



**MICHAEL D. EISNER**  
COLLEGE OF EDUCATION

# **Department of Elementary Education**

## **STUDENT TEACHING HANDBOOK**

**FOR STUDENTS, FACULTY, UNIVERSITY SUPERVISORS, AND MENTOR TEACHERS**

**California State University, Northridge**  
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The Student Teaching Handbook is designed for students, faculty, Mentor Teachers, University Supervisors, and coordinators participating in student teaching in a Multiple Subject Teaching Credential pathway at California State University, Northridge. It is intended to provide an overview of the student teaching experience; describe the responsibilities of credential candidates, Mentor 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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## CONTACT INFORMATION

The following information is provided to assist participants in contacting appropriate offices and personnel while enrolled in a Multiple Subject Teaching Credential Program.

Name/Title	Phone	Email
<b>Department of Elementary Education</b> Please contact the Department of Elementary Education for coursework inquires.		
Main Office <i>Department of Elementary Education</i>	(818) 677-2621	<a href="mailto:eed@csun.edu">eed@csun.edu</a>
Dr. Greg Knotts <i>Chair of Elementary Education ITEP Co-Coordinator</i>	(818) 677-2621	<a href="mailto:greg.knotts@csun.edu">greg.knotts@csun.edu</a>
<b>Credential Office</b> Please contact the Credential Office for questions regarding state requirements and regulations, and for your Credential Progress Report.		
Main Office <i>Credential Office</i>	(818) 677-2733	<a href="mailto:credprep@csun.edu">credprep@csun.edu</a>
<b>Field Experience Office (Student Teaching)</b> Please contact the Field Experience Office with questions regarding your student teaching experience.		
Main Office <i>Field Experience Office</i>	(818) 677- 3183	<a href="mailto:elemst@csun.edu">elemst@csun.edu</a>
Dr. Sima Navid <i>Field Experience Office Director</i>	(818) 677- 3183	<a href="mailto:sima.navid@csun.edu">sima.navid@csun.edu</a>
Kelly Riese <i>Field Experience Office Coordinator</i>	(818) 677-2574	<a href="mailto:kelly.riese@csun.edu">kelly.riese@csun.edu</a>
<b>Integrated Teacher Education Program (ITEP) Advisement</b> Please contact Liberal Studies for coursework advisement.		
Liberal Studies <i>Main Office</i>	(818) 677-3300	<a href="mailto:liberalstudies@csun.edu">liberalstudies@csun.edu</a>
Dr. Ranita Chatterjee <i>Chair of Liberal Studies ITEP Co-Coordinator</i>	(818) 677-3572	<a href="mailto:ranita.chatterjee@csun.edu">ranita.chatterjee@csun.edu</a>
Jonathan B. Martinez <i>Assistant Director of Liberal Studies</i>	(818) 677-7972	<a href="mailto:jonathan.b.martinez@csun.edu">jonathan.b.martinez@csun.edu</a>
Dr. Mauro Carassai <i>Associate Chair of Liberal Studies</i>	(818) 677- 3300	<a href="mailto:mauro.carassai@csun.edu">mauro.carassai@csun.edu</a>
<b>Accelerated Collaborative Teacher (ACT) Preparation Program Advisement</b> Please contact the ACT office for coursework advisement.		
ACT Office <i>Main Office</i>	(818) 677-2567	<a href="mailto:act@csun.edu">act@csun.edu</a>
Dr. Renee Ziolkowska <i>ACT Coordinator</i>	(818) 677-2563	<a href="mailto:renee.ziolkowska@csun.edu">renee.ziolkowska@csun.edu</a>
<b>Traditional Program Advisement</b> Please contact the chair of Elementary Education for coursework advisement.		
Dr. Greg Knotts <i>Chair of Elementary Education ITEP Co-Coordinator</i>	(818) 677-2621	<a href="mailto:greg.knotts@csun.edu">greg.knotts@csun.edu</a>

## **CONCEPTUAL FRAMEWORK OF THE COLLEGE OF EDUCATION**

The Multiple Subject Credential programs 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, innovation, and social justice. Excellence includes the acquisition of professional dispositions, skills, and research-based knowledge, and is demonstrated by the development of ethical and caring professionals—faculty, staff, candidates—and those they serve. Innovation occurs through the leadership and commitment of faculty, and through collaborative partnerships among communities of diverse learners who engage in creative and reflective thinking. We are dedicated to promoting social justice and becoming agents of change in schools and our communities. 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 research-based professional knowledge and skills.
- We strive to positively impact schools and communities. Therefore, we foster a culture of evidence to determine the impact of our programs, to monitor candidate growth, and to inform ongoing program and unit improvement.
- We value ethical practice and what it means to become ethical and caring professionals.
- We value collaborative partnerships within the Michael D. Eisner College of Education as well as across disciplines with other CSUN faculty, P-12 educators and related professionals, and other members of regional and national educational and service communities.
- We value people from diverse backgrounds and experiences and are dedicated to addressing the varied strengths, interests, and needs of communities of diverse learners.
- We value creative, critical, and reflective thinking and practice.

## **STUDENT TEACHING EXPERIENCES**

### **Introduction**

Field experiences, including two student teaching assignments, are an integral part of the Multiple Subject Credential programs, 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 Multiple Subject Credential programs 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 6 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):

- TPE 1: Engaging and Supporting All Students in Learning
- TPE 2: Creating and Maintaining Effective Environments for Student Learning
- TPE 3: Understanding and Organizing Subject Matter for Student Learning
- TPE 4: Planning Instruction and Designing Learning Experiences for All Students
- TPE 5: Assessing Student Learning: Instructional time
- TPE 6: Developing as a Professional Educator: Professional, legal, and ethical obligations

### **Student Teaching Placement**

Teacher candidates enrolled in a Multiple Subject Teaching program that have applied for student teaching and are eligible for student teaching are assigned by the Field Experience Office to classrooms of Mentor Teachers in public partnership schools that meet state and program requirements. These Mentor Teachers have been selected through a process that includes a classroom observation by either the Field Office Director or school principal. Mentor 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. Each student will have a student teaching experience in a lower grade classroom and in an upper grade classroom with a minimum of a two-grade difference between the experiences. Each experience will be at a different school site.

The first semester of student teaching (E ED 560C/ E ED 578A/ E ED 567ACT) includes a 20-hour Early Field Experience component followed by a ten-week, half-day assignment. If the teacher candidate is taking E ED 520 or E ED 477B at the same time as student teaching, the observation/participation requirement will be completed in the same classroom as student teaching, prior to the start of student teaching. In this first assignment, the teacher candidate gradually assumes responsibility for teaching in the areas of English language arts/English language development and mathematics. In addition, this student teaching assignment includes the design and implementation of modifications for English learners and students with special needs.

In second semester of student teaching (E ED 561F/ E ED 578D/ E ED 568ACT), candidates again complete a 20-hour 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, English language arts/English language development and mathematics, and expand their lesson planning and teaching to include additional areas of emphasis: history-social science, science, physical education, health education, and visual and performing arts. 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, MENTOR TEACHERS, AND UNIVERSITY SUPERVISORS

Following is a list of the responsibilities of the teacher candidate, Mentor 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, use of technology, privileged communications, etc)
- 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 Mentor Teacher the best method to inform them of any unforeseen absences from student teaching.
- Be available to conference with the Mentor Teacher before or after school, in response to the needs of the Mentor 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 Mentor 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, PTA meetings, and parent conferences, if allowed, with your Mentor Teacher (unless it interferes with a university course).
- Introduce yourself to the administrators, faculty, students, and staff.

##### Planning and Instruction

- During your Early Field Experience weeks set a regular planning time with your Mentor Teacher that you will commit to on a weekly basis.
- Share your Student Teaching Requirements document with your Mentor Teacher to utilize as a planning tool for your weekly increased classroom responsibilities.
- Determine with your Mentor Teacher the assessment tools and procedures that should be included in your lesson plans.
- Discuss with the Mentor Teacher school rules for managing discipline and the Mentor Teacher preferred techniques for classroom management.
- Obtain texts and teaching materials from the Mentor Teacher.
- Observe the Mentor 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.
- Document your Early Field Experience hours using the department provided log and submit to the Canvas page by the indicated deadline.

## **During the assignment:**

### Professionalism

- Be punctual and attend daily. Arrive at least 30 minutes prior to class time. Mark any tardies/absences on your Student Teaching Requirements document.
- Maintain your Virtual Student Teaching Binder with all requested materials weekly.
- Maintain entries in your Reflection Journal to be submitted to your University Supervisor. This can include your challenges, concerns, and satisfactions in a student teaching.
- Keep communication with the Mentor Teacher and University Supervisor open, discussing challenges, triumphs, 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 Mentor 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.
- Be receptive to feedback, constructive criticism, and suggestions from your Mentor Teacher and Supervisor regarding your instructional practices.
- Apply suggestions from your Mentor Teacher and University Supervisor in your next lessons.
- Approach each assignment with a positive attitude, one that will allow necessary adjustment in teaching practices in order to improve.
- 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 Student Teaching Binder which includes a planbook and lesson plans with completed reflections. This binder must be readily accessible for review by your University Supervisor.
- Maintain your Student Teaching Requirements document to utilize as a planning tool for your weekly increased classroom responsibilities. Get this document initialed weekly.
- Maintain a mutually satisfactory daily conference time with your Mentor Teacher. Make a sincere effort to keep communication open, discussing challenges or concerns as they arise.
- Utilize the Mentor 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 Mentor 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 your Student Teaching Binder.
- Reflect after each lesson to evaluate the lesson instruction and classroom implementation and confer with the Mentor Teacher on a daily basis.

### Assessment and Grading

- Include a rubric/criteria list with each of your Lesson Plans.
- Assess students' content knowledge and skills and use results in planning for instruction.
- Get acquainted with the district grading system and confer frequently with the Mentor Teacher on your participation in that process.



## **Responsibilities of the Mentor 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 them to attend conferences.

#### Students/School/Community

- Inform your class, aides, volunteers, and parents that a teacher candidate will be joining you and what their 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 conference 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, or centerwork.
- Inform your teacher candidate of the procedures and practices used by the school for managing disciplinary challenges.
- 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 your Student Teacher to complete recordings of lessons as part of their required edTPA and be aware of feedback guidelines for those specific lessons for full-day candidates.
- 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

### General Responsibilities

- Attend a semesterly Welcome Orientation to be briefed on important updates and procedures.
- Inform Student Teachers of placement information within 24 hours of receiving the information from the Field Experience Office.
- Be aware of and provide information to Student Teachers about any relevant Health and Safety procedures/processes for entering school campuses per CSUN and district policies.
- When possible, arrange a Welcome Orientation at each school site to allow the Student Teacher to get connected with the staff and Mentor Teacher.
- Provide your Student Teacher(s) with a syllabus for their student teaching fieldwork course.
- Attend a one-on-one session with the Field Experience Director at the end of the semester.
- Review the Student Teaching Virtual Binder for each of your candidates weekly to ensure they are uploading all stated requirements (i.e. lesson plans with completed reflections, initialed Student Teaching Requirements document, planbook, reflection journal entries, etc.)

### Students/School/Community

- Become familiar with school programs, schedules, and staff.
- Become familiar with the candidate's previous teaching experiences, if applicable.
- 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.
- Make yourself available for meetings with the Principal and Mentor Teacher(s).

### Visitations

- Schedule at least six visits (not including initial "welcome" visit) to the classrooms of teacher candidates and be punctual for those visits. The standard observation delivery is in-person. Accommodations can be made on a case-by-case basis.
- If approved, any virtual observations must be conducted via the secure platform GoReact. If you would like to utilize this platform, please ensure you are aware of all required policies regarding recording pupils in the classroom.
- Ensure to observe all subject areas during your scheduled visits (ELA/ELD and Math for first semester candidates; and ELA/ELD, Math, History-Social Science, Science, Physical Education, Health Education, and Visual and Performing Arts for second semester candidates.)
- Complete three observations prior to completing the midpoint evaluation. Complete final three observations before completing a final evaluation. Observe at least one lesson during the Student Teacher's takeover week(s).
- Plan to observe entire lessons and schedule a time to provide feedback to the candidates.
- Complete an observation form using the department format for each visit. Schedule additional observations if you believe they are needed or if requested by the Mentor Teacher or Teacher Candidate.
- Schedule two and three-way conferences with the Mentor Teacher and/or the Teacher Candidate at regular intervals and at times that are mutually convenient, as appropriate. Provide the Mentor Teacher and Teacher Candidate with written summaries of the conference, including specific objectives for subsequent lesson implementation and/or overall engagement with Student Teaching for the Teacher Candidate.
- Provide resources for the Mentor Teacher and Teacher Candidate as requested or when appropriate.

### Troubleshooting

- Be alert if interpersonal problems arise between the Teacher Candidate and Mentor Teacher and be receptive to the ideas and suggestions for change from both.
- Inform the Field Experience Director of concerns involving the teacher candidate.
- Discuss concerns you may have with the teacher candidate's skills, or the appropriateness of the setting with the Mentor Teacher and with the Field Experience Director.
- Complete a Student Concern Report (SCR) to document concerns as they arise and provide appropriate support.

- Work collaboratively with the Field Experience Director 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

- Attend a semesterly Calibration Meeting to ensure parity amongst our pool of University Supervisors.
- Complete and discuss midpoint and final evaluations with the Mentor Teacher and Candidate via the department format. During the final Evaluation conference, discuss the candidate's Draft Individual Development Plan (first semester Seminar) or Individual Development Plan (second semester Seminar).
- Discuss the content of feedback and criteria for evaluation with the Mentor Teacher and the teacher candidate.

## **E ED 560C/E ED 578A/E ED 567ACT: 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 and 2016) through the engagement and mastery of the Teaching Performance Expectations. The six TPEs are arranged into the six domains of the CSTPs:

1. Engaging and Supporting All Students in Learning
2. Creating and Maintaining Effective Environments for Student Learning
3. Understanding and Organizing Subject Matter for Student Learning
4. Planning Instruction and Designing Learning Experiences for All Students
5. Assessing Student Learning
6. Developing as a Professional Educator

Teacher candidates enrolled in E ED 560C/E ED 578A/E ED 567ACT 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, 2016). Mastery is considered to be at the assessed level of each TPE.

After completing this course, students will be able to:

- Teach the state adopted academic content standards for students in English-language Arts (TPE 3).
- Strategically plan and implement instruction to ensure that students meet or exceed the standards (TPE 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 3).
- Make language comprehensible to diverse learners, and use the needs of the learners to guide instruction (TPE 1).
- Teach state adopted academic content standards for students in mathematics (TPE 3).
- Help students solve problems using mathematical reasoning in a secure environment (TPE 3).
- Use progress monitoring during instruction to determine student progress; pace instruction and re-teach content based on evidence gathered using assessment strategies (TPE 4 and 5).
- Use a variety of informal and formal, formative and summative assessments to determine students' progress and plan instruction (TPE 5).
- Interpret assessment data to identify level of proficiency of English language learners in English and primary language (TPE 5).
- 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 and 5)
- Vary instructional strategies according to purpose and lesson content and to meet student learning needs, including diverse and exceptional learners (TPE 4).
- Maintain high student engagement by using strategies that engage all learners (TPE 1).
- Apply developmentally appropriate practice to the developmental levels of children in the assigned classroom (TPE 1).
- Use assessment data to plan and modify instruction over time (TPE 5).
- Allocate time to maximize student achievement by establishing procedures, routines, and managing transitions (TPE 2).
- Create a community of learners with clear expectations that promote student effort and engagement, and moderates behavior (TPE 1).
- Apply knowledge of values, biases, professional behavior to students and families in inclusive settings (TPE 2).
- 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 6).

### Course Activities/Assignments

You will receive detailed instructions for all activities and assignments at the first meeting with your University Supervisor.

1. Early Field Experience Assignment. Complete Early Field Experience in your student teaching classroom as described in the course overview/expectation section below.
2. Lesson Plans. Plan and implement lessons in Language Arts, ELD\*, and Math that reflect state adopted content standards based on assessment data as guided by your Mentor Teacher and University Supervisor.
  - a. Make accommodations and/or modifications as needed to promote subject matter knowledge and access to the curriculum for *all* students.
  - b. Assess student learning and use assessment data to inform planning and instruction.
  - c. Complete the “Lesson Reflection Notes” portion of the lesson plan immediately following the teaching of a lesson.
3. Student Teaching Binder. Keep and maintain a Student Teaching Binder available in the student teaching classroom that includes all written lesson plans with lesson reflections, a detailed planbook, and an updated classroom map with seating chart.
4. Reflective Journal. Maintain a reflective journal that responds to your teaching experiences and specific lessons you have taught in the classroom. This will be submitted to your University Supervisor.
5. edTPA Rehearsal. Complete edTPA rehearsal activities as assigned in your student teaching Seminar.
6. Goals for second semester. Develop goals for second semester student teaching.

### Grading and Assessment Policy

You will be assessed, using the Student Teacher Evaluation, at the midpoint and end of the student teaching experience by your University Supervisor and Mentor 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/ E ED 578D/ E ED 568ACT) 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 Student Teacher Evaluation will be used to provide an evaluation report about you as a Student Teacher.

### Course Overview/Expectations

Successful completion of E ED 560C/E ED 578A/E ED 567ACT is based on expectations adopted by the Department of Elementary Education for all programs.

### Student Teaching Week 1

#### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 1-2 lessons in either Language Arts or Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

#### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.

## Student Teaching Week 2

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 2-3 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.

## Student Teaching Week 3

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 3-4 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. If possible, begin videotaping live session ELA lessons for your rehearsal edTPA Task 2. Any lessons you teach for edTPA count towards your lessons this week. Lessons for edTPA should be part of the normal classroom curriculum.

## Student Teaching Week 4

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 4-5 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. If possible, continue videotaping live session ELA lessons for your rehearsal edTPA Task 2. Any lessons you teach for edTPA count towards your lessons this week. Lessons for edTPA should be part of the normal classroom curriculum.

## Student Teaching Week 5

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 5 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. During this week, based on the developmental level of the Student Teacher, the University Supervisor and Mentor Teacher may approve the writing of brief lesson plans. Remaining scheduled lesson observations by the University Supervisor should still use the full department lesson plan format.
3. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
4. Complete entries in your Reflective Journal based on University Supervisor directions.
5. Update your student teaching planbook; highlight all lessons you taught and activities you led.
6. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Begin increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 6

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 5 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 7

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 6 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.



## Student Teaching Week 8

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 6 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 9

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 7 lessons in Language Arts, ELD\*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.
6. Discuss plans for your “takeover week” with your Mentor Teacher and University Supervisor.

### Suggested Tasks:

1. During this week, if possible, you are encouraged to co-teach with your Mentor Teacher for the whole morning.
2. Collaborate with your Mentor Teacher to arrange observations of other classrooms
3. Review grading system, help record grades in gradebook, know components of report card, etc.
4. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 10 “Takeover Week”

### Required Tasks for this week:

1. **Lead and plan for all teaching activities in the morning for one week. Formal lesson plans are not required for all lessons this week; however, written evidence of planning is required.**
2. Add your planning and reflections to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; you can highlight the whole week to show your takeover days.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

\*ELD lessons should be taught if English Learners are present in the classroom.

### **E ED 559C/E ED 579A: Student Teaching Seminar**

You will complete E ED 559C/E ED 579A: Supervised Fieldwork Seminar. See the appropriate Student Teaching Seminar syllabi for a description of Seminar activities and due dates for written assignments.

Complete a draft Individual Development Plan (IDP) to review with your University Supervisor before your final evaluation. You will submit a copy of the IDP with your Supervisor’s initials to Canvas.

### **E ED 561F/E ED 578D/ E ED 568ACT: 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 and 2016) through the engagement and mastery of the Teaching Performance Expectations. The six TPEs are arranged into six domains and include:

1. Engaging and Supporting All Students in Learning
2. Creating and Maintaining Effective Environments for Student Learning
3. Understanding and Organizing Subject Matter for Student Learning
4. Planning Instruction and Designing Learning Experiences for All Students
5. Assessing Student Learning
6. Developing as a Professional Educator

Teacher candidates enrolled in E ED 561F/ E ED 578D/ E ED 568ACT 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 the assessed level for each of the 6 TPEs according to the six levels listed above.

After completing this course, students will be able to:

- 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 3).
- Strategically plan and schedule instruction to ensure that students meet or exceed the standards (TPE 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 3).
- Make language comprehensible to diverse learners by using SDAIE strategies, and use the needs of the learners to guide instruction (TPE 2 and 3).
- Help students inquire, reason, and solve problems in all academic contexts (TPE 3 and 4).
- Use progress monitoring during instruction to determine student progress; pace instruction and re-teach content based on evidence gathered using assessment strategies (TPE 3, 4, 5).
- Use a variety of informal and formal, formative and summative assessments to determine students' progress and plan differentiated instruction (TPE 5).
- Interpret assessment data to identify level of proficiency of English language learners in English and primary language (TPE 4).
- Incorporate specific strategies, teaching/instructional activities, procedures and experience to provide a balanced curriculum in all subject areas for diverse and exceptional learners (TPE 3 and 4).
- Vary instructional strategies according to purpose and lesson content and to meet student learning needs, including diverse and exceptional learners (TPE 1, 2, 3).
- Maintain high student engagement by using strategies that engage all learners (TPE 1).
- Apply developmentally appropriate practice to the developmental levels of children in the assigned classroom (TPE 1 and 3).
- Use assessment data to plan and modify instruction over time (TPE 5).
- Allocate time to maximize student achievement by establishing procedures, routines, and managing transitions (TPE 1).
- Create a community of learners with clear expectations that promote student effort and engagement, and moderates behavior (TPE 1).
- Apply knowledge of values, biases, professional behavior to students and families in inclusive settings (TPE 1 and 3).
- Demonstrate the ability to work with colleagues and other school personnel, including paraprofessionals and specialists (TPE 6).

- 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 6).
- 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 1).

### **Course Activities/Assignments**

You will receive detailed instructions for all activities and assignments at the first meeting with your University Supervisor.

1. Early Field Experience Assignment. Complete Early Field Experience in your student teaching classroom as described in the course overview/expectation section below.
2. Lesson Plans. Plan and implement lessons in Language Arts, ELD, Math, history-social science, science, physical education, health education, and visual and performing arts that reflect state adopted content standards based on assessment data as guided by your Mentor Teacher and University Supervisor.
  - a. Make accommodations and/or modifications as needed to promote subject matter knowledge and access to the curriculum for *all* students.
  - b. Assess student learning and use assessment data to inform planning and instruction.
  - c. Complete the “Lesson Reflection Notes” portion of the lesson plan immediately following the teaching of a lesson.
3. Student Teaching Binder. Keep and maintain a Student Teaching Binder available in the student teaching classroom that includes all written lesson plans with lesson reflections, a detailed planbook, and an updated classroom map with seating chart.
4. Reflective Journal. Maintain a reflective journal that responds to your teaching experiences and specific lessons you have taught in the classroom. This will be submitted to your University Supervisor.
5. edTPA. Complete the edTPA in your student teaching classroom.

### **Grading and Assessment Policy**

In this course you will be observed by your Mentor Teacher and University Supervisor. They will use the Student Teacher Evaluation 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 edTPA. Formal evaluation of the edTPA is conducted in the last four weeks of the semester.

**By the close of the second student teaching assignment, teacher candidates are expected to demonstrate a level of competency of the 6 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 Student Teacher Evaluation and the edTPA will be used as the formal means for evaluating teacher candidates in student teaching.

## Course Expectations

Successful completion of E ED 561F/ E ED 578D/ E ED 568ACT is based on expectations adopted by the Department of Elementary Education for all programs.

### Student Teaching Week 1

#### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 2 lessons in either Language Arts or Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

#### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.

### Student Teaching Week 2

#### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 3 lessons in Language Arts (including ELD if English Learners are present), and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

#### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Begin increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

### Student Teaching Week 3

#### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 4 lessons in Language Arts (including ELD \*), and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

#### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. If possible, begin videotaping live session ELA lessons for your edTPA Task 2. Any lessons you teach for edTPA count towards your lessons this week. Lessons for edTPA should be part of the normal classroom curriculum.
4. Collect data for edTPA Task 4.
5. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 4

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 5 lessons.** Continue teaching lessons in Language Arts (including ELD\*), and Math. This week, add a third subject area to the lessons you are teaching (history-social science, science, physical education, health education, or visual and performing arts). For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. If possible, continue videotaping live session ELA lessons for your edTPA Task 2. Any lessons you teach for edTPA count towards your lessons this week. Lessons for edTPA should be part of the normal classroom curriculum.
4. Collect data for edTPA Task 4.
5. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 5

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 6 lessons.** Continue teaching lessons in the three subject areas from Week 4. This week, add a fourth subject area to the lessons you are teaching (history-social science, science, physical education, health education, or visual and performing arts). For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. During this week, based on the developmental level of the Student Teacher, the University Supervisor and Mentor Teacher may approve the writing of brief lesson plans. Remaining scheduled lesson observations should still use the full department lesson plan format.
3. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
4. Complete entries in your Reflective Journal based on University Supervisor directions.
5. Update your student teaching planbook; highlight all lessons you taught and activities you led.
6. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Teach a series of history-social science lessons or a series of science lessons.
4. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 6

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 7 lessons.** Continue teaching lessons in the four subject areas from Week 5. This week, add a fifth subject area to the lessons you are teaching (history-social science, science, physical education, health education, or visual and performing arts). For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Teach a series of history-social science lessons or a series of science lessons.
4. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 7

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 8 lessons.** Continue teaching lessons in the five subject areas from Week 6. This week, add a sixth subject area to the lessons you are teaching (history-social science, science, physical education, health education, or visual and performing arts). For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

## Student Teaching Week 8

### Required Tasks for this week:

1. **Teaching Goal: Plan and teach 9 lessons.** Continue teaching lessons in the six subject areas from Week 7. This week, add in the final subject area that you have not yet taught (history-social science, science, physical education, health education, or visual and performing arts). For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete entries in your Reflective Journal based on University Supervisor directions.
3. Update your student teaching planbook; highlight all lessons you taught and activities you led.
4. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.
5. Discuss plans for your “takeover weeks” with your Mentor Teacher and University Supervisor.

### Suggested Tasks:

1. During this week, if possible, you are encouraged to co-teach with your Mentor Teacher for the full day.
2. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
3. Review grading system, help record grades in gradebook, know components of report card, etc.
4. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

### Student Teaching Week 9 “Takeover Week”

#### Required Tasks for this week:

1. **Lead and plan for all teaching activities this week. Formal lesson plans are not required for all lessons this week; however, written evidence of planning is required.**
2. Add your planning and reflections to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; you can highlight the whole week to show your takeover days.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

### Student Teaching Week 10 “Takeover Week”

#### Required Tasks for this week:

1. **Lead and plan for all teaching activities this week. Formal lesson plans are not required for all lessons this week; however, written evidence of planning is required.**
2. Add your planning and reflections to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; you can highlight the whole week to show your takeover days.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

\*ELD lessons should be taught if English Learners are present in the classroom.

#### **E ED 559F/ E ED 579D: 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.

#### **Program Exit Requirements**

1. Individual Development Plan (IDP): Develop your IDP and review with your University Supervisor. You will submit electronically to the university and submit proof of completion to Canvas.
2. CSU Exit Survey: The CSU requires that all candidates completing the credential program complete a survey to evaluate the degree to which the program prepared them to assume responsibilities in the classroom.

## **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 during Fieldwork**

All cell phones and other electronic devices must be silenced during class and field experiences. If, due to an emergency situation, the student must receive a call during class time, he or she is asked to inform the instructor(s) or Mentor 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.

### **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 only 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.



## **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 (required prior to admittance to the program)
- Subject Matter Competency: Passage of appropriate subject matter exam or completion of subject matter waiver program (required prior to second semester of student teaching)
- Valid Fingerprint Clearance
- Tuberculosis Clearance
- Candidates must be enrolled in co-requisite courses to be eligible to student teach. Candidates must complete prerequisite courses in order to be eligible for second semester student teaching (see your credential progress report for prerequisite and co-requisite requirements).
- GPA Requirement: Maintain an overall GPA of 2.75 for all coursework taken after admission to credential program. Maintain cumulative 3.0 GPA in Professional Education courses. A grade of “C or better” is required in all courses.
- CPR certification is required before second semester student teaching placement.
- CSUN EED is subject to any relevant or existent CoVid-19-related policies with our respective partner districts and schools; as a result, EED Student Teachers must be able to comply with any policies required by both CSUN as well as our respective placements.

Please note that you can review the most current eligibility requirements for student teaching on the Credential Office website.

## **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 Mentor Teacher meets the qualifications to serve as a Mentor Teacher as defined by the Commission on Teacher Credentialing. Second semester student teaching must be completed at a different partnership school site.

## **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 in “business casual”. Follow your specific school policy to meet any dress code requirements. As a general guideline: blouse, polo shirt, sport shirt, t-shirt with no logo, dress shirt, slacks, appropriate length skirts, dresses, etc. Footwear appropriate to the job, such as flats, loafers, dress shoe, or appropriate tennis shoes. Generally, avoid wearing jeans or denim unless the day’s activities specifically call for such clothing. Also, generally, a teacher candidate should dress in a manner so as to conceal tattoos and body piercings.

### **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 Mentor 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 Mentor 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.** You have been provided a guideline for your involvement in fieldwork. Adhere to it. Don’t wait for your Mentor Teacher to ask you to complete a task or fulfill a responsibility that has been put before you.
- **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 Mentor Teacher on how to improve your practice. Put suggestions from your University Supervisor and Mentor 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 Mentor Teacher at least 24 hours prior to teaching them.

- **Use discretion in your communications.** Carefully monitor your conversations with others for appropriateness to the educational setting. Don't engage in gossip about any one on the school grounds, including students.
- **Keep communication open.** Open communication is critical to a successful fieldwork/student teaching experience. Confer with the Mentor 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.

### **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. To allow for instances of illness, absences due to COVID-19, or family emergency, a candidate can be absent for up to 3 days from their assignment. If the candidate is absent 4-5 days from the assignment, the candidate's assignment will be extended an additional week. If the candidate is absent 6-9 days, the candidate's assignment will be extended an additional two weeks. Absences totaling 10 or more school days will require the candidate to withdraw from the assignment and repeat the experience. Approval of extensions are subject to Mentor Teacher availability and the respective placement district calendar

### **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 (2016), 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 with emergent literacy

### **Legal Responsibilities of the Mentor Teacher in Student Teaching**

In field experience situations, the Mentor Teacher remains as the teacher of record and is legally responsible for what happens in the classroom. Thus, the Mentor Teacher must work closely with the teacher candidate to ensure the safety and well-being of the students in the classroom. The Mentor Teacher must provide guidance in designing and implementing the curriculum, grading, and conducting parent conferences. Moreover, it is imperative that the Mentor 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**

CSUN requires Student Teachers to notify their Mentor Teachers and University Supervisors if they suspect child abuse or neglect. If it is determined that the Student Teacher is the best person to file the report with Child Protective Services, CSUN procedures require that a mentor (e.g. Mentor Teacher, University Supervisor, school administrator) assist the Student Teacher in making the report.

## **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 6 Teaching Performance Expectations mandated by the California Commission on Teacher Credentialing. Components include a Student Teacher Evaluation based on the candidate's teaching and the edTPA in planning, teaching, and assessing students in a literacy environment, and teaching and assessing students in mathematics.

- **Student Teacher Evaluation**. The Mentor 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 6 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 Mentor 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 edTPA**. Candidates will complete the edTPA that includes planning and teaching a learning segment and assessing students in the area of literacy. In addition, teacher candidates complete a mathematics assessment task during student teaching.

## **Student Concern Report**

When a teacher candidate requires significant additional assistance during a student teaching experience, and received that assistance from a Seminar leader, Mentor Teacher, or University Supervisor, a Student Concern Report will be completed by the faculty member 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 Student Teacher Evaluation. The Student Concern Report will document what additional assistance was offered and what the expectations are for the teacher candidate following the engagement of extra assistance. A meeting will be held with the student, faculty member and the Field Experience Office Director, as necessary, to review this report. 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, faculty, and student are aware of efforts taken to improve teaching performance. Student Teachers can receive up to three Student Concern Reports for each student teaching experience. If there are additional concerns after three concern reports have been issued and reviewed, the student will be removed from the assignment and be provided a Student Teaching Assistance Plan.

## **Student Teaching Assistance Plan**

When a Teacher Candidate is not demonstrating satisfactory progress in the student teaching assignment, the Mentor 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 Field Experience Office Director. 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 Field Experience Director 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.

### **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 Mentor Teacher, or the University Supervisor. Any decision regarding withdrawal of a candidate from student teaching must be discussed with the Field Experience Director 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 Field Experience Director and University Supervisor. If the teacher candidate chooses to discontinue student teaching during a semester, the candidate is expected to notify the Mentor Teacher, University Supervisor and the Field Experience Office in writing.

### **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 Mentor 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 Mentor Teacher upon a discussion with the University Supervisor, the Field Experience Director 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 Field Experience Director.

### **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.

### **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 Mentor 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 6 Teaching Performance Expectations expected of teacher candidates in each of the two student teaching assignments.

### **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 578A/E ED 567ACT
- E ED 561F/ E ED 578D/ E ED 568ACT

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 Field Experience Director 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.

**Placement Plan**

After the Field Experience Office makes an attempt 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, every effort will be made to locate an alternative placement. If this alternate placement cannot be secured in a timely manner, 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 Field Experience Director. When the teacher candidate returns for student teaching, again the Field Experience Director will make up to two attempts to place them in an appropriate assignment. If the teacher candidate refuses the placements and/or the schools refuse 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”).

**Completing the Program with Private School Teaching Experience**

California Education Code provides two options for private school teachers to obtain a Multiple Subject Teaching Credential. These two options allow private school teachers to use three to five years of appropriate teaching experience in lieu of the student teaching component of a teacher preparation program or six years of appropriate teaching experience in lieu of completing a teacher preparation program including student teaching. Candidates with sufficient private school teaching experience may apply directly to the Commission for the multiple or single subject credential and are not subject to the Teaching Performance Assessment (TPA) requirement. For the most up-to-date requirements and for more information, please visit the CTC webpage dedicated to this topic:

[https://www.ctc.ca.gov/credentials/leaflets/Single-Multiple-Subject-Credentials-\(CL-834\)](https://www.ctc.ca.gov/credentials/leaflets/Single-Multiple-Subject-Credentials-(CL-834))

**APPENDIX A: California Standards for the Teaching Profession Teacher Performance Expectations (TPES)**

<b>TPE 1: Engaging and Supporting All Students in Learning</b>	
1. Apply knowledge of students, including their prior experiences, interests, and social-emotional learning needs, as well as their funds of knowledge and cultural, language, and socioeconomic backgrounds, to engage them in learning.	Practice and Assessed
2. Maintain ongoing communication with students and families, including the use of technology to communicate with and support students and families, and to communicate achievement expectations and student progress.	Practice and Assessed
3. Connect subject matter to real-life contexts and provide active learning experiences to engage student interest, support student motivation, and allow students to extend their learning.	Practice and Assessed
4. Use a variety of developmentally and ability-appropriate instructional strategies, resources, and assistive technology, including principles of Universal Design of Learning (UDL) and Multi-Tiered System of Supports (MTSS) to support access to the curriculum for a wide range of learners within the general education classroom and environment.	Practice and Assessed
5. Promote students' critical and creative thinking and analysis through activities that provide opportunities for inquiry, problem solving, responding to and framing meaningful questions, and reflection.	Practice and Assessed
6. Provide a supportive learning environment for students' first and/or second language acquisition by using research-based instructional approaches, including focused English Language Development, Specially Designed Academic Instruction in English (SDAIE), scaffolding across content areas, and structured English immersion, and demonstrate an understanding of the difference among students whose only instructional need is to acquire Standard English proficiency, students who may have an identified disability affecting their ability to acquire Standard English proficiency, and students who may have both a need to acquire Standard English proficiency and also have an identified disability.	Practice and Assessed
7. Provide students with opportunities to access the curriculum by incorporating the visual and performing arts, as appropriate to the content and context of learning.	Practice and Assessed
8. Monitor student learning and adjust instruction while teaching so that students continue to be actively engaged in learning.	Practice and Assessed
<b>TPE 2: Creating and Maintaining Effective Environments for Student Learning</b>	
1. Promote students' social-emotional growth, development, and individual responsibility using positive interventions and supports, restorative justice, and conflict resolution practices to foster a caring community where each student is treated fairly and respectfully by adults and peers.	Practice and Assessed
2. Create learning environments (i.e., traditional, blended, and online) that promote productive student learning, encourage positive interactions among students, reflect diversity and multiple perspectives, and are culturally responsive.	Practice and Assessed
3. Establish, maintain, and monitor inclusive learning environments that are physically, mentally, intellectually, and emotionally healthy and safe to enable all	Practice and Assessed

students to learn, and recognize and appropriately address instances of intolerance and harassment among students, such as bullying, racism, and sexism.	
4. Know how to access resources to support students, including those who have experienced trauma, homelessness, foster care, incarceration, and/or are medically fragile.	Practice and Assessed
5. Maintain high expectations for learning with appropriate support for the full range of students in the classroom.	Practice and Assessed
6. Establish and maintain clear expectations for positive classroom behavior and for student-to-student and student-to-teacher interactions by communicating classroom routines, procedures, and norms to students and families.	Practice and Assessed
<b>TPE 3: Understanding and Organizing Subject Matter for Student Learning</b>	
1. Demonstrate knowledge of subject matter, including the adopted California State Standards and curriculum frameworks.	Practice and Assessed
2. Use knowledge about students and learning goals to organize the curriculum to facilitate student understanding of subject matter, and make accommodations and/or modifications as needed to promote student access to the curriculum.	Practice and Assessed
3. Plan, design, implement, and monitor instruction consistent with current subject-specific pedagogy in the content area(s) of instruction, and design and implement disciplinary and cross-disciplinary learning sequences, including integrating the visual and performing arts as applicable to the discipline.	Practice and Assessed
4. Individually and through consultation and collaboration with other educators and members of the larger school community, plan for effective subject matter instruction and use multiple means of representing, expressing, and engaging students to demonstrate their knowledge.	Practice and Assessed
5. Adapt subject matter curriculum, organization, and planning to support the acquisition and use of academic language within learning activities to promote the subject matter knowledge of all students, including the full range of English learners, Standard English learners, students with disabilities, and students with other learning needs in the least restrictive environment.	Practice and Assessed
6. Use and adapt resources, standards-aligned instructional materials, and a range of technology, including assistive technology, to facilitate students' equitable access to the curriculum.	Practice and Assessed
7. Model and develop digital literacy by using technology to engage students and support their learning, and promote digital citizenship, including respecting copyright law, understanding fair use guidelines and the use of Creative Commons license, and maintaining Internet security.	Practice and Assessed
8. Demonstrate knowledge of effective teaching strategies aligned with the internationally recognized educational technology standards.	Practice and Assessed
<b>TPE 4: Planning Instruction and Designing Learning Experiences for All Students</b>	
1. Locate and apply information about students' current academic status, content- and standards-related learning needs and goals, assessment data, language proficiency status, and cultural background for both short-term and long-term instructional planning purposes.	Practice and Assessed



2. Understand and apply knowledge of the range and characteristics of typical and atypical child development from birth through adolescence to help inform instructional planning and learning experiences for all students.	Practice and Assessed
3. Design and implement instruction and assessment that reflects the interconnectedness of academic content areas and related student skills development in literacy, mathematics, science, and other disciplines across the curriculum, as applicable to the subject area of instruction.	Practice and Assessed
<p>4. Plan, design, implement and monitor instruction, making effective use of instructional time to maximize learning opportunities and provide access to the curriculum for all students by removing barriers and providing access through instructional strategies that include:</p> <ul style="list-style-type: none"> <li>• appropriate use of instructional technology, including assistive technology;</li> <li>• applying principles of UDL and MTSS; <sup>[[1]]</sup><sub>[[SEP]]</sub></li> <li>• use of developmentally, linguistically, and culturally appropriate learning activities, <sup>[[1]]</sup><sub>[[SEP]]</sub> instructional materials, and resources for all students, including the full range of English <sup>[[1]]</sup><sub>[[SEP]]</sub> learners and students with disabilities; <sup>[[1]]</sup><sub>[[SEP]]</sub></li> <li>• appropriate adaptations and modifications for students with disabilities in the general education classroom; <sup>[[1]]</sup><sub>[[SEP]]</sub></li> <li>• opportunities for students to support each other in learning; and use of community resources and services as applicable. <sup>[[1]]</sup><sub>[[SEP]]</sub></li> </ul>	Practice and Assessed
5. Promote student success by providing opportunities for students to understand and advocate for strategies that meet their individual learning needs and assist students with specific learning needs to successfully participate in transition plans (e.g., IEP, IFSP, ITP, and 504 plans.)	Practice and Assessed
6. Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.	Practiced
7. Plan instruction that promotes a range of communication strategies and activity modes between teacher and student and among students that encourage student participation in learning.	Practice and Assessed
8. Use digital tools and learning technologies across learning environments as appropriate to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.	Practice and Assessed
<b>TPE 5: Assessing Student Learning</b>	
1. Apply knowledge of the purposes, characteristics, and appropriate uses of different types of assessments (e.g., diagnostic, informal, formal, progress-monitoring, formative, summative, and performance) to design and administer classroom assessments, including use of scoring rubrics.	Practice and Assessed
2. Collect and analyze assessment data from multiple measures and sources to plan and modify instruction and document students' learning over time.	Practice and Assessed
3. Involve all students in self-assessment and reflection on their learning goals and progress and provide students with opportunities to revise or reframe their work based on assessment feedback.	Practice and Assessed

4. Use technology as appropriate to support assessment administration, conduct data analysis, and communicate learning outcomes to students and families.	Practiced
5. Use assessment information in a timely manner to assist students and families in understanding student progress in meeting learning goals.	Practice and Assessed
6. Work with specialists to interpret assessment results from formative and summative assessments to distinguish between students whose first language is English, English learners, Standard English learners, and students with language or other disabilities.	Practiced
7. Interpret English learners' assessment data to identify their level of academic proficiency in English as well as in their primary language, as applicable, and use this information in planning instruction.	Practice and Assessed
8. Use assessment data, including information from students' IEP, IFSP, ITP, and 504 plans, to establish learning goals and to plan, differentiate, make accommodations and/or modify instruction.	Practice and Assessed
<b>TPE 6: Developing as a Professional Educator</b>	
1. Reflect on their own teaching practice and level of subject matter and pedagogical knowledge to plan and implement instruction that can improve student learning.	Practice and Assessed
2. Recognize their own values and implicit and explicit biases, the ways in which these values and implicit and explicit biases may positively and negatively affect teaching and learning, and work to mitigate any negative impact on the teaching and learning of students. They exhibit positive dispositions of caring, support, acceptance, and fairness toward all students and families, as well as toward their colleagues.	Practice and Assessed
3. Establish professional learning goals and make progress to improve their practice by routinely engaging in communication and inquiry with colleagues.	Practice and Assessed
4. Demonstrate how and when to involve other adults and to communicate effectively with peers and colleagues, families, and members of the larger school community to support teacher and student learning.	Practice and Assessed
5. Demonstrate professional responsibility for all aspects of student learning and classroom management, including responsibility for the learning outcomes of all students, along with appropriate concerns and policies regarding the privacy, health, and safety of students and families. Beginning teachers conduct themselves with integrity and model ethical conduct for themselves and others.	Practice and Assessed
6. Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.	Practice and Assessed
7. Critically analyze how the context, structure, and history of public education in California affects and influences state, district, and school governance as well as state and local education finance.	Practice and Assessed

## **APPENDIX B: Criteria for the Selection of Partnership Schools and Mentor Teachers**

The following criteria for the selection of partnership schools and Mentor Teachers are derived from the Standards of Quality and Effectiveness for Professional Teacher Preparation Programs (CCTC, 2016), research on best practices in field experiences in teacher education, and 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 Teacher Credential Program.
- Selection of Mentor 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 Elementary Education and the role of schools in the preparation of future teachers
- A strong cadre of faculty that supports the goals of Elementary Education and the role of the Mentor 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 Teacher Education program
- Administrators that view themselves as instructional leaders
- Administrators who believe that the preparation of future teachers is both a university and school responsibility

### **Criteria for Selection of Mentor Teachers**

#### **Mentor Teachers – Early Field Experiences**

- Hold a valid teaching credential
- Have at least one year experience
- Have a satisfactory performance rating for all evaluations
- 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

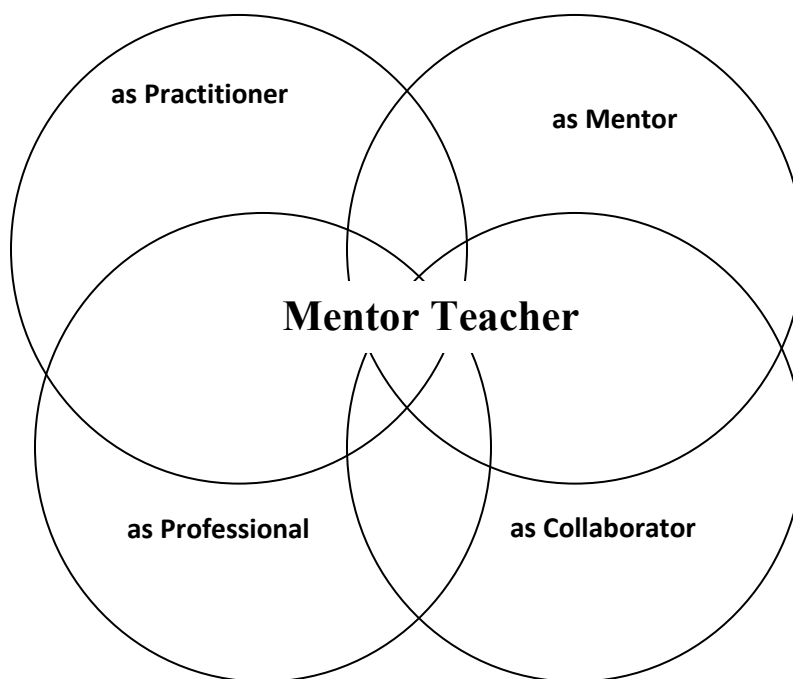
#### **Mentor Teachers – Literacy**

- Hold a valid teaching credential
- Have at least two years of teaching experience
- Have a satisfactory performance rating for all evaluations
- Demonstrate evidence of effective literacy practices
- Demonstrate effectiveness in classroom organization and management and design of the literacy program for that grade level

### Mentor Teachers – Student Teaching

- Hold a valid teaching credential and have “permanent” status in LAUSD
- Be a Mentor 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, our program seeks individuals who demonstrate qualities as practitioner, mentor, collaborator, and professional educator to serve as Mentor Teachers:



### Teacher as Practitioner:

- Secure in one’s teaching
- Reflective in their 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 are 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

## APPENDIX C: Student Teacher Evaluation

### First Semester

The Student Teacher was observed in the following subject areas:

- English Language Arts/English Language Development (ELD)
- Mathematics

### Second Semester

The Student Teacher was observed in the following subject areas:

- English Language Arts/English Language Development (ELD)
- Mathematics
- History-Social Science
- Science
- Physical Education
- Health Education
- Visual and Performing Arts

**During this experience, the candidate has had significant experience in a setting that includes the following, as required by the California Commission on Teacher Credentialing:**

- Two or more English learners with opportunities to implement SDAIE strategies, work with ELPAC/CELDT data as well as understand and apply principles of appropriate legislation.
- An inclusive setting with at least one student with identified special needs as indicated by an IEP or 504 plan and opportunities to apply strategies and principles of appropriate legislation.
- A diverse classroom in which at least 25% of the students are from different cultural, socio-economic, and/or language backgrounds.
- Technology to promote instruction and learn management of student data.

### Evaluation Ratings

This assessment is designed to monitor growth in The California Teacher Performance Expectations (TPEs) and The California Program Standards. Observations should be used as the primary source of evidence, but other sources such as lesson plans, reflection notes, professional conversations, etc. may inform the assessment of the Student Teacher's performance.

As Student Teachers progress through each student teaching experience, it is expected that their teaching performance will become more sophisticated and refined. A midpoint evaluation rating of 2 or 3 is indicative of satisfactory progress in the specified competency, while a final evaluation rating of 3 or higher is indicative of full proficient performance in the specified competency for beginning teachers. Most Student Teachers do not receive ratings of 5.

1<sup>st</sup> Semester: The minimum passing standard for the **final Student Teacher evaluation** in this experience is an evaluation with no "1"s and no more than three "2"s.

2<sup>nd</sup> Semester: The minimum passing standard for the **final Student Teacher evaluation** in this experience is an evaluation with a minimum score of 3 in each category.

It is our expectation that Student Teachers will work on all TPEs throughout the program. At the midpoint evaluation, if the Student Teacher is demonstrating unsatisfactory or inconsistent knowledge and skills on a significant number of statements within the TPEs, a conference will occur with the Field Experience Office Director, the University Supervisor, and the Student Teacher to develop a plan for future success.

1 = Unsatisfactory Performance. The Student Teacher demonstrates **unsatisfactory** knowledge and skills in this area.

2 = Emerging Performance. The Student Teacher demonstrates **inconsistent** knowledge and skills in this area.

3 = Progressing Performance. The Student Teacher demonstrates **satisfactory** knowledge and skills in this area.

4 = Proficient Performance. The Student Teacher demonstrates **significant** knowledge and skills in this area.

5 = Advanced Performance. The Student Teacher demonstrates a level of knowledge and skills **beyond** that expected of a beginning teacher.

## **Subject-Specific Pedagogical Skills**

### **Engaging and Supporting All Students in Learning (TPE 1)**

- 1a. Engages students in lessons by applying knowledge of student interests, prior experiences, and social-emotional learning needs.
- 1b. Connects instruction to real-life contexts and provides active learning experiences to engage student interests, support student motivation, and provide appropriate opportunities for critical and creative thinking, inquiry, and problem solving.
- 1c. Uses a variety of engaging and appropriate strategies, examples, methods, and hands-on learning strategies, Specially Designed Academic Instruction in English (SDAIE), Universal Design for Learning (UDL), Multi-tiered Systems of Support (MTSS), and other resources/approaches to support access to the curriculum for *all* learners.

### **Creating and Maintaining Effective Environments for Student Learning (TPE 2)**

- 2a. Communicates and maintains high expectations for learning for *all* students in the classroom.
- 2b. Establishes and maintains positive classroom behavior by clearly communicating classroom routines and procedures.
- 2c. Uses positive interventions, school and community resources and supports, and conflict resolution practices, as appropriate, to foster a caring and inclusive learning community.

### **Understanding and Organizing Subject Matter for Student Learning (TPE 3)**

- 3a. Demonstrates accurate knowledge of California State subject matter standards and curriculum frameworks, subject-specific pedagogy, cross-disciplinary methods, digital literacy, instructional materials, and technology applications.
- 3b. Plans and delivers effective lessons that support learning, skill development, and use of academic language for *all* students.
- 3c. Makes accommodations and/or modifications as needed to promote subject matter knowledge and access to the curriculum for *all* students.

### **Planning Instruction and Designing Learning Experiences for All Students (TPE 4)**

- 4a. Prepares effective daily lesson plans and maintains an appropriately detailed weekly plan book for long-term planning.
- 4b. Plans single-subject and cross-disciplinary lessons, including those that integrate the visual and performing arts, that promote active student participation through the use of developmentally, linguistically, and culturally appropriate activities for *all* students.
- 4c. Delivers lessons that are well-paced and uses instructional time effectively and efficiently.

### **Assessing Student Learning (TPE 5)**

- 5a. Designs and administers classroom assessments, including scoring rubrics.
- 5b. Monitors student learning during lessons, analyzes student work and evaluation data, involves students in self-assessment and post-feedback revision work, and uses data to plan and modify instruction.
- 5c. Interprets assessment data and plans accommodations and supports for individual students and groups such as English learners, standard English learners, and students who receive special education services.

### **Developing as a Professional Educator (TPE 6)**

- 6a. Exhibits positive dispositions of caring, support, acceptance, and fairness toward all students and families. (Minimum Passing Score: 3)
- 6b. Writes lesson reflection notes after teaching lessons and keeps a teaching journal to reflect on teaching practices, growth, and goals.
- 6c. Demonstrates maturity, models professional and ethical conduct, and communicates respectfully with students, colleagues, families, and mentors. (Minimum Passing Score: 3)

## **APPENDIX D: Additional Student Teaching Materials**

Once accepted into Student Teaching, Student Teachers will have access to all student teaching materials and any relevant edTPA materials via the Student Teaching Canvas page. To request access to this Canvas page, please email [elemst@csun.edu](mailto:elemst@csun.edu). It is important that all candidates review the Canvas page for the most up-to-date information and deadlines.