of the type of assistance offered to the teacher candidate, so that the Field Experience Office and faculty are aware of efforts taken to improve teaching performance. See Appendix D.

**Student Teaching Assistance Plan**
When a Teacher Candidate is not demonstrating satisfactory progress in the student teaching assignment, the master teacher and the university supervisor will jointly develop a Student Teaching Assistance Plan (STAP) based on the appropriate California Standards for the Teaching Profession and Teaching Performance Expectations (TPEs). The STAP will specify competencies that the teacher candidate will need to demonstrate within a defined period of time in order to successfully complete the student teaching assignment. Completion of the student teaching requirement can occur within the semester the STAP is written, or in a subsequent semester when the Teacher Candidate re-enrolls in student teaching. The Plan will be reviewed by the Student Teaching Coordinator. It will be placed in the credential candidate’s file located in the Credential Office. A copy of the STAP remains with the teacher candidate and the Field Experience Office. The Student Teaching Coordinator will assume the responsibility of informing personnel in the Credential Office to remove the Plan from the candidate’s file once the candidate successfully completes the student teaching assignment. See Appendix E.

**Withdrawal from Student Teaching**
In a few situations, the teacher candidate’s teaching may be significantly deficient. When this occurs, it is best for the teacher candidate to withdraw from the assignment as early in the semester as possible. Decisions regarding withdrawal from the assignment and possible transfer to another school site may be initiated by the teacher candidate, the master teacher, or the university supervisor. Any decision regarding withdrawal of a candidate from student teaching must be discussed with the Student Teaching Coordinator and school site administrator responsible for coordinating student teaching. Final approval of the decision to withdraw a candidate from student teaching is made jointly by the Student Teaching Coordinator and university supervisor. If the teacher candidate chooses to discontinue student teaching during a semester, the candidate is expected to notify the master teacher, university supervisor and the Student Teaching Coordinator in writing.

**Policy on Repeating Supervised Fieldwork/Student Teaching**
A candidate who has withdrawn two times from any one or combination of the following courses:
- E ED 560C
- E ED 561F
OR who has received two NC’s in any one or combination of the above courses, OR who has one Withdrawal (“W”) and one No Credit (“NC”) in any one or combination of the above courses, is ineligible for future placement. The candidate may request an exception of the Student Teaching Coordinator and Department Chair to allow a third placement when a candidate has withdrawn for documented reasons such as illness, family illness, or financial hardship. The Committee on Selection, Admission, and Retention in the Credential Office can be asked to review this decision.

**Removal of a Teacher Candidate from an Assignment**
In the event that the teacher candidate does not fulfill obligations of the assignment, to the students, or to the master teacher, or if for any other reason, the assignment needs to be terminated, the teacher candidate may be removed from the student teaching assignment. Removal may be initiated by the master teacher upon a discussion with the university supervisor, the Student Teaching Coordinator, and the school-site administrator.
serving as school-university liaison. The final decision to remove a candidate from an assignment is made jointly by the university supervisor and the Student Teaching Coordinator.

**Involuntary Withdrawal from the Teacher Education Program**
In instances in which the teacher candidate consistently demonstrates poor work habits or unprofessional behavior, he or she may be involuntarily withdrawn from the Program. This action is initiated between Program faculty and the Coordinator for the candidate’s program. The action is communicated in writing to the Executive Secretary of the Selection and Admission Committee. The student is informed of the existence of the negative written communication per the Family Privacy Act of 1974. Thereafter the Executive Secretary begins the procedures identified in the Credential Office memorandum of August 18, 1988, Involuntary Withdrawal of Candidates from the Credential Program. These procedures protect the candidate’s right to free speech and provide an opportunity to face the person(s) who wrote a negative communication about the candidate. The procedures are on file in the Credential Office.

**Placement Plan**
After the Field Experience Coordinator makes three attempts to place a teacher candidate and is unable to do so because the candidate refuses the placement and/or the school refuses the placement of the candidate, the candidate must wait until the next semester for the student teaching assignment. A Placement Plan will then be developed jointly by the credential candidate, the university supervisor, and the Student Teaching Coordinator. The plan will be used in the following semester when a university supervisor attempts to place the teacher candidate.

When the teacher candidate returns for student teaching, the Student Teaching Coordinator will make two attempts to place him/her in an appropriate assignment. If the teacher candidate refuses the placement and/or the school refuses to place the student, the student is recommended to the Director of the Credential Office for consideration of involuntary withdrawal from the teacher preparation program.

**Appealing Unfavorable Decisions**
Every student has the right to appeal any unfavorable decision, including the involuntary withdrawal from the teacher education program. To protect the rights of the student, the Program follows procedures established by the College and University for appealing decisions regarding involuntary withdrawal from the teacher preparation program and a grade of “No Credit” for student teaching (see “Student Teaching Policies”).
APPENDIX A

The California Teaching Performance Expectations (TPEs)

A. MAKING SUBJECT MATTER COMPREHENSIBLE TO STUDENTS

TPE 1: Specific Pedagogical Skills for Subject Matter Instruction

Background Information: TPE 1. TPE 1 is divided into two categories intended to take into account the differentiated teaching assignments of multiple subject and single subject teachers. Multiple subject credential holders work in self-contained classrooms and are responsible for instruction in several subject areas; single subject teachers work in departmentalized settings and have more specialized assignments. These categories are Subject-Specific Pedagogical Skills for Multiple Subject Teaching Assignments (1-A), and Subject-Specific Pedagogical Skills for Single Subject Teaching Assignments (1-B).

TPE 1A: Subject-Specific Pedagogical Skills for Multiple Subject Teaching Assignments

Teaching Reading-Language Arts in a Multiple Subject Assignment

Candidates for a Multiple Subject Teaching Credential:

- Demonstrate the ability to teach the state-adopted academic content standards for students in English-Language Arts (K-8).
- They understand how to deliver a comprehensive program of systematic instruction in word analysis, fluency, and systematic vocabulary development; reading comprehension; literary response and analysis; writing strategies and applications; written and oral English Language conventions; and listening and speaking strategies and applications.
- They know how to strategically plan and schedule instruction to ensure that students meet or exceed the standards.
- Candidates create a classroom environment where students learn to read and write, comprehend and compose, appreciate and analyze, and perform and enjoy the language arts.
- They understand how to make language (e.g., vocabulary, forms, uses) comprehensible to students and the need for students to master foundational skills as a gateway to using all forms of language as tools for thinking, learning, and communicating.
- They understand how to use instructional materials that include a range of textual, functional and recreational texts and how to teach high quality literature and expository text.
- They understand that the advanced skills of comprehending narrative and informational texts and literary response and analysis, and the creation of eloquent prose, all depend on a foundation of solid vocabulary, decoding, and word-recognition skills.
- Candidates teach students how to use visual structures such as graphic organizers or outlines to comprehend or produce text, how to comprehend or produce narrative, expository, persuasive and descriptive texts, how to comprehend or produce the complexity of writing forms, purposes, and organizational patterns, and how to have a command of written and oral English-language conventions.
- They know how to determine the skill level of students through the use of meaningful indicators of reading and language arts proficiency prior to instruction, how to determine whether students are making adequate progress on skills and concepts taught directly, and how to determine the effectiveness of instruction and students' proficiency after instruction.

Teaching Mathematics in a Multiple Subject Assignment

Candidates for a Multiple Subject Teaching Credential:

- Demonstrate the ability to teach the state-adopted academic content standards for students in mathematics (K-8).
- They enable students to understand basic mathematical computations, concepts, and symbols, to use these tools and processes to solve common problems, and apply them to novel problems.
• They help students understand different mathematical topics and make connections among them.
• Candidates help students solve real-world problems using mathematical reasoning and concrete, verbal, symbolic, and graphic representations.
• They provide a secure environment for taking intellectual risks and approaching problems in multiple ways.
• Candidates model and encourage students to use multiple ways of approaching mathematical problems, and they encourage discussion of different solution strategies.
• They foster positive attitudes toward mathematics, and encourage student curiosity, flexibility, and persistence in solving mathematical problems.

Teaching Science in a Multiple Subject Assignment

Candidates for a Multiple Subject Teaching Credential:
• Demonstrate the ability to teach the state-adopted academic content standards for students in science (K-8).
• They balance the focus of instruction between science information, concepts, and investigations.
• Their explanations, demonstrations, and class activities serve to illustrate science concepts and principles, scientific investigation, and experimentation.
• Candidates emphasize the importance of accuracy, precision, and estimation.

Teaching History-Social Science in a Multiple Subject Assignment

Candidates for a Multiple Subject Teaching Credential:
• Demonstrate the ability to teach the state-adopted academic content standards for students in history-social science (K-8).
• They enable students to learn and use basic analytic thinking skills in history and social science while attaining the state-adopted academic content standards for students.
• They use timelines and maps to give students a sense of temporal and spatial scale.
• Candidates teach students how social science concepts and themes provide insights into historical periods and cultures.
• They help students understand events and periods from multiple perspectives by using simulations, case studies, cultural artifacts, works of art and literature, cooperative projects, and student research activities.

B. ASSESSING STUDENT LEARNING

TPE 2: Monitoring Student Learning During Instruction

Candidates for a Teaching Credential:
• Use progress monitoring at key points during instruction to determine whether students are progressing adequately toward achieving the state-adopted academic content standards for students.
• They pace instruction and re-teach content based on evidence gathered using assessment strategies such as questioning students and examining student work and products.
• Candidates anticipate, check for, and address common student misconceptions and misunderstandings.

TPE 3: Interpretation and Use of Assessments

Candidates for a Teaching Credential:
• Understand and use a variety of informal and formal, as well as formative and summative assessments, to determine students’ progress and plan instruction.
• They know about and can appropriately implement the state-adopted student assessment program.
• Candidates understand the purposes and uses of different types of diagnostic instruments, including entry level, progress-monitoring and summative assessments.
They use multiple measures, including information from families, to assess student knowledge, skills, and behaviors.
They know when and how to use specialized assessments based on students' needs.
Candidates know about and can appropriately use informal classroom assessments and analyze student work.
They teach students how to use self-assessment strategies.
Candidates provide guidance and time for students to practice these strategies.
Candidates understand how to familiarize students with the format of standardized tests.
They know how to appropriately administer standardized tests, including when to make accommodations for students with special needs.
They know how to accurately interpret assessment results of individuals and groups in order to develop and modify instruction.
Candidates interpret assessment data to identify the level of proficiency of English language learners in English as well as in the students’ primary language.
They give students specific, timely feedback on their learning, and maintain accurate records summarizing student achievement.
They are able to explain, to students and to their families, student academic and behavioral strengths, areas for academic growth, promotion and retention policies, and how a grade or progress report is derived.
Candidates can clearly explain to families how to help students achieve the curriculum.

### C. ENGAGING AND SUPPORTING STUDENTS IN LEARNING

#### TPE 4: Making Content Accessible

Candidates for Teaching Credentials:
- Incorporate specific strategies, teaching/instructional activities, procedures and experiences that address state-adopted academic content standards for students in order to provide a balanced and comprehensive curriculum.
- They use instructional materials to reinforce state-adopted academic content standards for students and they prioritize and sequence essential skills and strategies in a logical, coherent manner relative to students' current level of achievement.
- They vary instructional strategies according to purpose and lesson content.
- To meet student academic learning needs, candidates explain content clearly and reinforce content in multiple ways, such as the use of written and oral presentation, manipulatives, physical models, visual and performing arts, diagrams, non-verbal communication, and computer technology.
- They provide opportunities and adequate time for students to practice and apply what they have learned.
- They distinguish between conversational and academic language, and develop student skills in using and understanding academic language.
- They teach students strategies to read and comprehend a variety of texts and a variety of information sources, in the subject(s) taught.
- They model active listening in the classroom. Candidates encourage student creativity and imagination.
- They motivate students and encourage student effort. When students do not understand content, they take additional steps to foster access and comprehension for all learners.
- Candidates balance instruction by adjusting lesson designs relative to students’ current level of achievement.

#### TPE 5: Student Engagement

Candidates for Teaching Credentials:
- Clearly communicate instructional objectives to students.
- They ensure the active and equitable participation of all students.
They ensure that students understand what they are to do during instruction and monitor student progress toward academic goals. If students are struggling and off-task, candidates examine why and use strategies to re-engage them. Candidates encourage students to share and examine points of view during lessons. They use community resources, student experiences, and applied learning activities to make instruction relevant. They extend the intellectual quality of student thinking by asking stimulating questions and challenging student ideas. Candidates teach students to respond to and frame meaningful questions.

**TPE 6: Developmentally Appropriate Teaching Practices**

Background information for TPE 6: TPEs describe knowledge, skills, and abilities for all credential candidates, and they underscore the importance of generically-effective strategies for teaching a broad range of students. The purpose of TPE 6 is to establish additional expectations that are of greatest importance in teaching students at distinct stages of child and adolescent development. It is not the intent of TPE 6 to describe practices that are appropriate or effective only at one developmental level. This TPE describes professional practices that are most commonly used and needed for students in each major phase of schooling, grades K-3, 4-8, and 9-12. ¹

**TPE 6A: Developmentally Appropriate Practices in Grades K-3**

During teaching assignments in Grades K-3, candidates for a Multiple Subject Teaching Credential:

- Understand how to create a structured day with opportunities for movement.
- They design academic activities that suit the attention span of young learners.
- Their instructional activities connect with the children’s immediate world; draw on key content from more than one subject area; and include hands-on experiences and manipulatives that help students learn.
- Candidates teach and model norms of social interactions (e.g., consideration, cooperation, responsibility, empathy).
- They understand that some children hold naïve understandings of the world around them.
- Candidates provide educational experiences that help students develop more realistic expectations and understandings of their environment.
- They know how to make special plans for students who require extra help in exercising self-control among their peers or who have exceptional needs or abilities.

**TPE 6B: Developmentally Appropriate Practices in Grades 4-8**

During teaching assignments in Grades 4-8, candidates for a teaching credential:

- Build on students’ command of basic skills and understandings while providing intensive support for students who lack basic skills as defined in state-adopted academic content standards for students.
- They teach from grade-level texts. Candidates design learning activities to extend students’ concrete thinking and foster abstract reasoning and problem-solving skills.
- They help students develop learning strategies to cope with increasingly challenging academic curriculum.
- They assist students, as needed, in developing and practicing strategies for managing time and completing assignments.
- Candidates develop students’ skills for working in groups to maximize learning.
- They build on peer relationships and support students in trying new roles and responsibilities in the classroom.

¹ TPE 6 does not represent a comprehensive strategy for teaching students at any particular stage; the elements of TPE 6 are intended merely to *supplement and not replace* the broader range of pedagogical skills and abilities described in the TPEs.
• They support students’ taking of intellectual risks such as sharing ideas that may include errors.
• Candidates distinguish between misbehavior and over-enthusiasm, and they respond appropriately to students who are testing limits and students who alternatively assume and reject responsibility.

**TPE 6C: Developmentally Appropriate Practices in Grades 9-12**

During teaching assignments in Grades 9-12, candidates for a Single Subject Teaching Credential:

• Establish intellectually challenging academic expectations and provide opportunities for students to develop advanced thinking and problem-solving skills.
• They frequently communicate course goals, requirements, and grading criteria to students and families.
• They help students to understand connections between the curriculum and life beyond high school, and they communicate the consequences of academic choices in terms of future career, school and life options.
• Candidates support students in assuming increasing responsibility for learning, and encourage behaviors important for work such as being on time and completing assignments.
• They understand adolescence as a period of intense social peer pressure to conform, and they support signs of students’ individuality while being sensitive to what being "different" means for high school students.

**TPE 7: Teaching English Learners**

Candidates for a Teaching Credential:

• Know and can apply pedagogical theories, principles, and instructional practices for comprehensive instruction of English learners.
• They know and can apply theories, principles, and instructional practices for English Language Development leading to comprehensive literacy in English.
• They are familiar with the philosophy, design, goals, and characteristics of programs for English language development, including structured English immersion.
• They implement an instructional program that facilitates English language development, including reading, writing, listening and speaking skills, that logically progresses to the grade level reading/language arts program for English speakers.
• They draw upon information about students’ backgrounds and prior learning, including students' assessed levels of literacy in English and their first languages, as well as their proficiency in English, to provide instruction differentiated to students’ language abilities.
• They understand how and when to collaborate with specialists and para-educators to support English language development.
• Based on appropriate assessment information, candidates select instructional materials and strategies, including activities in the area of visual and performing arts, to develop students’ abilities to comprehend and produce English.
• They use English that extends students’ current level of development yet is still comprehensible.
• They know how to analyze student errors in oral and written language in order to understand how to plan differentiated instruction.
• Candidates for a Teaching Credential know and apply pedagogical theories, principles and practices for the development of academic language, comprehension, and knowledge in the subjects of the core curriculum.
• They use systematic instructional strategies, including contextualizing key concepts, to make grade-appropriate or advanced curriculum content comprehensible to English learners.
• They allow students to express meaning in a variety of ways, including in their first language, and, if available, manage first language support such as para-educators, peers, and books.²

² Teachers are not expected to speak the students’ primary language, unless they hold an appropriate credential and teach in a bilingual classroom. The expectation is that they understand how to use available resources in the primary language, including students’ primary language skills, to support their learning of English and curriculum content.
• They use questioning strategies that model or represent familiar English grammatical constructions.
• They make learning strategies explicit.
• Candidates understand how cognitive, pedagogical, and individual factors affect students’ language acquisition.
• They take these factors into account in planning lessons for English language development and for academic content.

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<tr>
<th>D. PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR STUDENTS</th>
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**TPE 8: Learning about Students**

Candidates for a Teaching Credential:

- Draw upon an understanding of patterns of child and adolescent development to understand their students.
- Using formal and informal methods, they assess students’ prior mastery of academic language abilities, content knowledge, and skills, and maximize learning opportunities for all students.
- Through interpersonal interactions, they learn about students’ abilities, ideas, interests and aspirations.
- They encourage parents to become involved and support their efforts to improve student learning.
- They understand how multiple factors, including gender and health, can influence students’ behavior, and understand the connections between students’ health and their ability to learn.
- Based on assessment data, classroom observation, reflection and consultation, they identify students needing specialized instruction, including students whose physical disabilities, learning disabilities, or health status require instructional adaptations, and students who are gifted.

**TPE 9: Instructional Planning**

Candidates for a Teaching Credential:

- Plan instruction that is comprehensive in relation to the subject matter to be taught and in accordance with state-adopted academic content standards for students.
- They establish clear long-term and short-term goals for student learning, based on state and local standards for student achievement as well as on students’ current levels of achievement.
- They use explicit teaching methods such as direct instruction and inquiry to help students meet or exceed grade level expectations.
- They plan how to explain content clearly and make abstract concepts concrete and meaningful.
- They understand the purposes, strengths and limitations of a variety of instructional strategies, including examining student work, and they improve their successive uses of the strategies based on experience and reflection.
- They sequence instruction so the content to be taught connects to preceding and subsequent content.
- In planning lessons, they select or adapt instructional strategies, grouping strategies, and instructional material to meet student learning goals and needs.
- Candidates connect the content to be learned with students’ linguistic and cultural backgrounds, experiences, interests, and developmental learning needs to ensure that instruction is comprehensible and meaningful.
- To accommodate varied student needs, they plan differentiated instruction.
- When support personnel, such as aides and volunteers are available, they plan how to use them to help students reach instructional goals.

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<tr>
<th>E. CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING</th>
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TPE 10: Instructional Time

Candidates for a Teaching Credential:
- Allocate instructional time to maximize student achievement in relation to state-adopted academic content standards for students, instructional goals and scheduled academic tasks.
- They establish procedures for routine tasks and manage transitions to maximize instructional time.
- Based on reflection and consultation, they adjust the use of instructional time to optimize the learning opportunities and outcomes for all students.

TPE 11: Social Environment

Candidates for a Teaching Credential:
- Develop and maintain clear expectations for academic and social behavior.
- The candidates promote student effort and engagement and create a positive climate for learning.
- They know how to write and implement a student discipline plan.
- They know how to establish rapport with all students and their families for supporting academic and personal success through caring, respect, and fairness.
- Candidates respond appropriately to sensitive issues and classroom discussions.
- They help students learn to work responsibly with others and independently.
- Based on observations of students and consultation with other teachers, the candidate recognizes how well the social environment maximizes academic achievement for all students and makes necessary changes.

F. DEVELOPING AS A PROFESSIONAL EDUCATOR

TPE 12: Professional, Legal, and Ethical Obligations

Candidates for a Teaching Credential:
- Take responsibility for student academic learning outcomes.
- They are aware of their own personal values and biases and recognize ways in which these values and biases affect the teaching and learning of students.
- They resist racism and acts of intolerance.
- Candidates appropriately manage their professional time spent in teaching responsibilities to ensure that academic goals are met.
- They understand important elements of California and federal laws and procedures pertaining to the education of English learners, gifted students, and individuals with disabilities, including implications for their placement in classrooms.
- Candidates can identify suspected cases of child abuse, neglect, or sexual harassment.
- They maintain a non-hostile classroom environment.
- They carry out laws and district guidelines for reporting such cases.
- They understand and implement school and district policies and state and federal law in responding to inappropriate or violent student behavior.
- Candidates for a Teaching Credential understand and honor legal and professional obligations to protect the privacy, health, and safety of students, families, and other school professionals.
- They are aware of and act in accordance with ethical considerations and they model ethical behaviors for students.
- Candidates understand and honor all laws relating to professional misconduct and moral fitness.

TPE 13: Professional Growth

Candidates for a Teaching Credential:
- Evaluate their own teaching practices and subject matter knowledge in light of information about the state-adopted academic content standards for students and student learning.
• They improve their teaching practices by soliciting feedback and engaging in cycles of planning, teaching, reflecting, discerning problems, and applying new strategies.
• Candidates use reflection and feedback to formulate and prioritize goals for increasing their subject matter knowledge and teaching effectiveness.
APPENDIX B

Current Required Department of Elementary Education Lesson Plan Format (as of Fall 2014)

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Date</th>
<th>Grade level</th>
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</thead>
<tbody>
<tr>
<td>Subject Area &amp; Topic</td>
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<tr>
<td>Single-day lesson</td>
<td>Whole-class lesson</td>
<td></td>
</tr>
<tr>
<td>Multi-day lesson</td>
<td>Small-group lesson</td>
<td></td>
</tr>
</tbody>
</table>

English Language Development levels of students in the class or group:

- Emerging
- Expanding OR
- Bridging

Name of instructional model

- Direct instruction
- Inquiry or problem-based lesson

Formal lesson evaluation? (rubric, criterion list)

- Yes
- No

Lesson Objective(s): The learners will (label, draw, create, investigate, complete, compare, explain, etc.)

Lesson’s language objective: The learners will improve (verbal or written) production of English by (partner sharing, retelling, defining, summarizing, persuading—verbal or written modes,) and/or improve ability to comprehend (verbal or written) English by (reading, listening, analyzing, considering, evaluating etc.). Consider the language demands of the learning task and the language proficiency level(s) of the students in your class when generating this objective.

Common Core or Content Standard(s):

California English Language Development Standard(s):

Materials, including technology and visual aids:

Classroom Management Strategies, including room arrangements and student grouping plan:

Strategies for Differentiation, Modification, Adaptation, SDAIE, and varied Communication Mode to be implemented: (List specific strategies for each student and/or for each language proficiency level represented)

List Academic Language to emphasize: =========

List New Vocabulary from lesson or text to introduce:

Assessment Plan: (How will you determine the degree to which each student has met the learning objectives? Attach a rubric or criteria list for grading a student work product.)

Sequence of Lesson Procedures

Opening (Provide motivation to learn new skill/concept + Explain Key Objective for the lesson)

- Body of the Lesson (Engaging Instruction or Learning Activities + Teach new concept/skill + Demonstrate/Model/Examples + Check for Understanding + Guided Practice + Independent practice)

Closing (Final activity or discussion based on essential questions.+ Include a transition to next activity or subject)

Lesson Reflection Notes (made after teaching)

1. What was most effective about this lesson?
2. What is the evidence of student learning?
3. For students who did not fully accomplish the learning objective, what next steps might you design to help clarify or reinforce the key skill/concept?
4. For students who were successful in meeting the learning objective, what next steps might you design to challenge or logically move to the new skill/concept?
5. What will you change the next time you teach?
APPENDIX C

Criteria for the Selection of Partnership Schools and Master Teachers

The following criteria for the selection of partnership schools and master teachers are derived from the Standards of Quality and Effectiveness for Professional Teacher Preparation Programs (CCTC, 2001), research on best practices in field experiences in teacher education, and ITEP program committees: the School-University Collaboration Committee and School-University Liaison teams.

General Principles
- Fieldwork sites are selected according to a sound rationale based on the College of Education conceptual framework and the vision and mission of the ITEP program.
- Selection of master teachers is based on identified criteria drawn from the Standards of Quality and Effectiveness for Professional Teacher Preparation Programs (CCTC), research on best practices, and the collective wisdom of veteran teachers and administrators.

CRITERIA FOR SELECTION OF SCHOOLS

School Environment
- A welcoming school environment
- An administration and staff that support the goals of ITEP and the role of schools in the preparation of future teachers
- A strong cadre of faculty that supports the goals of ITEP and the role of the master teacher in the preparation of future teachers

Curriculum
- Variety in school programs that touch all areas of the elementary curriculum
- K-5 curriculum that addresses all elements of the elementary curriculum
- Classrooms that reflect inclusive educational practices

Administration
- Administrators who fully support the goals of the ITEP program
- Administrators who believe that the preparation of future teachers is both a university and school responsibility

CRITERIA FOR SELECTION OF MASTER TEACHERS

General Qualifications - Required

Master teachers – Early Field Experiences
- Hold a valid teaching credential
- Have at least one year experience
- Demonstrate evidence of effective classroom management, curriculum design, and teaching in the content area of focus for the students’ field experience, e.g., science, physical education, the arts

Master teachers – Literacy
- Hold a valid teaching credential
- Have at least two years experience teaching
- Demonstrate evidence of effective literacy practices
- Demonstrate effectiveness in classroom organization and management and design of the literacy program for that grade level
Master teachers – Student Teaching

- Hold a valid teaching credential and have “permanent” status in LAUSD
- Be a master teacher and have experience in classroom instruction during three of the last five years
- If a teacher of English learners, hold a valid English language teaching authorization (ESL authorization, CLAD emphasis credential)
- Demonstrate evidence of effectiveness in classroom management, curriculum design, implementation and evaluation, and collaboration at the grade and school levels
- Have satisfactory performance ratings for the last three evaluations that may include evaluations conducted during the probationary period
- Be willing to provide, as needed, instructional leadership or to assume curriculum development responsibilities at times other than regularly assigned working hours
- Are willing to participate in training centered on the developmental progression of beginning teachers; the Teaching Performance Expectations (TPEs); state-adopted academic content standards for students; theory-practice relationships in the program’s curriculum; and effective professional communication with beginning teachers

In addition to these required qualifications, the Integrated Teacher Education Program seeks individuals who demonstrate qualities as practitioner, mentor, collaborator, and professional educator to serve as master teachers:

**Teacher as Practitioner:**

- Secure in one’s teaching
- Reflective in his/her practice and can articulate the underlying rationale for practice
- Has a philosophy of education that advocates for a healthy productive child
- Demonstrates good rapport with K-5 students, and their parents and families
- Strong parent-teacher relationships
- Understand and welcome/appreciates diversity/culture, ideas
- Good knowledge of school and district policies
- Effective classroom management that is conducive to high levels of student engagement
- Knowledge of and ability to implement current and effective instructional strategies
- Teaches a well-balanced elementary school curriculum
- Effective short/long term planning based on California content standards and frameworks
- Differentiates instruction based on student needs (instructional sequence)
- Possess strong content knowledge and participates in professional development opportunities to enhance content knowledge
- Models effective management of classroom routines
- Models a wide range of effective techniques in all domains of practice: organizing and managing the classroom environment, assessment, planning, and teaching
- Models curriculum and instructional modifications appropriate for ELs, students with learning disabilities, the gifted and talented student.
- Models appropriate use of content area textbooks
- Models the use of assessment data to inform instruction
- Encourages active and equal participation from all students
- Monitors student progress towards academic goals
- Models effective questioning techniques and question formulation
- Models active listening in the classroom environment
- Models high and appropriate expectations for student achievement

**Teacher as Professional Educator:**

- Professional respect and ethics
- Respected by faculty and administration at the school
- Involved in school life outside of classroom
- Seeks out professional development opportunities; record of continued professional growth
- Leadership or active participation in in-service training and staff development
- Professional dress/demeanor
- Good record of attendance and promptness
- Ability to write and speak effectively
- Commitment to leadership roles and responsibilities

**Teacher as Mentor:**

- Understands the critical role that veteran teachers play in the preparation of aspiring teachers
- Time to support adult learners -- not bound to rigid time constraints
- Understands the place of the teacher candidate in the “learning to teach” continuum
- Effective communication skills and style
- Commitment to successful professional development of future teachers
- Provides opportunities for teacher candidates to plan, teach, and evaluate an instructional program
- Is willing to supervise and mentor the teacher candidate in developing effective practice

**Teacher as Collaborator:**

- Guiding teacher candidates through planning process (day to day, long term) through reflection and collaboration
- Ability to articulate practice
- Model collaboration with other professionals at the school site and district
The Student Teaching Assistance Report should be completed when extra assistance has been provided by the university supervisor or master teacher to a teacher candidate who is working to develop a teaching skill and requires extra assistance. The purpose of the report is to provide a record of support that can be maintained in the Field Experience Office.

Student Teacher Name: __________________________________ ID #: _________________________

Email: __________________________________ Telephone: _________________________

Program: _____ Course: _____ Semester/Year: _____ University Supervisor: ____________________

School/District: ___________________________ Master Teacher: ____________________________

Focus Areas: _______________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Assistance Offered: __________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Outcome: ________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

X ______________________________________________ Date ________________________________

Student Teacher Signature

X ______________________________________________

University Supervisor/Master Teacher Signature Date
Student Teaching Assistance Plan (STAP)

California State University, Northridge
Michael D. Eisner College of Education
Department of Elementary Education

------------------------------------------------------------------------
Office Use Only------------------------------------------------------------------------

Student Teacher Name: ______________________________________ ID #: ________________________________

Email: ___________________________________________________ Telephone: ________________________________

Program: □ ITEP  □ Traditional  □ ACT  □ Intern

STAP start date: _________________________ (Semester/Year)

Expected date of completion: _________________________ (Semester/Year)

_____ Student teacher has successfully completed his/her Student Teaching Assistance Plan and has the
Coordinator’s approval to re-enroll in student teaching in _________________________ (Semester/Year).

NOTE: Upon completion and approval of the STAP, student teacher MUST follow the standard procedures
for re-enrolling in student teaching prior to the beginning of the semester and receive confirmation of
eligibility from the Credential Office.

_____ Candidate did not complete his/her Student Teaching Assistance Plan and may not re-enroll in student
teaching.

X ___________________________________________ ________________________________
Coordinator Signature  Date
IMPLEMENTATION

The Student Teaching Assistance Plan needs to be completed prior to the beginning/resumption of student teaching. Upon completion of your STAP, please make an appointment with the appropriate Field Experience Coordinator to submit and discuss your STAP.

The completed Student Teaching Assistance Plan packet must include the following:

1. **Observation/Participation Record**: Keep a record of classroom observation and/or participation. Be sure to include dates, times, name of school, principal, master teacher, school telephone number, teacher and/or principal’s signatures, focus of observation/participation, and etc. (Be sure to use the attached form for observation/participation records. The form may be duplicated as needed).

2. **Reflective Journal**: Keep a reflective journal for the duration of your observation/participation in the classroom. Be sure to reflect on all aspects of teaching and learning addressed in the STAP, including lesson preparation, delivery, student progress, and classroom management.

3. **Written STAP Summary**: Write a detailed summary of what you, the student teacher, have learned through the STAP about teaching and learning. Be sure to address all areas of student teaching as identified by the university supervisor in the STAP.

4. **Additional Attachments**: Please attach any additional projects, e.g. lesson plans, unit plans, assessment plans and behavior management plans, as delineated in the STAP.
Student Teacher Name: ______________________________________ ID #: _________________________

Email: __________________________________________________ Telephone: _________________________

Program: _______ Course: _______ Semester/Year: _______ University Supervisor: _______________________

School/District: _____________________________ Master Teacher: _____________________________

Prior to re-enrolling in student teaching next semester, the teacher credential candidate is required to complete __________ hours of classroom observation/participation in __________ grade(s). During the observation/participation period of the STAP, the student is to focus on the following domains of the California Standards for the Teaching Profession (CSTP) and associated Teaching Performance Expectations (TPEs) as reflected in the following required activities:

A. Making Subject Matter Comprehensible to Students (TPE 1):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

B. Assessing Student Learning (TPEs 2 & 3):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

C. Engaging and Supporting Students in Learning (TPEs 4, 5, 6 & 7):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

D. Planning Instruction and Designing Learning Experiences for Students (TPEs 8 & 9):

________________________________________________________________________________________

________________________________________________________________________________________
E. Creating and Maintaining Effective Environments for Student Learning (TPEs 10 & 11):

F. Developing as a Professional Educator (TPEs 12 & 13):

NOTE: Prior to implementation of this Student Teaching Assistance Plan, the student teacher MUST prepare a written STAP implementation plan, which includes name of the school, principal and master teacher under whom the student teacher will be implementing the plan. Then, make an appointment with the Field Experience Coordinator for an approval of STAP implementation plan.

I have discussed this Student Teaching Assistance Plan with my university supervisor.

X ________________________________ __________________
Student Teacher Signature Date

X ________________________________ __________________
University Supervisor Signature Date

The STAP must be completed within one academic year of the date of the student’s signature.
Student Teaching Assistance Plan (STAP)
California State University, Northridge
Michael D. Eisner College of Education
Department of Elementary Education

Student Teacher Name: ___________________________________________ ID #: ________________________
Email: ___________________________________________ Telephone: __________________________
Program: _______ Course: _______ Semester/Year: _______ University Supervisor: _______________________
School/District: __________________________ Master Teacher: __________________________

**OBSERVATION/PARTICIPATION RECORD**
A separate form must be filled out for each school visited during implementation of the STAP.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Focus of Observation/Participation</th>
<th>Master Teacher Signature</th>
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APPENDIX F

FEEDBACK ON MASTER TEACHERS
by
UNIVERSITY SUPERVISORS

University Supervisor: _________________________________________________ Date: _______________

Teacher Candidate: _________________________________________________ Location: ______________________

Master Teacher: ______________________________________________________________________

Please respond to each statement with one of the following:
1: Responded in a less than satisfactory manner
2: Responded in an inconsistent manner
3: Responded in a satisfactory manner
4: Responded in an above average manner
5: Responded in an outstanding manner
N/A: Not Applicable or Don’t Know

Welcome/Orientation- The master teacher:
_____ 1. Was receptive and showed interest in working with our teacher candidate
_____ 2. Was in agreement with provisions outlined in our materials related to expectations for teacher candidates and master teachers
_____ 3. Explained school culture, procedures, and timelines
_____ 4. Provided contact information
_____ 5. Became familiar with teacher candidate’s college program (number of units the student is carrying, impact of PACT on scheduling, etc.)

Comments:

Observations- The master teacher:
_____ 5. Pre- and Post-conferenced with the university supervisor, as appropriate
_____ 6. Exhibited good listening skills
_____ 7. Respected the ideas of others
_____ 8. Established positive communication with the university supervisor

Comments:

Daily Interactions- The master teacher:
_____ 9. Developed a positive rapport with our teacher candidate
_____ 10. Showed a sincere interest in the growth of the teacher candidate
_____ 11. Shared sound pedagogical recommendations with the teacher candidate
_____ 12. Exhibited knowledge of current practice
_____ 13. Met consistently with the teacher candidate to assist with planning and reflection

Comments:
Mid-term Evaluation (Classroom Teaching Profile) - The master teacher:

14. Shared any concerns related to the teacher candidate’s developmental benchmarks, if appropriate
15. Gave specific feedback on the teacher candidate’s performance
16. Gave specific, useful recommendations for improvement
17. Monitored progress following mid-term review

Comments:

Final Evaluation - The master teacher:

18. Gave specific feedback on performance since mid-term CTP
19. Gave specific, useful recommendations for improvement

Comments:

Further Comments:
APPENDIX G

FEEDBACK ON UNIVERSITY SUPERVISORS
by
MASTER TEACHERS

University Supervisor: ________________________________ Date: ________________

Teacher Candidate: ________________________________ Location: __________________

Master teacher completing this form: ________________________________

Please respond to each statement with one of the following:

1: Responded in a less than satisfactory manner
2: Responded in an inconsistent manner
3: Responded in a satisfactory manner
4: Responded in an above average manner
5: Responded in an outstanding manner
N/A: Not Applicable or Don’t Know

Welcome/Orientation – The university supervisor:
_____ 1. Made initial visit in an appropriate time period
_____ 2. Shared Student Teaching Handbook, university philosophy, and program information
_____ 3. Shared forms and criteria to be used for observations
_____ 4. Explained procedures and timelines; scheduled visits in a cooperative manner
_____ 5. Reviewed Teacher Candidate’s college program (units being taken, PACT requirements, etc)
_____ 6. Communication with site personnel was professional
Comments:

Observations – The university supervisor:
_____ 7. Made at least four visits and observed for an appropriate length of time
_____ 8. Timing between visits was appropriate
_____ 9. Post conferenced with master teacher, as appropriate
_____ 10. Exhibited good listening skills
_____ 11. Shared sound recommendations with teacher candidates
_____ 12. Stayed on-task with the observation process
_____ 13. Exhibited knowledge of effective practices
Comments:

Mid-term Evaluation (Classroom Teaching Profile) – The university supervisor:
_____ 14. Reviewed evaluation criteria with me early in the student teaching experience
_____ 15. Gave specific feedback on performance
_____ 16. Gave specific, useful recommendations for improvement
_____ 17. Monitored progress following mid-term review
Comments:
Final Evaluation (Classroom Teaching Profile) – The university supervisor:
18. Gave specific feedback on performance since mid-term evaluation
19. Gave specific, useful recommendations for improvement
Comments:

Further Comments: