

# GRADUATE SCHOOL OF EDUCATION AND COUNSELING



## SECONDARY MAT 2017-18 PROGRAM HANDBOOK



0615 SW Palatine Hill Road, MSC 14  
Portland, Oregon 97219  
**Phone: 503-768-6100**  
[graduate.lclark.edu](http://graduate.lclark.edu)

## Secondary MAT Faculty & Staff Contact Information

### Leadership Team

Chair of Teacher Education & Summer Program Director	Kimberly Campbell	503-768-6108	<a href="mailto:kimberly@lclark.edu">kimberly@lclark.edu</a>
Program Director	Liza Finkel	503-768-6139	<a href="mailto:lfinkel@lclark.edu">lfinkel@lclark.edu</a>
Associate Dean / Placement Director	Janet Bixby	503-768-6003	<a href="mailto:bixby@lclark.edu">bixby@lclark.edu</a>

### Content Coordinators

Art	Amy Turnbull	503-768-6110	<a href="mailto:turnbull@lclark.edu">turnbull@lclark.edu</a>
Language Arts	Kimberly Campbell	503-768-6108	<a href="mailto:kimberly@lclark.edu">kimberly@lclark.edu</a>
Mathematics	Lisa Lavelle	503-768-TBA	<a href="mailto:lisalavelle@lclark.edu">lisalavelle@lclark.edu</a>
Science	Liza Finkel	503-768-6139	<a href="mailto:lfinkel@lclark.edu">lfinkel@lclark.edu</a>
Social Studies	Fall: Mike Sanderson Spring: Dyan Watson	503-768-6124	<a href="mailto:mbs@lclark.edu">mbs@lclark.edu</a> <a href="mailto:watson@lclark.edu">watson@lclark.edu</a>

### Seminar Advisors

Cohort A	Liza Finkel	503-768-6139	<a href="mailto:lfinkel@lclark.edu">lfinkel@lclark.edu</a>
Cohort B	New Faculty Hire	503-768-TBA	<u>TBA</u>
Cohort C	Gerry Crocker	503-768-6136	<a href="mailto:gcrocker@lclark.edu">gcrocker@lclark.edu</a>

### Staff

Teacher Education Administrative Specialist	Meg Coryell	503-768-6104	<a href="mailto:coryell@lclark.edu">coryell@lclark.edu</a>
Placement Coordinator	Gerry Crocker	503-768-6136	<a href="mailto:gcrocker@lclark.edu">gcrocker@lclark.edu</a>
MESOL Program Director	Erin Ocón	503-768-TBA	<a href="mailto:eocon@lclark.edu">eocon@lclark.edu</a>
Registrar	River Montijo	503-768-6036	<a href="mailto:montijo@lclark.edu">montijo@lclark.edu</a>
Career & Licensing	Sharon Chinn	503-768-6008	<a href="mailto:schinn@lclark.edu">schinn@lclark.edu</a>

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# **Introduction & Overview**

## Welcome to the Secondary MAT at Lewis & Clark!

Welcome to the Secondary MAT Program at Lewis & Clark College. Together, with other teacher candidates across a range of content areas, you are taking the first step toward beginning what we hope will be a lifelong career as a professional educator. Congratulations on your decision to enter this incredibly demanding and immensely rewarding profession!

You were admitted to this program based on the excellence, depth, and breadth of your academic background; the strength of your recommendations; the passion expressed in the essays you wrote; and the way you presented yourself during our interview process. We believe you are a promising teacher candidate, and we intend to invest in your success. In turn, we ask that you fully commit to engaging with your heart, your mind, and your actions in every opportunity this program provides.

Ours is a program that strives to graduate more than new teachers; we want our alumni to be change agents, to leave these walls prepared not only to succeed in today's schools, but also to go beyond the status quo for the sake of our youth. Through challenging courses, meaningful assignments, engaging discussions, and a carefully chosen field placement, we will support you in becoming a transformative educator who is dedicated to promoting democratic school reform and social justice in a multicultural society. Over the course of this 13-month program, you will become a thoughtful decision-maker and innovative teacher. While helping adolescents learn and grow using creative and reflective approaches to teaching, learning, and research, you will grow as well. You will have the opportunity to draw upon the resources of an outstanding faculty, your fellow teacher candidates, and educators and students in the culturally-rich schools in the greater Portland metropolitan area.

This year will also provide you with extensive opportunities to observe accomplished teachers and to develop your craft with the support of a committed mentor teacher. You will also have a supervisor to provide additional feedback in the field. Here on campus, your Content Area Coordinator, Seminar Advisor, and numerous faculty members will challenge you to think in new ways and encourage you to develop strategies as a lifelong learner—all in the interest of you becoming an excellent beginning teacher.

Here's to all that lies ahead!

### **The Secondary MAT Program Faculty**

Kimberly Campbell, Gerry Crocker, Lina Darwich, Liza Finkel, Lisa Lavelle, Erin Ocon, Mike Sanderson, Amy Turnbull, and Dyan Watson

*When I dare to be powerful, to use my strength in the service of my vision,  
it becomes less and less important whether I am afraid.*

— Audre Lorde



## Secondary MAT Program Overview

The Secondary Master of Arts in Teaching (MAT) program at the Graduate School of Education and Counseling at Lewis & Clark College is a 13-month sequence of courses and field experiences, leading to a masters degree, a Preliminary Teaching License with a single endorsement, and a K-12 authorization.

### Design Features

Three unique features form the foundation of our program's design:

- ▶ ***We provide candidates with a yearlong practicum in a school site so they can observe and practice within the rhythm and flow of a full school year.***

Our beginning educators step into their field site classroom in late August, where they see the initial preparation for a school year, and they continue in their field site classroom through the final day of school for teachers. As a result, they come to know their students well and they experience a full year of learning. This emphasis is consistent with current research calling for a greater focus on clinical practice in teacher education. Balanced with rigorous university coursework to help illuminate the patterns teacher candidates observe and the interactions they experience in the classroom, and coupled with support from mentors, supervisors, faculty, and staff, teacher candidates are immersed in the theoretical and practical elements of their field placement from fall to spring.

- ▶ ***We emphasize pedagogical content knowledge as well as best practices.***

Teacher candidates learn about adolescents and their development, learning theory, school systems, educational equity, institutional racism/sexism/classism/heterosexism/ableism, and the practical knowledge necessary to create and support a thriving community of learners. However, unlike many other teacher education programs in our region, we build on the disciplinary content knowledge teacher candidates bring to their graduate studies through 13 hours of discipline-specific coursework designed to develop pedagogical content knowledge. These courses emphasize “best practices” which classroom-based research and recommendations from professional organizations such as the National Council of Teachers of Mathematics, National Council for the Social Studies, National Writing Project, National Council of Teachers of English, American Association for the Advancement of Science, and the National Art Education Association.

- ▶ ***We prepare teachers to be researchers in their own classrooms.***

Teacher candidates begin their work in schools by developing their skills as keen observers and active listeners. Drawing from important work in literacy research and classroom practices we prepare teacher candidates to become “kidwatchers” in their mentors’ classrooms. They note what they see and hear as they watch students interact with the mentor, each other, and the content area and use those data to inform subsequent pedagogical decision making. In October, teacher candidates select a single student to shadow for the day using focused data gathering techniques to understand one student’s literacy. The resulting literacy case study is presented to other Secondary teacher candidates at a November roundtable. In December, as candidates take on the role of “lead teacher” for one class period at their field site, they hone their teacher research skills by gathering data as they teach, including classroom observations, feedback from students, and a variety of assessments to check students’ learning. Our expectation is that teacher candidates see teacher research as a habit of practice they will continue throughout their teaching career.

### Collaboration with Local Teachers, Schools & Districts

At the center of our work in the MAT program is a collection of strong, professional relationships with our colleagues in local schools and districts. We consistently integrate theory and practice in our program so that our aspiring educators are able to teach effectively in the schools as they exist, and so they can participate in district, school, and community efforts to improve the quality of teaching and learning in the years ahead. The goals of collaboration between our Secondary Master of Arts in Teaching Program and selected school districts, administrators, and teachers are as follows:

1. to draw upon the expertise of public school teachers and education faculty to plan and implement cooperatively a research-based, exemplary model of teacher education
2. to develop a cohesive program of study that fuses knowledge about the purposes of schooling, student development and learning, classroom pedagogy, cultural responsiveness, teacher development and learning,

curriculum construction and implementation, and pedagogical content knowledge with the development of professional teaching practices

3. to create a community of educators who will support preservice candidates through their induction into their careers
4. to build partnerships with schools and districts in support of teacher learning and development
5. to improve public school education through the participation of districts, administrators, and teachers in the MAT program
6. to improve teacher education at Lewis & Clark Graduate School through this collaborative model

### **Primary Field Experience**

The primary (“year-long”) field experience involves close collaboration between teacher candidate and mentor in the classroom, as well as coordination and communication among the college supervisor, Lewis & Clark faculty, the mentor teacher, building administration, Teacher Education Program staff, and the teacher candidate. It offers candidates the opportunity to experience the rhythms of the school year, to become acquainted with school policies and practices, to meet teachers and other staff, to get to know their students and their families. Teacher candidates and mentors engage in various forms of co-teaching as the candidate (student of teaching) moves from being an observer and assistant to ultimately taking on the role of “the lead teacher.”

### **The School Exchange**

In addition to the yearlong field experience, MAT students participate in The School Exchange. On Mondays during October and November, teams of teacher candidates within each cohort organize and participate in a series of comprehensive site visits in each other’s schools. The purpose of this is to familiarize candidates with the organizational structure, culture, and curriculum of a range of schools.

### **Teacher Candidate Assessment (TCA)**

Our Teacher Candidate Assessment tool provides a comprehensive instrument for evaluating the progress of each candidate as they proceed through the program and prepare for licensure. The TCA includes 7 dimensions of teacher practice and professionalism critical to long-term success.

# About the Graduate School

## Vision, Mission & Guiding Principles

Lewis & Clark has been educating teachers and counselors since its earliest days. However, the Graduate School of Education and Counseling in its present form was not established until 1984. That year, the college consolidated its graduate programs into a single administrative unit. The faculty then collaborated to create a unified vision for educating students and joining together as a community of scholars and learners. Through this vision, the Graduate School of Education and Counseling has supported the mission of Lewis & Clark by educating thoughtful leaders, innovative decision makers, and agents of positive change in the fields of education and counseling. Our graduates become leaders who actively engage with the communities they serve.

*All Graduate School programs operate within and in support of our common Vision and Mission:*

### Vision

*We join with students to learn, to serve, and to lead through deep engagement with the self and the world. Together we reach for wisdom, justice, compassion, and bold ideas in education and counseling.*

### Mission

*The Lewis & Clark Graduate School of Education and Counseling is a community that values the rich diversity of voices and perspectives in a complex world. We reach out to those around us, explore new ideas, and pursue the best practice of education and counseling. We promote open dialogue, inquiry, respect, and social action to enhance the learning of adults and children.*

In addition, the Lewis & Clark Graduate School community has identified nine guiding principles to support our vision and mission. These augment and enhance our fundamental commitment to cultural responsiveness and advocacy grounded in knowledge and respect for the vitality of the diverse cultural, linguistic, and ethnic groups we serve.

**Learning and Living Environments** – Create democratic communities in which caring, equity, social justice, and inclusion are practiced and diverse perspectives are supported.

**Disciplinary Knowledge** – Integrate fundamental and emergent components of disciplinary knowledge in ways that extend and enhance experiences of the diverse individuals and groups we serve. Use this knowledge to augment our own capacity to solve problems, even as we support individuals and communities in problem solving.

**Professional Practice** – Engage individuals, families, and the professionals who support them in meaningful learning, counseling and therapy, and community-building experiences responsive to individual differences, interests, developmental levels, and cultural contexts.

**Connection to Community** – Design learning and counseling activities that cultivate connections between individuals, families, and their communities and region.

**Professional/Technological Resources** – Incorporate a wide range of professional and technological resources into experiences that support learning, mental health, and community well-being.

**Assessment** – Assess, document, and advocate for the successful learning and living of all people involved in schools and communities.

**Research and Reflection** – Adopt habits of personal and scholarly reflection that examine professional practice and lead to systemic renewal.

**Leadership and Collaboration** – Lead and collaborate with others to plan, organize, and implement education and counseling practices and programs that confront the impact of societal and institutional barriers to academic success, personal growth, and community well-being.

**Professional Life** – Pursue a professional identity that demonstrates a commitment to the legal, ethical, and professional responsibilities of our profession(s).

## Graduate School Policies & Procedures

The Lewis & Clark Graduate School of Education and Counseling publishes a student handbook, *The Navigator*, on the graduate school website (see link below). In this handbook you will find information about the academic, registration, and college-wide policies and procedures that guide life on campus, as well as information about the Graduate School generally, and resources and tools for planning your course of study. Teacher candidates should read this document carefully because you are responsible for abiding by the policies and procedures outlined in it. *The Navigator*, together with the Graduate School Catalog (see link below), will be helpful throughout the experience at Lewis & Clark. Teacher



candidates should be sure to read the [Statement of Student Responsibilities](http://www.lclark.edu/about/at_a_glance/consumer_information/student_responsibilities) at [www.lclark.edu/about/at\\_a\\_glance/consumer\\_information/student\\_responsibilities](http://www.lclark.edu/about/at_a_glance/consumer_information/student_responsibilities).

*The Navigator* includes the following sections:

- About the Graduate School
- Academic Planning and Support
- Academic Policies
- Registration Policies
- College Policies
- Student Resources

Every student enrolled in the Graduate School is expected to know and comply with academic rules established in *The Navigator* and the catalog. A student who is uncertain about the application of the rules to his or her circumstances has the responsibility to seek clarification from the Dean to ensure proper compliance.

### **Navigator & Catalog**

Below are the links to the Navigator and Graduate School Catalog.

- [www.graduate.lclark.edu/student\\_life/handbook](http://www.graduate.lclark.edu/student_life/handbook)
- <http://www.graduate.lclark.edu/catalog>

Please also see the [student life link](#) on the Graduate School website for additional resources:

- [www.graduate.lclark.edu/student\\_life](http://www.graduate.lclark.edu/student_life)

### **Liability Policy Regarding Practica and Field Experience**

All students registered in the college are covered by the college's liability policy during practicum or field activities that are required by the college as part of their academic program. This liability policy only covers third party actions against the individual and/or the college arising from incidents during the teacher candidate's supervised practicum in the school. Injuries to student teachers or teacher candidates themselves are not covered by this policy.

### **Transportation**

With regard to personal vehicle use, Lewis & Clark College does not provide insurance coverage. Students who transport other students in a personal vehicle, to or from off-campus sites, related to required practicum or field assignments, are required to have valid insurance coverage.

### **Medical Coverage**

Complete information on the medical plan available to Lewis & Clark students and enrollment can be found at the following: [http://www.lclark.edu/offices/student\\_health\\_services/insurance](http://www.lclark.edu/offices/student_health_services/insurance)

## Convocation & Commencement

### Convocation

*Convocation: A call to assemble, to reflect on the ways our “core” values—creativity, compassion, commitment—impact and sustain our professional lives. An opportunity for students and faculty to connect across programs and to reflect on the shared values of each of our disciplines.*

The Graduate School’s Convocation brings together students and faculty from education and counseling psychology professions in an interdisciplinary exploration of fundamental issues affecting personal development and professional life. This crossing of disciplinary borders encourages participants to consider new ways of researching, learning, and solving real-world problems common across social service professions. Convocation is designed to welcome students to the community and inspire them to shape a more just, inclusive, equitable, and compassionate world.

Convocation focuses on the role that creativity, compassion, and commitment play in the professional lives of educators and counselors. Convocation also provides an opportunity for students to learn more about the Graduate School.

Attendance at Convocation, held annually on Friday, September 22, 2017, is required for all students enrolled in the Secondary MAT Program. There is no tuition charged for this experience, but all students will be required to register.

### Commencement

The Graduate School of Education and Counseling holds one commencement ceremony annually on the first Sunday in June. Students eligible to participate include degree candidates from the previous December, May degree candidates, and July and August degree candidates who have filed a degree application by the required deadline. You will receive information about filing your degree application in the spring semester during your ED 554 class. Information about Commencement, including when and how to order regalia (required for candidates planning to participate in the ceremony), and information about the schedule for the event, can be found at this website: <http://graduate.lclark.edu/commencement/>

## MESOL & ESOL Endorsement

The required coursework for Lewis & Clark's Secondary MAT degree includes four semester hours (SHs) that can also be applied to the completion of an ESOL ("English for Speakers of Other Languages") endorsement. The courses are as follows:

- ESOL 540, *Culturally Responsive Teaching* (completed 1st Summer) – 2 SHs
- ESOL 535A, *English Language Learners: Theory* (completed in the Fall) – 1 SH
- ESOL 535B, *English Language Learners: Practice* (completed in the Spring) – 1 SH

As a result, any graduate of our program is well-positioned to add the ESOL endorsement soon after completing their degree, should they choose to do so, because they will have already completed four out of the 12 semester hours they need. Completers of the ESOL Endorsement are prepared to:

- Support the English language development of students through content and literature studies with an emphasis on direct language instruction
- Develop and adapt content-specific curriculum for diverse classroom populations
- Employ innovative teaching methodologies and strategies that respond to student needs in the mainstream classroom and beyond
- Utilize assessment principles effectively
- Partner with families to build strong ties between school and the diverse racial, cultural, and linguistic communities it serves
- Lead their school community in establishing collaborative learning environments that support high levels of success for all students

### **MESOL\***

Lewis & Clark also offers an opportunity for prospective teachers to combine our traditional MAT with an ESOL endorsement in one degree so that candidates can apply for financial aid that will cover both at the same time. (*NOTE: Generally speaking, financial aid can only be used for degrees, not endorsements.*) The new program involves a targeted year-long placement, additional coursework during both summer terms, and additional practicum hours. All combine to add eight SHs to the degree. (40 SHs for the MAT and 48 for MAT with ESOL or "MESOL.")

The additional MESOL coursework includes:

- ESOL 500, *Historical & Legal Foundations of Educating ESOL/Bilingual Students* (2nd Summer) – 3 SHs
- ESOL 506, *ESOL/Bilingual Practicum* (Spring) – 2 SHs
- ESOL 507, *Language Acquisition and Development* (first summer) – 3 SHs

Those who choose to complete an ESOL endorsement after the MAT can do so by completing the same set of courses. Teacher candidates who have not applied to MESOL but are interested in doing further work on the ESOL endorsement while they are at Lewis & Clark are welcome to take ESOL 500 or ESOL 507. However, financial aid will not apply. For any questions regarding the MESOL Program, please contact the MESOL Program Director.

- *Note: Throughout this handbook, the term "MESOL" will be used to indicate those in the combined MAT with ESOL endorsement program.*

## Secondary MAT with ESOL Endorsement (MESOL) Practicum Requirements and Procedures

### Practicum Overview:

The MESOL practicum for candidates seeking the MAT with ESOL endorsement is comprised of experiences in *two instructional settings* that serve the unique instructional needs of English language learners (ELLs):

- (1) In classrooms focused on English language development (ELD) instruction, which could be delivered in a “pull out” or “push in” structure.
- (2) In a general classroom setting in which content instruction is adapted to meet the language needs of ELL students (sheltered instruction);

The MESOL practicum could be completed concurrently with the practicum for the Preliminary Teaching license at the school site where the candidate completes their student teaching, provided the school has ELL students as well as a certified teacher who provides or oversees ELD instruction on a regular basis and who is willing to serve as the MESOL practicum mentor. A Lewis & Clark MESOL supervisor will also be assigned to the teacher candidate. The MESOL mentor and ESOL supervisor serve in addition to the candidates’ primary classroom mentor and supervisor, providing support and feedback specifically about instruction for ELL students.

### Prerequisites:

Prior to starting the MESOL practicum, the candidate must:

- 1) Be admitted to the MAT with ESOL endorsement program
- 2) Successfully complete the following courses:  
ESOL 540 *Culturally Responsive Teaching* and ESOL 507 *Language Acquisition*
- 3) Be placed in a school meeting the MESOL practicum requirements

### Required Hours:

The practicum is equally divided between experiences in classroom settings that focus on *both* aspects of ESOL/Bilingual instruction: Sheltered content instruction *and* ELD (English Language Development).

The Practicum experience is equivalent to 2 semester hours and consists of a minimum of **60 hours** in the appropriate ESOL settings. Although work may begin in the fall, candidates register for these hours in the spring semester.

### Practicum Settings:

#### ELD

**30 hours** are completed in an ELD setting; examples of activities that meet these criteria are described below. The hours devoted to this portion of the MESOL practicum will be completed ideally at the candidate’s placement site.

ELD instruction and related duties are provided under the supervision of an on-site MESOL mentor who holds the ESOL Endorsement. These 30 hours will be spent working under the direct supervision of the ESOL mentor as the candidate works with individual groups of students, conducts assessments, collaborates with other classroom teachers, or performs duties related to ELD Instruction and other responsibilities related to the ESOL position.

#### Sheltered Instruction

An additional **30 hours** are completed in a sheltered instruction setting where the focus is content instruction in either English or other target language. This portion of the practicum will be completed in the candidate’s general placement classroom mostly between January and June.

Sheltered instruction and related duties are provided under the supervision of an on-site MESOL mentor who holds the ESOL Endorsement and who may not be the general classroom mentor.

A variety of whole group, small group and individualized instruction may be provided in the following settings:

- a) Bilingual, two way or immersion classroom
- or*
- b) Classroom in which sheltered instruction is provided

### **Candidate Responsibilities:**

During the practicum experience, candidates work with their MESOL mentor to plan and deliver instruction and assessment for ELL students. During MESOL supervisor visits, the candidate is expected to prepare a lesson plan and deliver instruction in whole or small group settings that is targeted for ELL students. During the 60 hour practicum, the teaching experience can include a variety of responsibilities including but not limited to: whole group, small group, and one-on-one instruction provided to ELL students as well as lesson planning and assessment.

### **MESOL Practicum Mentor:**

Lewis & Clark will provide the candidate with a MESOL **mentor** who is appointed by the district to serve as the teacher of record for the MESOL setting. The MESOL mentor serves as a guide, helping to model and plan instruction. The MESOL mentor provides guidance and support for lesson design and evaluation in *both* ELD and sheltered settings. The MESOL mentor serves in addition to the general classroom mentor, and may not be the same person.

The mentor's current assignment must require that they hold a current ESOL Endorsement.

### **MESOL Practicum Supervisor:**

Lewis & Clark will provide the candidate with a MESOL **supervisor** who will make a minimum of four supervisory visits. These observations typically all take place in the spring semester.

### **Supervisory Procedures:**

1. The candidate and MESOL mentor will meet (together or separately) with the Lewis & Clark supervisor before the practicum begins.
2. The supervisor will observe the candidate at least four times (more if deemed necessary) and the candidate will submit a pre-observation focus form on TaskStream prior to each visit. The supervisor will meet with the candidate after each evaluation to discuss the experience, using the practicum observation form to guide discussion.
3. At the end of the practicum, the supervisor will meet for discussion with the candidate and mentor. The supervisor and MESOL mentor will complete the Summative Evaluation form and submit the completed form on TaskStream.

## Supporting Teacher Candidates: Roles & Responsibilities

**Content Area Coordinators** serve as the key faculty point people in the program, providing support and advising related to academics as well as the field experience. Content Area Coordinators also serve as the first point of contact for mentors and supervisors. They work closely with the Placement Office to match teacher candidates with mentors and to strengthen Lewis & Clark's collaboration with our public school colleagues.

Responsibilities include the following:

- meeting with teacher candidates at Orientation to provide content-specific information
- assisting with placements for all teacher candidates in their content area; including assisting with changes, as needed
- troubleshooting field-related issues with teacher candidates, mentors, supervisors and/or faculty
- facilitating intervention meetings with teacher candidates, mentors, supervisors and/or faculty to resolve field-related issues
- developing plans to support teacher candidates in the field, should the need arise
- teaching pedagogical content courses in the Fall and Spring terms
- supporting and possibly teaching summer content area electives
- answering questions about content area courses or licensure testing
- selecting, assigning, and supporting supervisors
- meeting with MAT candidates to discuss their teaching or issues related to content
- communicating regularly with mentors and supervisors in support of field experience expectations (includes participation in all required meetings for mentors or supervisors)
- serving as the first point of contact for any questions or concerns that might arise
- observing MAT candidates in the field on an as needed basis
- writing letters of recommendation for teacher candidates in their content area when requested

**Mentors** are veteran teachers selected based on evidence of their success in the classroom combined with a recommendation from local administrators and/or colleagues. Strong mentors play a vital role in the teacher candidate's development over the course of the year.

Responsibilities include the following:

- meeting with the teacher candidate in the summer to confirm placement
- coordinating with the teacher candidate at the end of the summer to clarify roles and responsibilities for the start of school
- introducing the teacher candidate to various constituents and resources in the school community
- making time for regular collaboration and conversation with the teacher candidate related to the work of teaching, especially planning and providing feedback
- supporting the yearlong field experience as it evolves from a focus on observation to the teacher candidate taking on the role of "lead teacher"
- providing positive support, ongoing critique, and a willingness to recognize teacher candidates as beginners
- creating opportunities for co-planning as well as co-teaching
- helping the candidate successfully complete their edTPA by assisting with securing required video permission forms for all students in the class the candidate videotapes, helping the candidate choose appropriate lessons to submit as a part of their edTPA portfolio, and assisting with video taping as needed
- evaluating the teacher candidate's progress using the TCA
- participating in mentor meetings three times throughout the year of the field experience (August, January, and February)
- sharing with other mentors the successes, challenges, and strategies of mentoring
- working with Graduate School faculty to support teacher candidates' development of the competencies listed on the TCA



- writing a letter of recommendation for the teacher candidate, typically in May

**Supervisors** *provide field-based support and guidance through classroom observation and detailed feedback to teacher candidates. Experienced teachers, often retired, supervisors visit teacher candidates at least 6 times at their placement site over the course of the school year. Two keys to successful supervision are flexibility and availability.*

Responsibilities include the following:

- participating in three professional development meetings over the course of the year
- conducting the first observation visit in December to establish a relationship with the teacher candidate and mentor, and to identify early any areas where assistance might be needed
- completing at least six classroom observations, including the one in December, to formally observe the teacher candidate and provide a brief written report for each observation (*note: please request that teacher candidates email lesson plans the night before each observation*)
- checking-in with the mentor during each site visit to determine how the teacher candidate is progressing using the TCA as a guide
- initiating the summative evaluation, also conducted in this triad, at the end of the year
- writing a letter of recommendation for the teacher candidate, typically in May

**Seminar Advisors** *act as the “homeroom teachers” for the Cohorts in our MAT program. They teach the Fall & Spring “Teaching for Social Justice: Field Experience Seminar” courses for their group and work with Content Area Coordinators to support the members of their cohort academically as well as professionally.*

Responsibilities include the following:

- collaboratively designing and teaching ED 553 (Fall) and ED 554 (Spring), a course designed to support student teaching and candidates’ developing understanding of the teaching profession including: teacher identity, professionalism, induction, creating anti-oppressive and democratic learning communities, sustaining renewal, and participating in reform
- providing regular information about the MAT program through the various phases, including testing, graduation, the job search, and licensure
- meeting with teacher candidates individually, as needed
- observing MAT candidates in the field, as needed

**Program Director** *works with faculty and teacher candidates on academic and policy issues related to the MAT, taking the lead in internal program evaluation and accreditation. The Program Director also works to foster and further develop mutually beneficial professional relationships with local schools. When teacher candidates encounter an issue related to the MAT program that they cannot resolve by speaking directly to those involved, they should consult their Content Area Coordinator and if needed, have a conversation with the Program Director.*

Responsibilities include the following:

- maintaining the program calendar and academic schedule
- leading curriculum development and revision for the MAT
- meeting with teacher candidates and/faculty regarding program-related issues
- planning and facilitating program faculty meetings
- organizing required meetings for mentors and supervisors
- leading the admissions process
- collecting internal data to support program improvement
- collaborating with the Summer Program Director on writing reports associated with strategic planning and accreditation
- working with program faculty to produce the annual handbook
- maintaining relevant content on the program web-site

**Summer Program Director** *takes on the responsibilities of the Program Director from May until August. Content Area Coordinators and the Program Director continue to be on call should issues arise that require consultation with the Summer Program Director.*

Responsibilities include the following:

- participating in Orientation
- supporting the licensure process, as needed
- serving as point person for Summer faculty
- collaborating with the Program Director on annual report writing
- meeting with teacher candidates and faculty throughout the summer on an as-needed basis

**Teacher Education Chair** *leads the department as a whole and is available to meet with teacher candidates regarding any issues or concerns that have not been satisfactorily addressed by the faculty listed above.*

**Placement Coordinator** *works with Content Area Coordinators, and appropriate school district personnel to secure field experience placements. In addition, the Associate Dean, as head of the Graduate School Partnership and Placement Office, works with faculty to develop and sustain our collaborative efforts with school districts.*

**MESOL Program Director, Placement Coordinator, Mentors and Supervisors** *take responsibility for those elements of the MESOL program specifically related to the ESOL Endorsement. Their roles are similar to those described above for the MAT program. However, their focus is supporting students in the MESOL program with successfully completing those requirements associated with becoming designated ESOL specialists in the state of Oregon.*

Please note: The roles and responsibilities enumerated above focus solely on those duties associated with officials' work with Secondary teacher candidates and do not include other duties connected to the Secondary Program, the GSEC, or the field.

# What is edTPA™?

## What is edTPA™?

Effective in the 2015-16 academic year, all teacher candidates seeking licensure in the state of Oregon were required to complete a new performance assessment, the edTPA™\*, as a part of the licensure process.

The edTPA™ process requires teacher candidates to select a learning segment of 3-5 lessons from their teaching, and to submit authentic artifacts (e.g. lesson plans, student work, etc.), video recordings, and commentaries that provide a rationale to support their instructional choices and practices based on the learning strengths and needs of students.

Candidates' evidence is evaluated and scored using rubrics that address five dimensions of teaching: planning instruction and assessment; instructing and engaging students in learning; assessing student learning; analysis of teaching effectiveness; and academic language development.

edTPA™ was collaboratively designed by teacher educators and teachers under the coordination of Stanford University and with support from the American Association for Colleges of Teacher Education.

At Lewis & Clark in 2017-18, all Secondary MAT candidates will complete the edTPA™ as a part of Phase V. All edTPA™s completed in 2017-18 will be submitted for external scoring.

Submission of the edTPA™ is required for program completion and licensure. Although Oregon has not yet determined a cut score, our program expectation is that candidates will earn a score of "3" or better for each edTPA™ rubric. If a candidate earns a score of "2" in two or more rubrics within any Task, or a score of "1" on any rubric, the Content Area Coordinator will meet with the candidate to review and discuss the edTPA™ submission and determine if revisions are needed.

### Helpful Resources:

Teachers Who Support Teacher Candidates: [https://secure.aacte.org/apps/rl/res\\_get.php?fid=1619&ref=edtpa](https://secure.aacte.org/apps/rl/res_get.php?fid=1619&ref=edtpa)

Making Good Choices: A Support Guide for edTPA™ candidates  
<https://www.edtpa.com/Content/Docs/edTPAMGC.pdf>

Guidelines for Acceptable Candidate Support  
<https://www.edtpa.com/content/docs/guidelinesforsupportingcandidates.pdf>

Teacher Performance Assessment and Culturally Relevant Pedagogy  
<https://secure.aacte.org/apps/rl/resource.php?resid=432&ref=edtpa>

\*the edTPA™ replaces the Oregon Work Sample

## Teacher Candidate FAQs

### **Q: When do I need to have my testing done?**

The answer to this question depends on the test. The ORELA Civil Rights test must be completed by November 1st, so that the scores are on file here at Lewis & Clark prior to the start of December teaching – *this is a state requirement*. Content tests must be completed prior to licensure. Generally speaking, teacher candidates are well served by completing all testing at the earliest possible date. Failing to do so can result in a delay of licensing at the end of the program. Test scores can be viewed in WebAdvisor under “Tests.” (See page 48 for more info regarding content tests.)

### **Q: What if I need to be absent from a class?**

The MAT is a condensed and intensive program. Many courses meet only once a week, in which case missing one class is more like missing one week of a course (which can range from 5%-20% of the total meeting time). For this reason, teacher candidates are discouraged from missing *any* class unless the situation is particularly urgent. Individual faculty have their own policies regarding absences; few will tolerate more than one. That said, we know that life goes on during the MAT. Significant family events will occur, both planned and unexpected, weddings and funerals being among the most common. A few of you will become very ill at some point in the year and will need to miss a class for the sake of all of us. This is a long way of saying that teacher candidates should only miss class when they absolutely must. So please don’t decide to skip simply because you are feeling run down or have a headache or just need some personal time. As teachers, there are many days when we simply must push through for the sake of our students, and that practice begins as a teacher candidate in the MAT program.

### **Q: What if I have a conflict with my mentor or my supervisor?**

Honest and frequent communication between the teacher candidate, mentor, and supervisor is the best assurance that the field experience assignment will be a successful one. However, even in the best of situations, problems can arise. If the teacher candidate, mentor, or supervisor encounters or suspects a problem, we encourage them to address concerns directly with the party involved. If this strategy proves unsuccessful, then they should contact the Content Area Coordinator. Our program policy is to hold a problem-solving meeting, facilitated by the Content Area Coordinator, to discuss and resolve the situation. If the problem persists, the Content Area Coordinator will then investigate the situation, converse with all concerned parties, and work out an agreement that addresses the concerns. If an agreement cannot be reached, the Content Area Coordinator may recommend that the placement or supervisor assignment be changed. This decision will then be communicated to all parties and a new placement for the teacher candidate will be found and/or a new supervisor will be assigned.

### **Q: Where can I get help with my writing?**

Many faculty members will be happy to provide support for the writing assignments in their individual classes. However, for students looking for additional support, please contact: John Holzwarth, Director of the LC Writing Center, [holzwrth@lclark.edu](mailto:holzwrth@lclark.edu)

### **Q: How should I dress as a student teacher?**

While the expectations may vary a bit from one school to the next, generally speaking teacher candidates should dress in a style referred to as “business casual” – modest, clean, and tidy. We recommend refraining from t-shirts, torn jeans, and any other attire that might prove distracting to your students. Know that teenagers will always inspect their teacher’s clothing choices; your goal is to give them nothing to talk about.

### **Q: Can I substitute teach during my placement?**

Candidates are eligible to apply for a TSPC Restricted Substitute Teaching License during the practicum experience. OAR 584-210-0150 ([http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_584/584\\_210.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_584/584_210.html)) defines the requirements and limitations of this license. The Restricted Substitute Teaching license makes you eligible to serve as a substitute during your student teaching experience. However, the following

Secondary program policy defines the time-frame and locations for which you are permitted to serve as a paid substitute:

Secondary candidates may substitute teach in their practicum classroom during the full-time practicum period (after spring break) but not before. Subbing elsewhere in the building is permitted if it does not conflict with the candidate's  $\frac{3}{4}$  teaching load responsibilities and follows district guidelines regarding requirements for substitute teaching.

**Q: When do I apply for my license?**

Lewis & Clark will recommend you to TSPC for a license in late June, provided all of your testing and other required documentation is complete and submitted to the Teacher Education office. This includes grades in your Spring courses, evidence that you have submitted your edTPA, all six observation reports from your supervisor, both TCA Formative Evaluation forms, and your TCA Summative Evaluation forms. You can apply for your license once you receive a "Congratulations!" email from Sharon Chinn, Director of Educational Career, Licensing, and Accreditation Services. Please do not attempt to do so before receiving this email. **NOTE:** Teacher candidates **MUST** apply to TSPC within three years of the Lewis & Clark recommendation.

**Q: When should I apply for jobs?**

Opportunities to apply for jobs can surface as early as January or February. However, it is difficult for your mentor, supervisor, or Content Area Coordinator to write you strong, detailed letters of recommendation at this point in the year because you will only have been teaching one class and only for a matter of weeks. Lewis & Clark hosts a Metro Educators Fair in early March that serves as an introduction to the job search for many of our teacher candidates. In April, the Oregon Educators Fair takes place at the Convention Center and most teacher candidates choose to participate. Jobs will be posted online throughout the spring and summer.

**Q: Where can I find information about Oregon Administrative Rules (OARs) re teaching?**

OARs related to teaching can be found here:

[http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_584/584\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_584/584_tofc.html)

**Q: How can I add additional endorsements to my license?**

After you have been granted an Oregon Preliminary Teaching License, current Oregon Teacher Standards and Practices Commission rules allow you to add general education content area endorsements by:

- 1) Meeting a content knowledge requirement by passing a TSPC-approved subject mastery test in the endorsement area OR completing TSPC-approved coursework in the new endorsement area  
**AND**
- 2) Meeting a pedagogy requirement by being admitted to and completing a TSPC-approved program in the new endorsement OR completing a TSPC-approved pedagogy or methods course of at least 3 quarter hours or two semester hours in the new endorsement OR completing a supervised 60-hour practicum in a public school setting in the new endorsement area

Once you hold an Oregon Professional Teaching License, you can add general education content area endorsements by passing a TSPC-approved subject mastery test--there is not a pedagogy requirement for those on the Professional Teaching License.

Specialty area endorsements such as art, ESOL, drama, music, reading, and all areas of special education require that you be admitted to and complete a TSPC-approved program, including testing, in order to add the endorsement. Be aware that you should only add endorsements (particularly in shortage areas) for things you truly want to teach. *(NOTE: Students in our MESOL program complete the ESOL endorsement course work and practicum as part of their MAT program. They are also welcome to add content endorsements through testing.)*

Specializations can be added to Oregon teaching licenses by being admitted to and completing TSPC-approved programs in the following areas: Adaptive Physical Education, American Sign Language, Autism Spectrum Disorder, Dual Language, Early Childhood Education, Elementary Mathematics Instruction Leader, Talented and Gifted, and Teacher Leader. The Bilingual specialization can be added by demonstrating fluency in languages in addition to English through a TSPC-approved assessment.

**Q: What are my responsibilities regarding edTPA?**

For 2017-18 you are responsible for completing and submitting the edTPA as directed by your Content Area Coordinator. (See page 13 for edTPA score information.)

**Q: Can I coach or advise a club at my field placement site?**

Please check with your Content Area Coordinator before you agree to coach a sport or advise a club at your field placement site.



## Mentor FAQs

### Q: How can my student teacher and I get off to a strong start?

Perhaps the most important first step is to view the teacher candidate with whom you are working as your colleague rather than as your student. This stance promotes collaboration rather than hierarchy. Other strategies that help start the year strong include the following:

- introduce the teacher candidate to your students as your “co-teacher” from the outset
- confirm a regular weekly meeting time when you and the teacher candidate can touch base and plan together
- provide a small desk or designate a work area for the teacher candidate in your classroom
- create a classroom door sign with the teacher candidate’s name to hang with your own
- plan for the teacher candidate to participate in “Back-to-School” night if possible
- encourage the teacher candidate to take responsibility for small tasks early on

### Q: What is Lewis & Clark’s policy on co-teaching?

Lewis & Clark supports co-teaching. We encourage mentors and teacher candidates to explore the various models that co-teaching can take as they collaboratively and intentionally work to teach together.

**One Teach, One Observe:** One teacher has primary instructional responsibility while the other gathers data about students or the lesson. Either the teacher candidate or the mentor can take the lead teacher role.

**One Teach, One Assist:** One teacher has primary instructional responsibility while the other supports students with their work or monitors behaviors, often lending a voice to those who might hesitate to participate.

**Station Teaching:** Co-teaching pair divides the instructional content into parts. Each teacher instructs one of the groups. Groups rotate to each station. There are student-directed stations along with the teacher-led stations.

**Parallel Teaching:** One teacher instructs half the students. The two co-teachers address the same instructional material and use the same teaching strategies, but reduce the student-to-teacher ratio.

**Supplemental Teaching:** One teacher works with students at their expected grade level, while the other teacher works with those who would benefit from re-teaching, extension, or remediation.

**Alternative or Differentiated Teaching:** Teachers provide two comparable but different approaches to the same material. The learning outcome is the same for all students; however, the strategies are different.

**Team Teaching:** Students experience an invisible flow of instruction with no prescribed division of authority. Both teachers are actively involved in the lesson. From a students’ perspective, there is no clearly defined leader because both teachers share the instruction, freely interject information, assist students and answer questions.

(modified from <http://www.stcloudstate.edu/soe/tqe/coteaching/>)

### Q: What advice do you have for giving constructive feedback?

In our experience, it is best to provide feedback that is specific and based on observed data – rather than general and inferred or anecdotal. For example, suppose a teacher candidate is having a tendency to talk over students rather than waiting for quiet. It is best to avoid statements like: “I’m really worried about your classroom management. The students aren’t listening to you.” Instead, you might say: “I am still hearing kids talking when you are trying to talk. When that happens, I can’t hear what you are saying.”

### Q: My computer is at my desk and there really is not another place on campus for me to get work done, what should I do?

We fully understand this challenge. However, it will be important for you to ultimately find a place on campus, outside of your classroom, where you can be productive. There may be times when you remain at

your desk while the teacher candidate takes a leading instructional role in the classroom. However, it will also be important to leave the room altogether.

**Q: What is my role in supporting my teacher candidate with edTPA?**

We hope that you will help the candidate to secure the required video permission forms for all students in the class they videotape, help them choose appropriate lessons to submit as a part of their edTPA portfolio, and assist with video taping as needed.

**Q: What should I do if I have concerns about my teacher candidate?**

Regular planning meetings combined with honest and frequent communication between the teacher candidate and mentor provide the best assurance that the field experience assignment will be a successful one. However, even in the best of situations, problems can arise. If mentors encounter or suspect a problem, we encourage them to address concerns directly with the candidate. If this strategy proves unsuccessful, then they should contact the Content Area Coordinator. The Content Area Coordinator will determine appropriate next steps.

**Q: What if the supervisor and I disagree about the progress of a teacher candidate?**

As alluded to above, the first step should be to engage the supervisor in a conversation. However, if this strategy does not prove successful, please contact the Content Area Coordinator.

**Q: Can you give me some ideas for writing my letter of recommendation?**

It is our expectation that all mentor teachers will write letters of recommendation for their teacher candidate by May or June. Some may feel comfortable writing them sooner. Below is an outline that some mentors have found helpful.

- I. Description of the teacher candidate and your co-teaching relationship
- II. Description of the teacher candidate's responsibilities over the course of the year
- III. Summary of teaching observations
- IV. Kudos and areas in need of future development

To the extent possible, we encourage you to include a specific story about or interaction with the teacher candidate that speaks to who they are as a person and will make the letter more memorable.

## Supervisor FAQs

**Q: Does the teacher candidate really need to provide me with a lesson plan the night before an observation?**

Yes. We expect all teacher candidates will either email you a lesson plan or share it with you no later than the night before any scheduled observation.

**Q: At what point should I contact Lewis & Clark if I have concerns about a teacher candidate or their placement situation?**

Please contact your designated Content Area Coordinator as soon as possible with any concerns that you may have.

**Q: What tips do you have for writing observation reports?**

We have a few pieces of advice, acknowledging that everyone will have their own way of producing the required reports that follow each observation. Please see the Observation Guidelines included in the section describing Phase V and refer to the Classroom Observation Forms near the end of this Handbook for the documents Lewis & Clark recommends that supervisors use. In particular, we recommend that you use either the three column form or the open-ended form to record your data and impressions (your choice will probably depend on the nature of the particular observation you are doing) and that everyone use the summary page to synthesize and concretize the takeaways from the observation.

- 1) Try to write up your report as soon as possible following the observation. The more the time that passes between the observing and the writing, the more difficult it is.
- 2) Using the summary page, provide a brief summary of the overall lesson, followed by a finite list of “kudos” and a finite list of areas that need attention, ideally based on specific Elements from the TCA. You will likely record much more data than what is included in the written report, however, it is important to focus the report on the areas that you want to call out for the teacher candidate. In doing so, you can use each report to inform your subsequent observations.
- 3) Particularly with respect to areas that need improvement, tie your comments to the Teacher Candidate Assessment (TCA).
- 4) Take a “less is more” approach. Generally, speaking 2-3 pages is plenty for a descriptive observation report. Any more than this becomes difficult for the teacher candidate to digest.
- 5) Ideally, please submit written observation reports to the Teacher Education Office as you go. However, all must be in no later than mid-June.

**Q: When are this year’s supervisor meetings and what will we be doing there?**

There are three required supervisor meetings for 2016-17. They are as follows:

November 16, 10am-noon at Lewis & Clark: Details & Logistics

January 9, 5:30-7:30pm at Lewis & Clark: Collaborate with Mentors

March 15, 10am-noon at Lewis & Clark: Please bring your completed Formative TCA

**Q: What if I need to miss a required supervisor meeting?**

Attending meetings is important because of the professional development and collaboration that takes place there. However, we will do our best to provide some sort of make-up activity for those who need to miss a meeting. Please inform your designated Content Area Coordinator if you will miss a supervisor meeting.

**Q: When should I plan on writing a letter of recommendation for my teacher candidate?**

The market has changed significantly in recent years, with many postings in early spring. However, we hope all supervisors will be in a position to write a letter by early May.

## MESOL FAQs

**Q: What is the semester hour difference between the MAT with ESOL (MESOL) and the MAT?**

The MESOL program includes the 40 semester hours of the MAT and an additional eight semester hours of ESOL work (which includes six semester hours of ESOL coursework and two semester hours of ESOL practicum).

**Q: When do I complete the additional six semester hours of course work?**

You will complete three semester hours of the ESOL coursework (ESOL 507) during the first summer of your MAT program (2017). Please note this means you will have a summer course that goes later into August than candidates who are doing the MAT. This summer, the ESOL 507 course meets for full Saturday session in June, one Saturday session in July and three full days, Monday, Wednesday, and Friday in the second week of August.

The final ESOL course (ESOL 500) takes place in the second summer (2018). Please note this may mean you will be taking a summer course in late July and early August. Please do not schedule any summer plans during summer 2018 until you know the ESOL course schedule. We anticipate having this schedule available in January 2018.

**Q: Will financial aid cover the extra semester hours of MESOL?**

Yes. Because the ESOL endorsement is part of your MAT degree program, it is covered by financial aid. Note: You will need to reapply for financial aid to cover tuition costs for summer 2017.

**Q: What are my options for completing the two semester hours of ESOL practicum?**

You will complete an embedded practicum (60 hours) during the school year at the same site as your MAT practicum. You will do 30 hours of this ESOL practicum in your yearlong internship classroom and the other 30 hours through work with an ESOL mentor. Please note this option is dependent on our being able to find a placement for you that allows for an embedded ESOL placement.

**Q: Can I switch from the MAT to MESOL this summer?**

No. If you are not admitted to the MAT with the ESOL Endorsement program before starting coursework, you cannot switch in. However, you will still be able to add an ESOL Endorsement separately if you wish, after completing the MAT program.

**Q: What if I applied to MESOL but change my mind mid-year?**

You can decide to opt out of the ESOL Endorsement at any point during the program by completing a change of program form, which you can obtain from the graduate Admissions office. If you opt out, you will be moved to the regular 40-semester-hour MAT program. Your transcript will reflect any additional ESOL courses you have taken up to that point. You can choose to complete a stand-alone ESOL Endorsement at a later point, and will be able to apply any required ESOL coursework you have already taken. (*Note: Candidates who make this change should consult with the Registrar regarding implications for financial aid.*)

**Q: Why are there two mentors and two supervisors for MESOL?**

Teacher candidates in the MESOL program receive support from two mentors, one with a teaching license and endorsement in the content area the candidate plans to teach and one with a teaching license and ESOL endorsement. They also receive support from two supervisors, one who supports and evaluates their work as a general education classroom teacher in their designated content area and one who supports and evaluates their work with ESOL students in the classroom and in other settings. In this way, teacher candidates in the MESOL program are supported in developing and applying the knowledge and skills needed to teach and work with students in both settings.

**Q: How does a teacher qualify to be a MESOL Mentor?**

All MESOL mentors are practicing teachers who hold current Oregon teaching licenses with an ESOL endorsement and who teach in local schools with a significant proportion of students for whom English is not a first language. MESOL mentors are chosen for their experience working with English Language Learners and their skill and commitment to working with teacher candidates.

**Q: How many times will my MESOL Supervisor observe me?**

Your MESOL Supervisor will observe you in the field a total of four times over the course of the academic year. These observations will occur both in the candidate's regular education classroom as they teach a lesson focusing on ELL learners in that setting, and in the MESOL mentor's classroom as the candidate works with ELL students. The timing of these observations will be planned in conjunction with the candidate's MESOL Supervisor and both mentors.

**Q: Will doing the MESOL program affect the completion of my MAT?**

Yes. Because of the additional hours of coursework and practicum, your MAT degree date will be August, rather than July.

**Q: Are there additional tests I need to take to add an ESOL endorsement?**

Yes, you need to take the [NES: English to Speakers of Other Languages \(ESOL\) test](#). We recommend you take the test prior to taking your final ESOL 500 course in late July/early August of your second summer.

**Q: Does an August degree date affect my ability to apply for my teaching license?**

No, you will complete the required licensure courses by June of 2017. We strongly encourage you to apply for your Preliminary Teaching License as soon as you are notified that you are eligible (you will be notified by email).

**Q: How will being part of MESOL affect my teaching license?**

MESOL candidates who successfully complete all of the MESOL requirements (coursework, practicum and testing) will be eligible for an Oregon Preliminary Teaching License in their content area (end of June) and an added ESOL endorsement (end of August). Candidates are encouraged to apply to TSPC for their teaching license as soon as they are eligible, typically, in late June or early July and to apply for the added ESOL endorsement, as needed (typically, as early as late August).

## Some of What We're Reading

### ESOL 540

- Milner, R. (2015). *Rac(e)ing to Class: Confronting Poverty and Race in Schools and Classrooms*. Harvard Education Press
- Pollock, Mica, Ed. (2008). *Everyday Anti-racism: Getting Real about Race in School*. The New Press.

### ED 550

- Freire, Paulo. (1998). *Pedagogy of freedom: Ethics, democracy, and civic courage*. Lanham, Maryland: Rowman & Littlefield.
- Schniedewind, Nancy, & Sapon-Shevin, Mara. (2012). *Educational courage: Resisting the ambush of public education*. Boston: Beacon.

### ED 551

- Shagoury, Ruth and Brenda Miller Power (2012). *Living the Questions*. Stenhouse Publishers.
- Beers, Kylene, Robert Probst, and Linda Rief (2007). *Adolescent Literacy: Turning Promise into Practice*. Heinemann.

### ED 553 & 554

- Sensoy, Ozlem and DiAngelo, Robin (2012). *Is Everyone Really Equal?* Teachers College Press
- Vatkraft, Cathy (2015). *Rethinking Grading*.

### ART 564 and ART 579

- Bates, Jane K (2000). *Becoming an Art Teacher*. Wadsworth
- Beattie, Donna Kay (1997). *Assessment in Art Education*. Davis Publications
- Tomlinson, Carol Ann and Jay McTighe (2006). *Integrating Differentiated Instruction and Understanding by Design*. ASCD

### LA 564 and 579

- Anderson, Laurie Halse (1999). *Speak*. Square Fish
- Campbell, Kimberly (2007). *Less is More: Teaching Literature with Short Texts--Grades 6-12*. Stenhouse Publishers
- Rief, Linda (2014). *Read, Write, Teach*. Heinemann Publishers
- Tomlinson, Carol Ann and Jay McTighe (2006). *Integrating Differentiated Instruction and Understanding by Design*. ASCD

Selected articles, excerpts, or chapters from the following:

- Atwell, Nancie (2014). *In the Middle, 3rd. edition*. Heinemann Publishers
- Beers, Kylene, Robert E. Probst, and Linda Rief (2007). *Adolescent Literacy: Turning Promise Into Practice*. Heinemann Publishers
- Burke, Jim (2000). *Reading Reminders: Tools, Tips, and Techniques*. Heinemann Publishers
- Kittle, Penny (2008). *Write Beside Them: Risk, Voice, and Clarity in High School Writing*. Heinemann Publishers
- Foster, Harold M. and Megan C. Nosol (2008). *America's Kids: Teaching English/Language Arts in Today's Forgotten High Schools*. Heinemann Publishers
- *Choice Literacy*
- *English Journal*



## **MATH 564 & 579**

- Allen, K. (2013). "Problems Before Procedures." *Mathematics Teacher*, 107(4), 287-291
- Boaler, J. (2016). *Mathematical Mindsets*. Jossey-Bass.
- Gutstein, E. and Peterson, B. (2005). *Rethinking Mathematics: Social Justice by the Numbers (2nd ed.)*. Rethinking Schools.
- Horn, I. (2012). *Strength in Numbers: Collaborative Learning in Secondary Mathematics*. NCTM.
- Keeley, P. & Tobey, C.R. (2011) *Mathematics Formative Assessment*. Corwin & NCTM.
- Willis, J. (2010). *Learning to Love Math: Teaching Strategies that Change Student Attitudes and Get Results*. ASCD.

## **SCI 564 & 579**

- Bigelow, B. and Swinehart, T. (2014). *A People's Curriculum for the Earth*. Rethinking Schools.
- Keeley, P. (2016). *Science Formative Assessment, Volume 1, 2<sup>nd</sup> edition*. Corwin/Sage Press.
- Llewellyn, D. (2012). *Teaching High School Science through Inquiry and Argumentation*, 2nd ed. Corwin Press
- Settlage, J. and Southerland, S. (2012). *Teaching Science to Every Child Using Culture as a Starting Point*, 2<sup>nd</sup> edition. New York: Routledge.
- Tomlinson, Carol Ann and McTighe, Jay (2006). *Integrating Differentiated Instruction and Understanding by Design*. ASCD
- Ong, M. (2008). "Challenging Cultural Stereotypes of 'Scientific Ability'." In: Pollock, M. (Ed.) *Everyday Anti Racism* (2008). The New Press.

## **SS 564 & 579**

- Zevin, J. (2015). *Social Studies for the Twenty-first Century: Methods and Materials for Teaching in Middle and Secondary Schools*.
- Ross, W. E. (2006). *The Social Studies Curriculum: Purposes, Problems, and Possibilities*
- Loewen, J. W. (1995). *Lies My Teacher Told Me*
- Zinn, H. (2010). *A People's History*
- Delpit, L. (1995). *The silenced dialogue: Power and pedagogy in educating other people's children*
- Epstein, T. & Shiller, J. (2005). *Perspectives matter: Social identity and the teaching and learning of national history*.

# **Phases of the MAT**

## PHASES OF THE SECONDARY MAT PROGRAM

I. Prepare to Teach	II. Observe & Assist	III. Co-Plan & Co-Teach	IV. Teach December Plan	V. Refine the Work	VI. Teach Full-Time	VII. Complete Degree
<u>1<sup>st</sup> SUMMER</u> <i>June - August</i>	<u>FALL</u> <i>late Aug – mid Oct</i>	<u>FALL</u> <i>late Oct – Thanksgiving</i>	<u>FALL</u> <i>December</i>	<u>SPRING</u> <i>January – March</i>	<u>SPRING/2<sup>nd</sup> SUMMER</u> <i>April - June</i>	<u>2<sup>nd</sup> SUMMER</u> <i>June-July</i>
Teacher candidates (TCs) complete initial coursework in writing, foundations, adolescent development, ESOL, and their content area. They meet their potential mentor and secure their student teaching placement. Mentors confirm expectations for the first week of school.  <i>MESOL candidates complete ESOL 507.</i>	TCs participate in start of school activities, spending extra time at their site during the first week of school. Together, mentors and candidates determine the course in which the candidate begins teaching. Candidates spend 10-15 hours per week at the practicum site. Candidates participate in The School Exchange for six Mondays, 10/16-11/13	In anticipation of December teaching, mentors and TCs co-plan lessons for candidates to implement and might co-teach lessons. Mentors and candidates determine a rough plan for the 1 <sup>st</sup> teaching unit. TCs develop and submit “Plan for December Teaching” using the principles of backward design.	TCs take on lead teacher role for one class period between the Thanksgiving and winter breaks. These 3+ weeks of teaching provide the data for the first unit reflection. Using the TCA as a guide, mentors observe weekly during this period and supervisors conduct their 1st observation. TCs use data to make instructional decisions and reflect on their experience.	TCs analyze and reflect on data from December teaching. Mentors and candidates plan for a 2 <sup>nd</sup> teaching unit and the edTPA and TCs implement in February/March. Using the TCA as a guide, supervisors and mentors help candidates identify areas of focus. In February, candidates complete formative TCA evaluations. Candidates submit the edTPA prior to spring break.  <i>MESOL candidates observe and assist ESOL mentor.</i>	TCs transition gradually to ¾ teaching load after Spring Break. This might require working with a 2 <sup>nd</sup> mentor. TCs are now at their site full-time. Graduate coursework is diminished, but ongoing, taking place in evenings only. Candidates redo and submit revised edTPA as needed. Candidates complete summative TCA evaluation.  <i>MESOL candidates take on teaching of a content course that qualifies for ESOL practicum.</i>	TCs participate in commencement. They finish teaching and grading at their site, participating in all end-of-year activities. They complete summer coursework including: Classroom Management Workshop, ESOL, and 1-2 content courses (depending on their designated content area). L&C prepares license paperwork.  <i>MESOL candidates complete testing and additional coursework.</i>
<u>Practicum</u> There are no designated practicum hours during Phase I.	<u>Practicum</u> 10-15 hours/week with Tuesdays available as a full-time day.	<u>Practicum</u> 10-15 hours/week at primary placement.  <i>MESOL: Sheltered instruction in practicum classroom and work with MESOL mentor.</i>	<u>Practicum</u> Candidates at site every morning between Thanksgiving and winter break. Campus responsibilities begin at 1pm.	<u>Practicum</u> 15-20 hours/week.  <i>MESOL: Sheltered instruction in practicum classroom and work with MESOL mentor.</i>	<u>Practicum</u> Full-time contract hours from spring break through end of school in June.  <i>MESOL: Sheltered instruction in practicum classroom and work with MESOL mentor.</i>	<u>Practicum</u> There are no designated practicum hours during Phase VII.

## PHASE I: Prepare to Teach

*Teacher candidates complete initial coursework in writing, foundations, adolescent development, ESOL, and their content area. They meet their potential mentor and secure their student teaching placement. Once placed, teacher candidates and mentors confirm expectations for the first week of school.*

### OVERVIEW

This first phase of the MAT serves as the “getting-to-know-you” period for everyone involved in the program. In addition to meeting each other as individuals, candidates meet for the first time in cohort and content groups and begin developing as professional communities committed to collective growth. The formation and confirmation of mentor/teacher candidate pairs take place during Phase I as well. The relationships formed during these first few months can last throughout one’s teaching career.

The MAT differs from many other master degrees in that it is a professional development and licensure program, meaning that completing academic coursework is only one component of the degree requirements. Other components include the student teaching practicum, edTPA, state testing requirements, and licensure processes. Teacher candidates are expected to conduct themselves as professionals at all times and in all components of our program.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (MESOL only)
8:00	8-11 Content Area Courses (times will vary within this block)	8:30 -11:45 ESOL 540 or ED 550	8-11 Content Area Courses (times will vary within this block)	8:30 -11:45 ESOL 540 or ED 550	8-11 Content Area Courses (times will vary within this block)	ESOL 507 June 24; July 29 8:30-5:30 and M, W, F 8/14-8/18 8:30-5:30
9:00						
10:00						
11:00						
	11:30-1:30 Adolescent Development	12:45-4:00 ESOL 540 or ED 550	11:30-1:30 Adolescent Development	12:45-4:00 ESOL 540 or ED 550	11:30-1:30 Human Development	
12:00						
1:00						
2:00	2:00-4:00 Adolescent Development		2:00-4:00 Adolescent Development	12:45-4:00 ESOL 540 or ED 550	2:00-4:00 Human Development	
3:00						
4:00						

**\*\*Note: LA 531 meets Wednesday 6/21 from 8:30am-4pm and Thursday 6/22 & Friday 6/23 from 9am-4pm.**

**TEACHER CANDIDATES** attend Orientation as a kick-off to the MAT experience. Over the course of the summer term, they will be building foundational knowledge and refining professional skills critical to their work as teachers. It is important that candidates become familiar with the Lewis & Clark campus during their

first summer term. Once they have secured a student teaching placement, we recommend they make an effort to tour the neighborhoods surrounding their school placement site.

Phase I of the MAT program also provides an opportunity for new teachers to carefully consider, visualize, and begin practicing the kind of professional educator they want to be—the philosophy, style, voice, attitude, dispositions, etc.—and to begin developing their professional practice with their new colleagues on campus. Academically, this is a time when some teacher candidates find they may need some support, particularly with writing and managing a graduate level workload. We encourage all teacher candidates to reach out to faculty for the support they need, sooner rather than later.

**MENTORS** meet their teacher candidates during this period and make their plans for the start of school. Mentors also attend the “Mentor/Teacher Candidate Meeting” in late August with their teacher candidates. In that meeting we review expectations for the program and gather as Content Area Groups so that all of the mentors in the different disciplines have a chance to meet, share experiences, and ask subject-specific questions that may surface as the school year begins.

**SUPERVISORS** are generally being contacted by Content Area Coordinators during this phase of the program. However, in most cases, they will not yet have been matched with specific teacher candidates. These pairings occur prior to the first Supervisor meeting in November.

## MEETING DATES

- ☐ **Orientation:** Tuesday, June 20<sup>th</sup>, 12:30-4:00pm
- ☐ **Mentor/Teacher Candidate Meeting:** Thursday, August 31, 5:00-7:00pm

## TRANSITION GATES

- ***Completion of summer coursework***

Teacher candidates must complete all coursework and maintain at least a B average. All courses taken “CR/NC” must be passed with a grade of “CR.” Should a teacher candidate receive a grade of “INC” in any course, they must complete the work needed to have the “incomplete” cleared and a new grade posted before beginning their practicum at the end of August.

- ***Demonstrated professionalism at L&C***

Teacher candidates conduct themselves as professionals in all of their interactions on campus, both during and outside of class. They communicate in a direct and timely fashion with faculty regarding any special circumstances that might arise. They serve as reliable colleagues for their classmates when it comes to any group assignments or projects.

- ***Placement secured at local school***

The Placement Office works closely with faculty and with schools and districts in the area throughout the year to develop strong mentoring opportunities for teacher candidates. Placements with mentors in schools are made starting in the early summer and may take place any time through late summer due to the fact that districts and schools have varied processes for placing teacher candidates. Our goal is to have all candidates placed by early in the school year.

Prior to receiving placement confirmation, it is critical that *candidates check their “lclark” email on a regular basis*. Teachers often communicate through email, and this is the best way to put you in touch with your potential mentor or to update you about your placement. We recommend checking your email daily. Please respond within 24 hours – we consider this standard professional practice. (Further details of the placement process appear below.)

## HIGHLIGHTS OF THE PLACEMENT PROCESS

*The Placement Office works closely with Content Area Coordinators and teacher candidates to ensure a successful practicum placement. The office serves as a bridge between the Graduate School and local school districts, principals, and teachers. Over the years, a detailed process has been developed to connect teacher candidates with strong mentors and to help Lewis & Clark maintain great working relationships with our local school colleagues.*

- ❖ Email is the primary form of communication used by the Placement Office. Placement staff will send email messages using LC email accounts with expectations that teacher candidates (TCs) will read and respond within 24 hours
- ❖ Once TCs have paid their program deposit, they are expected to:
  - Submit a **Placement Application**. Your responses to the items on this form help us to make the best placement match for you. You received links to this form in a welcome letter email
  - Submit a resume online using the **Secondary Background & Experiences Form**. This form provides a guide for organize the skills and experiences of teacher candidates in a way that supports schools and potential mentors in identifying the strengths each candidates bring to particular students and classrooms. The GSEC Placement office formats and presents each resume in a consistent format using LC letterhead for distribution to the principal and teacher at the prospective site
- ❖ After the placement application and the resume are submitted, faculty review the materials, suggest edits if warranted, and recommend potential mentors
- ❖ The Placement Office then begins submitting requests to schools and districts. Teacher candidate resumes go out with each of these individual requests
- ❖ Once the potential mentor agrees to a meeting, the Placement Office emails the teacher candidate with the mentor's contact information. ***NOTE: It is critical that TCs only contact schools or teachers about placements when instructed to do so by the placement office***
- ❖ Within 24 hours of receiving the Placement Office email, teacher candidates should contact their prospective mentor and set up a time to meet. TCs should keep in mind that this is their first opportunity to introduce themselves. Please make the email friendly, professional, and brief. Once a meeting is scheduled, email the placement office ([lcplacements@lclark.edu](mailto:lcplacements@lclark.edu)) with the date and time you plan to meet
- ❖ In preparing for meeting a potential mentor, we advise TCs to dress professionally, prepare questions in advance, bring note-taking materials, plan to arrive 10 minutes early, and send an email after the meeting to thank the potential mentor for their time
- ❖ Immediately following your meeting, send an email to the Placement Office summarizing your experience. If all goes well, the Placement Office will contact the mentor to confirm the placement, and once the mentor agrees to the match, the Placement Office will contact you. *If the teacher candidate or mentor is uncertain, we will move on to another placement*
- ❖ After receiving the confirmation email from the Placement Office, TCs should contact their mentor to thank them and discuss the next steps

*Placement is a complex, multi-step process. Placements with mentors in schools are made beginning in the early summer and may take place any time through late summer. Our goal is to have all candidates placed by early in the school year. If you need assistance at any time during this process, please contact the GSEC Placement Coordinator, Rochelle Zirdum, directly.*



## PHASE II: Observe & Assist

*Teacher candidates participate in “start-of-school” activities at their site. Mentor and teacher candidate determine the first class that the teacher candidate will teach. Teacher candidates spend 10-15 hours per week (across three days) at their site. Beginning October 17, teacher candidates participate in The School Exchange (see description below) for six Mondays.*

### OVERVIEW

Teacher candidates enter the classroom during Phase II and experience Lewis & Clark’s approach to student teaching. Rather than complete two shorter practicum periods of student teaching with full teaching loads, our teacher candidates participate in a year-long practicum as well as a short immersion experience at the their second level of authorization—something we refer to as The School Exchange: candidates work in teams to visit other school sites to learn about organizational structure, school culture, and curriculum at different schools. These features exemplify our commitment to engaging teacher candidates in meaningful learning experiences that will support their development as reflective practitioners and as professionals who are capable of creating learning communities that honor and support student learners and the diverse perspectives they bring to the classroom.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00		MLHS Candidates at practicum sites 10-15 hours/week during these three days.  Candidates may spend full day at site on Tuesdays.			
8:00					
9:00					
10:00					
11:00	10:30-1:30 SPED 505 Lewis: 9/11 & 9/25 Clark: 9/18 & 10/2				579
12:00					
1:00					
2:00			579	ED 551	ED 553
3:00	2:00-5:00 ED 533 Legal Issues (9/12-10/10)				
4:00					
5:00					
6:00		5:30-8:30 ESOL 535A (9/12-10/10)			
7:00					

**TEACHER CANDIDATES** are expected to spend 10-15 hours each week (distributed across Tuesday, Wednesday, Thursday only) at their primary placement site. They can use this time to:

- ☐ Take attendance
- ☐ Give directions for assignments, groupwork, and homework
- ☐ Collect and return student work
- ☐ Meet other faculty and staff in the school—*especially the SPED (Resource Room) and ELL staff to learn about support for students with special needs*
- ☐ Meet the school librarian and learn about the library
- ☐ Meet the person who schedules technology and/or audiovisual equipment and learn how to access these resources
- ☐ Operate available classroom equipment, become familiar with technology available in the school site, and know how technology is used in your content area
- ☐ Write instructions on the board, overhead projector, or other equipment (*recommendation: seek out your mentor's assistance regarding the legibility of your writing, correctness of spelling, and the "organization" of your instructions*)
- ☐ Read and evaluate student work (*caution: the teacher candidate should not be expected to grade all of a mentor's papers*)
- ☐ Use the photocopy machine (teacher candidates should learn all sign-up procedures or other checks associated with making copies)
- ☐ Visit and observe other classrooms (we encourage you to consult with your mentor about which classrooms to visit, including other teachers in the content area, and if possible, to observe some of the students with whom you work in other content area classes; and if there is a fellow teacher candidate in the building, we encourage teacher candidates to visit each other's classrooms)

*NOTE: In addition, teacher candidates will be completing The School Exchange on Mondays in October and early November.*

We encourage teacher candidates to spend additional time at their placement site during the first week of school to support a successful start of the school year. Teacher candidates should work with their mentors to develop a plan for the week or so before school officially opens. During this week, they should expect to spend 15-20 hours at their placement engaged in the following activities:

- ☐ assisting their mentor teacher in preparing the classroom for the year
- ☐ attending school-based faculty and team/PLC meetings
- ☐ discussing yearlong instructional planning with their mentor
- ☐ becoming familiar with the curriculum associated with their mentor's teaching assignment

**MENTORS:** Discuss a schedule with the teacher candidate that will satisfy the practicum requirement for Phase II, your needs, the L&C course schedule, and the following expectations:

- ☐ **Establish a regular conference period with the teacher candidate.** This is possibly the most important thing you can do for your teacher candidate during this phase. This could be two 15-minute periods during your prep period or before or after school, or any other regular period of time (at least 30 minutes per week) when you and the teacher candidate protect time to meet face-to-face specifically to discuss issues related to teaching
- ☐ Try to obtain a mailbox for the teacher candidate, or have the teacher candidate's name added to your box. Check with your school regarding the procedures for teacher candidates to sign in and out of the building. If at all possible, please arrange to provide a desk for your teacher candidate and a place for their coat, books, etc.
- ☐ Introduce the teacher candidate to all students as a co-teacher
- ☐ Show the teacher candidate how to use the school's attendance system
- ☐ Help the teacher candidate become acquainted with the school's grading requirements. If permitted, teacher candidates may enter grades in the school's system; they are encouraged to keep their own computer system or gradebook as back-up

- ☐ Support the teacher candidate in learning the names of students in their "primary" observation class (the one in which they will begin teaching in November/December), so they can tell who is absent without a seating chart. Teacher candidates get to know students by working with them in the classroom (small groups, taking attendance, entering grades, and returning students' work)
- ☐ Introduce the teacher candidate to other teachers, the administration, and staff. If you work with students who receive services for special needs, please introduce teacher candidates to the teachers and staff who provide these services
- ☐ Recommend colleagues the teacher candidate should visit. We encourage them to observe other teachers in the content area, and if possible, to observe some of the students with whom they work in other content area classes. If you can talk with the candidate about what they observed, all the better

## **TRANSITION GATES**

### **• *Demonstrated professionalism at L&C***

Teacher candidates conduct themselves as professionals in all of their interactions on campus and at their school site. They communicate regularly with their mentor about expectations, instructional planning, and their role in the classroom. Teacher candidates respond in a timely fashion with L&C faculty and with their mentors regarding any special circumstances that arise. They maintain a reliable schedule at their school site and dress in a manner befitting a new teacher (meaning clean and tidy, involving nothing that might prove distracting).

### **• *Demonstrated knowledge of students and teaching environment (names, schedule, practices & procedures, etc.)***

Teacher candidates apply learning from graduate coursework to the work at their teaching site. They build relationships with students (i.e., learning their names, interests, hobbies, habits, and idiosyncrasies). They practice classroom routines and become acquainted with the designated instructional materials in the course for which they will become "lead teacher" in November/December. They attend department and faculty meetings as their graduate courses allow (i.e., teacher candidates should not miss any L&C classes to attend meetings or events at their middle or high school practicum site). They get to know fellow staff members. They master the schedule at their placement site.

### **• *Registration for the ORELA Civil Rights Test***

All candidates must successfully take and pass the ORELA Civil Rights Test prior to beginning their December teaching. In support of this TSPC requirement, all candidates should have registered for the test prior to the end of Phase II.

## PHASE III: Co-Plan & Co-Teach

*Mentors and teacher candidates are taking more time to plan together. They are adapting and co-writing lessons for the teacher candidate to teach as well as lessons to co-teach. The mentor and teacher candidate also determine a plan for December teaching. Teacher candidates develop and post their Plan for Teaching using the principles of backward design.*

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### OVERVIEW

Phase III involves teacher candidates playing a more active role in the classroom and beginning to develop their skills as teacher researchers. Teacher candidates continue to spend 10-15 hours per week at their placement site (Tuesday all-day, Wednesday and/or Thursday mornings). They also continue The School Exchange every Monday.

Teacher candidates are now discussing all aspects of instructional planning with their mentor and frequently assisting in the classroom by working with small groups or individual students who need additional support. Candidates regularly take responsibility for a range of classroom routines such as attendance, reviewing homework, launching group activities, directing instruction, opening and closing class, conducting whole group discussions, giving mini-lessons, etc. Depending on the interests of the mentor and teacher candidate, the pair engages in various levels of co-planning and co-teaching. There are no hard and fast rules for how this should be done but there is an expectation of collaboration. We believe it is important for teacher candidates as well as mentors to experience the possibilities of collaborative instructional design.

Although teacher candidates do more teaching during Phase III, they still have a full load of graduate course work. Toward the middle of Phase III, preparation begins in earnest for December Teaching (taught between Thanksgiving and Winter Breaks). Mentor and teacher candidate collaboratively discuss the plan for these 3+ weeks of instruction, including the selection of curriculum materials and assessment. While we do want teacher candidates to assume increased responsibilities in the classroom as preparation for taking on the role of “lead teacher” in December, candidates cannot be expected to teach on a regular daily basis until after Thanksgiving.

As teacher candidates develop their Plan for Teaching in December, they will use a “backward design” approach. This method, originally articulated by Grant Wiggins and Jay McTighe in their book, *Understanding by Design* (2005), challenges some traditional assumptions about curriculum planning. Instead of creating a list of topics to teach, the educator starts with the goals and works backwards. Wiggins and McTighe offer a three-stage process that we strongly support in our program: 1) **identify desired results** (*articulate learning objectives*), 2) **determine acceptable evidence** (*create appropriate and aligned assessments*), and 3) **plan learning experiences** (*develop a series of lessons to support student success*).

Below is the schedule for Phase III:

Mid October-Thanksgiving					
	Mondays	Tuesdays	Wednesday	Thursday	Friday
7:00					
	The School Exchange (10/16-11/13)	Candidates at practicum sites 10-15 hours during these three days.			
8:00					
9:00					
10:00					579
11:00					
12:00					
1:00					ED 553
2:00					
3:00					
4:00					
5:00					
6:00					

**TEACHER CANDIDATES** are encouraged to take the initiative in scheduling time to talk with their mentor about planning and taking on additional responsibilities in the classroom. As candidates begin discussing December teaching in their L&C courses, they will want to collaborate with their mentor to develop the teaching plan. To that end, teacher candidates are encouraged to do the following:

- ☐ Plan mini-lessons or activities that you implement in the classroom
- ☐ Plan a full lesson with your mentor and try teaching it; debrief with your mentor
- ☐ Continue to observe in other classrooms
- ☐ Identify the topic for your December teaching early on and begin researching instructional ideas that you might want to incorporate
- ☐ Begin thinking about how you might differentiate instruction for the students in your classroom
- ☐ Share drafts of the various elements of your Plan for Teaching with your mentor so that you can receive feedback prior to submission to your Content Area Coordinator in mid-November
- ☐ Meet regularly with your mentor to discuss students, your teaching, instructional plans, and your development as a professional educator
- ☐ Film your teaching at least once to help you and your students become familiar with the experience
- ☐ Create an electronic planning folder and share this folder with your Content Area Coordinator, Mentor, and Supervisor

**MENTORS** dedicate focused time and attention to working with teacher candidates on planning which includes both unit plans and daily lessons. More specifically, mentors do the following:

- Show the teacher candidate how you write a lesson plan. Talk about how you decide what to teach—and what to leave out
- Discuss the factors that influence your instructional decision making (e.g., state standards, district scope and sequence, department curriculum, etc.)
- Establish times during which the teacher candidate will teach mini-lessons or other portions of a class period. Co-plan these lessons so that teacher candidates can learn from you about the planning process and then implement the lesson. Note: Teacher candidates may also be asked to do this teaching as part of their content area course
- Meet with the teacher candidate to review instructional plans and make any needed adjustments prior to teaching it. If possible, do this at least a day in advance. After observing the lesson, provide feedback. Then, if the schedule permits, we encourage candidates to teach the lesson to a second class
- Support the teacher candidate in the planning and teaching of a full class period, but not more than once per week
- Discuss the curriculum focus for when teacher candidates take on the role of “the lead teacher”
- Make yourself available for input and feedback as the teacher candidate develops the Plan for Teaching in December
- Assist their teacher candidate in hosting other candidates as a part of The School Exchange as needed

**SUPERVISORS** attend the first professional development meeting for all Secondary supervisors. This takes place in mid-November on the L&C campus. (In 2017-18, this meeting is November 16, 10:00 am-noon). Supervisors will learn the names of the candidates they will be supervising and will contact them to schedule the first official classroom observation.

## **TRANSITION GATES**

- ***Civil Rights Testing***

All teacher candidates must complete their Civil Rights Testing prior to taking on responsibilities as “lead teacher.” This is a TSPC requirement. Test results can take 2-3 weeks to post, so we recommend that you take the Civil Rights Test in the summer. Upon completion of the test, teacher candidates will receive a piece of paper indicating that they have passed or failed. Candidates who take the test any time after August 1<sup>st</sup> should save this piece of paper as evidence that tests results are forthcoming

- ***December Plan for Teaching***

In their ART/LA/MATH/SCI/SS 579 classes, teacher candidates will upload the Plan for Teaching. The specific requirements vary somewhat by content area. However, each includes a description of the unit, standards alignment, a calendar, assessment ideas, and sample lessons

- ***Completion of Transition to Teaching Assignment***

As part of ED 553 *Teaching for Social Justice: Field Experience Seminar I*, teacher candidates will complete and submit their Transition to Teaching assignment

## PHASE IV: Teach December Plan

*Teacher candidates take on the “lead teacher” role for one class period between Thanksgiving and Winter Break. They spend mornings every day and full contract hours on Tuesdays and Thursday at their site during these 3+ weeks of teaching. Using the TCA as a guide, mentors observe weekly during this period and supervisors conduct their 1<sup>st</sup> official observation. Teacher candidates use data to make instructional decisions and reflect on their development.*

### OVERVIEW

Phase IV marks a critical transition in the MAT program. The teacher candidate-mentor-supervisor triad forms during this period as supervisors make their first official observation. When teacher candidates teach in December, they are demonstrating to their mentor and supervisor as well as the students in the classroom their readiness and capacity to take on the role of “lead teacher.” The class that the candidate begins teaching at this time should meet two criteria: 1) scheduled to meet in the morning and 2) appropriate for the teacher candidate to work with until the end of the school year. If all goes well, teacher candidates will continue as “lead teacher” for the class in which they do their December teaching until the end of the school year.

The “lead teacher” role includes taking responsibility for planning, instruction, and assessment, with guidance from and collaboration with the mentor teacher. The teacher candidate and mentor will need to coordinate about how best to communicate with parents and other school staff about this transition. Because, legally speaking, mentors are responsible for what occurs in their classrooms, it is our expectation that teacher candidates work closely with mentors to ensure compliance with all curriculum and school policies.

The 3+ weeks associated with December teaching can prove rather challenging as candidates first confront the realities of teaching on a daily basis. Making plenty of time for conversations between mentor and teacher candidate can help smooth the transition and ensure a positive experience for everyone. In an effort to improve communication, teacher candidates will share documents with their Mentor, Supervisor, and Content Area Coordinator electronically so that they can be reviewed at any time. Information about how and where to save all lesson plans and materials for the duration of the academic year will be provided prior to the start of Phase IV.

**TEACHER CANDIDATES** are at their placement site all morning every day, and all day Tuesday and Thursday during December. They should use this time primarily for work related to planning and assessing student learning. Below is a list of tasks teacher candidates will want to attend to during this time.

- ☐ Provide your mentor with a finalized copy of your Plan for Teaching
- ☐ Write a lesson plan for each class you teach and review it with your mentor prior to teaching
- ☐ Make notes and/or write reflections on your lesson plans after you teach. Check with your Content Area Coordinator regarding expectations about these reflections
- ☐ Respond to and assess student work in a timely fashion, ensuring that your students receive feedback that is useful to them
- ☐ Collect student learning data on a regular basis; details regarding data collection will be provided by your Content Area Coordinator in your ART/LA/MATH/SCI/SS 579 course
- ☐ Meet regularly with your mentor in support of your teaching
- ☐ Observe your mentor or another colleague teach another section of the course you are teaching
- ☐ Use the time at your field site primarily to focus on work that supports your teaching



Between Thanksgiving and the Winter Break					
	Mondays	Tuesdays	Wednesday	Thursday	Friday
7:00					
8:00	Candidates take on the role of lead teacher for one class period between Thanksgiving and Winter breaks.				
9:00					
10:00					
11:00					
12:00	Candidates are at their practicum sites as per contract hours on T & Th, & until noon, Monday, Wednesday, & Friday				
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					

**MENTORS** support the transition of the teacher candidate from the role of co-teacher to lead teacher for one class period. Below is a list of suggestions for how to best support teacher candidates as they teach.

- ☐ Review teacher candidate's finalized Plan for Teaching, which includes the curriculum requirements you provided, as well as what teacher candidates have learned about teaching, planning, and assessment in their content area course. Content Area Coordinators provide a format for the development of this plan in their fall course. ***Note: Teacher candidates are expected to meet your requirements regarding curriculum and timelines, but we ask that you support teacher candidates in developing their own approaches to the content. We encourage teacher candidates to draw on your expertise and resources, but we also want them to learn how to develop their own strategies and resources***
- ☐ Require daily lesson plans from the teacher candidate, review them prior to teaching, and if needed, suggest adjustments. It is a program expectation that candidates write lesson plans for each class period they teach. Teacher candidates are required to keep a copy of each plan in a shared electronic folder. Content Area Coordinators provide guidance for the format(s) lesson plans may take
- ☐ Discuss grading practices and policies. We encourage mentors to work closely with teacher candidates to develop grading practices and respond to the assessments they assign during this teaching period
- ☐ Provide information for the teacher candidate about policies, procedures, and the location of appropriate forms, including the following:
  - when and how to contact parents about students' behaviors, absences, quality of work, missed or late assignments, etc.
  - what to do during fire drills or lockdowns
  - where to access student health information and what to do if an emergency occurs in a classroom (e.g. a nosebleed, a fist fight, a student with epilepsy)
  - how to protect confidentiality (a student asks for help with a drug problem, information about abortion, reports abuse at home, instances of mandated reporting)

- what is an appropriate action to take if a student is injured in class or on a field trip
  - how to ensure accessibility for students who require accommodations
  - how to access and use technology that may be available in your department and school
- ☐ Observe the teacher candidate teaching—recording your observations in writing when you can—and provide feedback using the elements enumerated and described on the Teacher Candidate Assessment (TCA) found in the **Documents & Forms** section of this handbook. We urge you to identify strengths as well as areas for growth
  - ☐ Support the teacher candidate in video-recording their teaching at least once during December
  - ☐ Encourage the teacher candidate to observe a particular lesson you are teaching and/or observe other classrooms, then talk about the data gathered and what meaning the candidate is making of them
  - ☐ Consider stepping out of the classroom on a regular basis while the teacher candidate is teaching. *We know this can be a bit daunting but we encourage you to begin now so that as the teacher candidate's teaching continues both of you will feel comfortable with the teacher candidate being the only teacher in the room. If you have worries about doing this, please contact your Content Area Coordinator to discuss your concerns, sooner rather than later, so that Program faculty can proactively assist you and the candidate in addressing them*

**SUPERVISORS** make their first official classroom visit as teacher candidates transition into the role of “lead teacher.” This first observation is an opportunity to experience the classroom in which the teacher candidate works, connect with the mentor, observe the teacher candidate teaching, and provide feedback based on initial impressions. Below is a list of guidelines and tasks to be completed during this phase:

- ☐ For the first and all subsequent visits, please wear your Lewis & Clark name badge. When you arrive at the school, proceed to the Main Office to sign-in and pick up a visitor's pass, if required
- ☐ In December, please be sure to meet the mentor. Introduce yourself and let the mentor know how much we appreciate their work with the teacher candidate. Create an opportunity to learn about what the mentor is seeing. *(The teacher candidate may be included in this conversation)*
- ☐ Have your handbook available with you when you visit a site—use it as a resource when questions about the program arise and/or when you need to reference the TCA. If you do not know the answers to questions posed by the mentor and/or teacher candidate and you cannot find them in the handbook, please direct the questions to the teacher candidate's Content Area Coordinator
- ☐ Discuss with the teacher candidate and mentor the overall unit plan for December Teaching, including student learning objectives, plans for instruction, and assessment procedures
- ☐ Write up your observation report soon after the visit and email it to the teacher candidate, mentor, Content Area Coordinator, and Teacher Education Office (lcteach@lclark.edu)

## TRANSITION GATES

### • ***Successful teaching of plan and lessons for December Teaching***

December Teaching is the teacher candidate's first full opportunity to demonstrate their developing skills as a new teacher. We understand that teacher candidates are beginners. However, we also want to be certain that a teacher candidate can successfully apply what they are learning through their graduate study to real classroom situations.

### • ***Collection of student data as evidence of learning***

Central to successful teaching is the collection of student data to provide evidence that students are meeting the learning objectives that the teacher candidate articulated at the beginning of the unit. Teacher candidates are expected to use a variety of assessments, including: pre-assessments, formative assessments, and summative assessments.

### • ***Submission of 1<sup>st</sup> Supervisor Report***

Supervisors write an official report for each observation. These become part of the teacher candidate's licensure file. To the extent possible, every Supervisor Report should reference specific elements in the Teacher Candidate Assessment (TCA). Historically, Supervisors in the Secondary MAT program have submitted largely narrative reports

that included the following elements: 1) a brief description of the lesson—*what the Supervisor observed*; 2) commendations—*what aspects of the lesson/teaching went well*; and 3) recommendations—*what the teacher candidate needs to work on or improve before the next visit*. We encourage supervisors to consider using the Classroom Observation Forms that can be found in the Documents & Forms section of the handbook.

Supervisor Meetings will provide professional development that supports the writing of these reports. Content Area Coordinators can also provide examples of past reports as models. Whatever form these supervision reports take, they should possess the following qualities:

1. **DATA-BASED**: focused on actual observed events, interactions, behaviors, remarks, patterns, actions, statements, etc. (and avoiding loose impressions or vague generalizations about the candidate's abilities)
2. **SYSTEMATIC**: grounded in the methodical recording of classroom information that targets the specific knowledge, skills, and dispositions described in the TCA
3. **CRITICAL**: providing detailed feedback about both the successes and failures of the teacher candidate's instructional choices and how those choices affect student learning. Supervisors—like Mentors, L&C faculty, and the teacher candidate's peers—often function as “critical friends,” whose commitment to the candidate's growth necessitates regular critique, if not the delivery of hard truths when necessary. The TCA is designed to focus that feedback on tangible, observable, and specific behaviors we know competent educators demonstrate
4. **SPECIFIC**: making clear the techniques, behaviors, skills, dispositions, knowledge, and practices the teacher candidate should prioritize in the time between this observation and the next as a way of outlining expectations for continuous growth over time. Again, the TCA is a critical tool here

- ***Mentors in classroom as needed***

If all goes well during December teaching, the mentor should feel comfortable leaving the classroom and allowing the teacher candidate to teach in the classroom alone for extended periods of time. If the mentor is hesitant to leave a group of students alone with the teacher candidate, this can be cause for concern and likely warrants a conversation with the Content Area Coordinator.

- ***Fall coursework***

All Fall coursework should be completed and the candidate should maintain at least a B average (or when graded as “CR/NC” the candidate receives only a “CR”) and all grades of “Incomplete” should be cleared before a teacher candidate returns to their placement site in January.

## PHASE V: Refine the Work

*Mentors and teacher candidates plan for second semester teaching, including the timing and topic for the edTPA. Using the TCA as a guide, teacher candidates collaborate with supervisors and mentors to identify areas of focus (e.g., planning, facilitating groups, questioning strategies, etc.). In February and March, teacher candidates complete formative TCA evaluations with their Mentors and Supervisors. Ideally, teacher candidates submit their edTPA prior to Spring Break.*

### OVERVIEW

In Phase V, the teacher candidate continues in the role of “lead teacher” for the one class with which they worked during December. Teacher candidates are expected to return to their field site when their school resumes in January.

Because they can concentrate on the one class that they already know quite well, Phase V also presents a unique opportunity for the teacher candidate to focus on developing specific pedagogical skills prior to taking on more courses after Spring Break. We encourage mentors and supervisors to help their teacher candidates identify areas for needed improvement based on the indicators in the TCA. The edTPA, generally planned in late January and taught in February, presents another valuable opportunity for teacher candidates to refine their skills. By mid-February, the mentor and teacher candidate will complete the TCA together as a formal evaluation of the teacher candidate’s progress to date. Supervisors and teacher candidates will engage in a similar process later in the month. During this time, mentors and teacher candidates also articulate the plan for ramping up the teacher candidate’s teaching to a  $\frac{3}{4}$  load.

One of the challenges of Phase V is helping the teacher candidates maintain balance between field experience responsibilities and ongoing graduate coursework—no small task since teacher candidates will submit the edTPA during this Phase. For this reason, we request that teacher candidates spend **no more than 20 hours per week** at their placement site during this period. It is important that the teacher candidate prioritize tasks connected to improving their teaching while at the site. Although we continue to encourage candidates to observe their mentors and other colleagues teach, candidates will want to ensure that these choices support the candidate’s role as “lead teacher.” We recognize that the schedule limitations can be a source of tension, but we have found that the opportunity for teacher candidates to be in a classroom setting in support of their graduate coursework is invaluable.

**TEACHER CANDIDATES** assume responsibilities for planning, teaching, and assessing for the **one class period** they teach. In this class, teacher candidates will design, teach and submit their edTPA. We encourage candidates to handle parent communication as well. Other tasks specific to Phase V include the following:

- ☐ Determine when you will teach your edTPA and create a Plan for Teaching, including edTPA, that you share with your mentor and Content Area Coordinator.
- ☐ Teach your edTPA and submit it prior to Spring Break.

January - Spring Break					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00	Candidates take on the role of lead teacher for one class period between Thanksgiving and Winter breaks.				
9:00					
10:00					
11:00					
12:00	Candidates are at their practicum sites as per contract hours on T & Th, (unless they have a 3:30 class on campus) and until no later than noon, Monday, Wednesday, & Friday				
1:00					
2:00			564**		ED 554
3:00					
4:00					
5:00	ED 560 Cohort A	ED 560 Cohort B		ED 560 Cohort C	
6:00					
7:00	ESOL 535b Cohort B&C	ESOL 535b Cohort A			
8:00					

\*ED 560A meets 1/20 3:30-6:30 to make up for missed class on MLK day

\*\*564 classes meet 1:00 – 4:00 1/11-3/22 and 4:30-7:30 4/5-4/19

ED 560 classes meet from 3:30 – 6:30; ESOL 535b classes meet from 5:30 – 8:30

SPED classes will meet in April from 4:30-7:30PM; Lewis: 4/2 and 4/16; Clark: 4/9 and 4/23

**MENTORS** should continue to set aside specific times at least weekly to discuss the teacher candidate's planning (including both unit plans and daily lesson plans). The mentor continues to observe the teacher candidate at least once a week and conduct a post-observation conference in which specific, data-based feedback about the candidate's classroom practice is provided. The domains and elements in the Teacher Candidate Assessment (TCA) are designed to support both the observation and the post-observation conference. Other tasks specific to Phase V include the following:

- ☐ Collaborate with the teacher candidate on identifying when the edTPA should be taught
- ☐ Show interest in the edTPA and offer to discuss items as needed
- ☐ Review the teacher candidate's Plan for Teaching
- ☐ Encourage the teacher candidate to limit their time at the school site to 20 hours so that their state-required edTPA will be of high quality and submitted on time
- ☐ Support the teacher candidate in creating the required video recordings of their teaching for the edTPA
- ☐ Come to the Mentor-Teacher candidate meeting in mid-February prepared to complete the TCA with the teacher candidate

**SUPERVISORS** generally conduct two observations between winter break and spring break, recognizing that a minimum of six visits are required by year's end. In addition, they complete their first formal Formative Assessment with the teacher candidate using the TCA. See suggestions for each of these key activities below.

### ***Classroom Observations***

#### Pre-Observation Conference:

- Make the sure the teacher candidate emails a copy of the lesson plan in advance (or makes it available online via Google Drive) so that you're able to review it no later than the night before
- Review the lesson plan and make comments or suggestions as appropriate
- Prior to the lesson, schedule a brief conversation (this can occur at the site or over the phone the night before) to discuss the lesson's objectives and what the teacher candidate would like you to look for as you observe. Use the TCA and any previous observations or conversations with the mentor to guide this decision making
- Arrive early and check-in at the office as a visitor

#### Observation:

- Candidates benefit most from observations that are discussed beforehand, directed at questions candidates have about their own practices (and enhanced by questions or concerns you have as well), based in actual data, focused on collaboratively constructed questions and/or concerns about practice, and attentive to professional standards (e.g., the TCA)
- Observations that make clear distinctions between what was observed and what those data suggest about areas of strength and weakness provide rich material for conversation. When observers record rich data it helps to facilitate the kinds of discussions and collaborations that motivate improvements
- We have supplied Classroom Observation Forms near the end of this handbook to facilitate the observational process. These forms provide structure to the observation and documentation of what you see and hear. They also help separate data (what we observe and describe) from what we think about what we observe (our impressions, recommendations, commendations, etc.)
  - The 3-column form is useful for recording events, the flow of a lesson, things the teacher and students said and did, teacher-student interactions, questions posed, procedures followed, and social exchanges in real time, noting when things started and ended so that the candidate can see how time is allocated during instruction
  - The more open formatted observation form (the one without columns) is useful when you want to record teacher movement, distribution of questions and interactions, classroom layout, and any other types of data that are more graphical than narrative
  - We recommend you make copies of those forms and take them with you when you observe. You can decide which one best fits your observation depending on which questions or concerns you and the candidate have about the observation
  - Also, it's ideal if you are able to make a copy of your observation notes and give the notes to the candidate and mentor (or scan and send afterwards) so they both have record of what occurred and the recommendations derived from those data. These records can be very useful during later observations when improvements are noted and/or when lingering problems may require repeated scrutiny
- Suggestions for things to record during your observation should be drawn primarily from the TCA and your discussions with the candidate (and possibly discussions with the Content Area Coordinator and Mentor). Some examples:
  - The teacher candidate's movements during class and which areas of the classroom receive the most and least attention
  - Classroom routines that are established and reinforced and their effects on the learning environment and the flow of the lesson
  - Language the candidate uses in providing directions and responding to students;
  - Questions the candidate asks, how sophisticated and distributed they are, and what techniques the candidate uses to solicit engagement and answering (i.e., are the questions broadcasted, targeted, or randomized?)
  - Which students appear to get the most attention and which ones may benefit from check-ins

- “Hot moments” in which interactions with students indicate the presence of resistance or defiance, and how they are handled by the candidate
- How transitions between activities are carried out and how time is used during the period
- How the candidate interacts informally with students at the beginning, during, and after more formal content-driven instruction
- Though pacing and the extent to which the teacher candidate implements the lesson plan as designed are important considerations, please note that we support teacher candidates making changes in the plan as they teach it as long as they are able to explain the rationale for those changes.

#### Post-Observation Conference:

- These should take place as soon as possible following the observation, preferably on site.
- Post-observations conferences are an opportunity to provide meaningful feedback, based in data, which candidates can use to bolster their strengths and remedy their weaknesses. As such, they should be collaborative conversations in which candidates explain their thinking and decision making, what they think happened and why, and then what might need to happen to make the lesson better the next time.
- Suggested questions to ask during the conference (to see where the candidate’s thinking is and to gauge their awareness of their developing skill-sets) include the following:
  - “How did it go?”
  - “What parts of the lesson do you think went well?”
  - “Which parts do you think need to be improved?”
  - “What evidence do you have for your impressions? In other words, what did you notice that made you think this?”
  - “What were your goals in designing this lesson? What were you hoping to achieve? How might that have changed from planning to implementation?”
  - “What techniques were you trying to employ?”
  - “How are you assessing student learning, both formally and informally? What are you learning from this?”
  - “How are you seeing the individual and differentiated needs of your students? How are you responding to those differences?”
  - Did students meet your objectives? How do you know?
- Try to encourage the teacher candidate to reflect on their own teaching and to use data to support their conclusions. Again, the TCA is designed to provide guidance and structure in these conversations so please try to refer to it whenever possible
- Focus on both strengths and weaknesses in your conversation, using the TCA for specific language.
  - To that end, research indicates that it is often best to begin with weaknesses, then transition to strengths, and signal when you’re going to talk about each. That way, the candidate can fully engage the “positives” when they are given and not be preoccupied by waiting for the “negatives.”
- Try to conclude the conference by identifying next steps, things to work on, and what the teacher candidate plans to do with the knowledge gained in the conversation. Suggested questions include:
  - Based on what happened today, what do you plan to do next?
  - What do you plan to do next with regard to assessment?
  - How do you plan to address your relationships with students in the days and weeks that follow?
  - What plans do you have for addressing classroom management issues?
- Lastly, schedule a date for the next observation. Ask the teacher candidate to inform the mentor of your observation schedule

#### ***edTPA***

- ☐ Ask clarifying questions about the candidate’s plans for their edTPA
- ☐ Try to schedule a classroom observation during the teaching of edTPA

#### ***Teacher Candidate Assessment — Formative Evaluation***

- ☐ Supervisors are asked to bring a completed Formative TCA form (located in Documents & Forms section of this handbook) to the March Supervisor meeting. Because the form is completed in discussion with the teacher candidate this will require some pre-planning on the part of the Supervisor

- ☐ Note: Supervisors will receive a copy of the mentor’s Formative TCA form, completed at the Mentor-Teacher candidate meeting on February 21st
- ☐ When meeting with the teacher candidate to go over the TCA, we recommend first encouraging the teacher candidate to evaluate their process using the language of the TCA. Then, you should share and possibly explain your ratings
- ☐ Know that the purpose of the Formative TCA evaluation is to determine whether a teacher candidate is on track for successful completion of the program. At this point in the program, we expect teacher candidates to be at the “BASIC” level for most indicators
- ☐ If you have any questions or concerns completing the Formative TCA form, please contact your Content Area Coordinator

## MEETING DATES

- ☐ **Mentor/Supervisor Meeting:** Tuesday, January 9<sup>th</sup>, 5:30-7:30pm
- ☐ **Mentor/Teacher Candidate Meeting** (Formative TCA): Wednesday, February 21<sup>st</sup>, 5:30-7:30pm  
*Note: Supervisors do not attend this February meeting*
- ☐ **Supervisor Meeting:** Thursday, March 15<sup>th</sup>, 10:00-12:00 noon

## TRANSITION GATES

- ***Completion of Formative TCA with Mentor on February 21<sup>st</sup>***

Mentor and teacher candidate will complete the Formative TCA evaluation at the Mentor-Teacher candidate meeting. The forms will be collected at the meeting. Teacher candidates should prepare for this meeting by reviewing the TCA.

- ***Teaching and Submission of edTPA prior to March 9<sup>th</sup>, 2018***

While the timing of the edTPA varies from candidate to candidate, most will teach the lessons for the edTPA during the month of February. Generally speaking, the sooner the teacher candidate can submit the edTPA, the better—no later than the March 9<sup>th</sup> deadline

- ***Completion of Formative TCA with Supervisor prior to March 15<sup>th</sup>***

Supervisor and teacher candidate will meet on their own schedule, prior to the March 15<sup>th</sup> Supervisor meeting, to complete the Formative TCA. Supervisors will bring the completed form to the meeting.



## PHASE VI: Teach Full-Time

*Teacher candidates gradually transition to a  $\frac{3}{4}$  teaching load following Spring Break. This increased load might require working with a 2<sup>nd</sup> mentor. Teacher candidates are now at their site full-time, for contract hours. Graduate coursework is diminished, but ongoing. Teacher candidates complete their Spring coursework.*

### OVERVIEW

In Phase VI, the teacher candidate ramps up to what we call “full-time teaching,” meaning “full time contract hours” at their placement site combined with a “ $\frac{3}{4}$  teaching load.” After Spring Break, teacher candidates gradually increase the number of classes they are teaching to reach the desired course load. The schedule will have been determined at the Mentor-Teacher Candidate meeting in February, if not before. We generally limit teacher candidates to no more than two preps during their full-time teaching. Because of this, we often need to identify another teacher at the field site willing to serve as a second mentor, especially if the site is at a high school where AP or IB tracking exists. If a second mentor is needed, the Content Area Coordinator will have likely been in conversation with the primary mentor since the time of placement. Regardless, the specific details will be finalized at the Mentor-Teacher candidate meeting in February.

As mentioned above, we do not expect teacher candidates to jump into the  $\frac{3}{4}$  teaching load the day immediately following Spring Break. Instead we recommend an incremental increase in teaching responsibilities, often involving some co-teaching, as teacher candidates transition into the role of “lead teacher” for multiple classes. That said, we do expect them to take on the required  $\frac{3}{4}$  load by mid-April. The following chart can be used to determine the appropriate load for candidates working in different settings:

Schedule / configuration	Recommended Candidate Load
Traditional 7 period day with classes of approx 45 minutes, meeting everyday or 4 days per week with one double-period block day (load for a FT teacher is 5 or 6 courses)	<b>3+ courses as “teacher of record”</b> Minimum is 3 courses as teacher of record and 1 as support teacher Maximum is 4 courses.
Trimester schedule with accelerated block, whereby classes meet 70 minutes per day, 5 days per week. (load for a FT teacher is 4 courses)	<b>2+ courses as “teacher of record”</b> Minimum is 2 courses as teacher of record and 1 as support teacher Maximum is 3 courses.
Semester schedule with 6 period day, 5 days per week. Classes meet for 57 minutes. (load for a FT teacher is 5 courses)	<b>3 courses as “teacher of record”</b>
“4x4 Accelerated Block” schedule in which classes meet for 5 times every 2 weeks for 87 minutes (load for a FT teacher is 6 courses)	<b>4 courses as “teacher of record”</b>
Middle School Block Class (LA/SS or Math/Science)	All block portions in endorsement area (other TBA)

During “full-time teaching,” teacher candidates must be at their school sites for the full day or what is commonly referred to as “regular contract hours.” Though they do have a reduced teaching load, candidates are expected to fulfill the responsibilities of a full-time teacher during this time in every respect, and to adhere to district and school policies. This includes, but is not limited to preparing lesson plans for substitutes; conferencing with other teachers and support staff regarding students; meeting deadlines regarding paperwork for students’ absences, illness, I.E.P.’s, and graduation; participating in department and/or faculty meetings; and communicating with parents. Teacher candidates are also expected to continue providing to mentors a Plan for Teaching for each course as well as daily lesson plans for each class period they teach. These should be saved in

the electronic folder established in the Fall. It is the teacher candidate's responsibility to keep their mentor teachers informed and up-to-date about what is happening in their classes.

In most cases, three out of the six required supervision visits will take place during Phase VI. It is not uncommon for increased teaching responsibilities to result in new challenges for the teacher candidate, sometimes leading to the development of a Plan of Assistance. We encourage Supervisors to observe all of the classes that the teacher candidate teaches. In addition, the triad conference for the Summative TCA will occur during this phase (generally in the final weeks of the school year).

Early April-Mid June					
	Mondays	Tuesdays	Wednesday	Thursday	Friday
7:00	<p>Candidates transition gradually into a <math>\frac{3}{4}</math> teaching load following Spring Break</p> <p>Candidates are at their practicum site full-time, Monday through Friday as per contract hours.</p>				
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
			ED 573: Classroom Management Workshop 4:30-7:30		
5:00					
6:00					
7:00					
8:00					

**TEACHER CANDIDATES** concentrate on their full-time teaching during Phase IV. They will still have graduate work to complete which includes readings and assignments, but all of these are designed to improve their instructional practice. Below are some key tasks for teacher candidates to attend to during this final teaching phase.

- ☐ Discuss and develop Plans for Teaching for each class/prep you teach and share them with your mentor. Use the format provided by your Content Area Coordinator. Save these documents in your shared Google Drive folder
- ☐ Write daily lesson plans for each class/prep you teach and review the plans with your mentor as much as the two of you feel is warranted. Adapt the format provided by your Content Area Coordinator as needed. Save these documents in your shared Google Drive folder
- ☐ Make notes and/or write reflections on your lesson plans after you teach
- ☐ Respond to and assess students' work in a timely fashion and continue to reflect on data regarding your teaching and students' learning

- ☐ Remember the importance of novelty for student learning and try not to get “stuck in a rut” in terms of your lesson design. Also remember what you’ve learned about the need for focused attention to issues of equity and oppression in your teaching and relationships with youth, and the importance of culturally and linguistically responsive pedagogies in your lesson planning and implementation
- ☐ Meet at least twice a week with your mentor in support of your teaching. Be open and responsive to feedback you receive from your mentor as well as your supervisor during observation conferences
- ☐ Continue to observe in other classrooms and use those observations (and the conferences you have with those you observe) to think about your own practices and how they may be improved

**MENTORS** should arrange a specific and regular time to meet with their teacher candidates, to simply check-in and to give the teacher candidate an opportunity to ask for special help and to ensure that the teacher candidate is prepared and able to teach the designated content as you expect. We anticipate that these conversations will require more time earlier in Phase VI than later. Also, most teacher candidates will continue to benefit from support with planning, particularly as they refine their practice with respect to differentiating instruction. In addition, we ask you to attend to the following:

- ☐ To complement the check-in conferences noted above, please arrange for more formal, weekly "conferences" with your teacher candidate that focus on improvement. Please use these to provide support, give direction, and challenge as necessary. We recommend using this time to do the following:
  - go over lesson plans and assignments
  - help teacher candidates develop long-range and unit calendars for each of their classes so they know what you expect and you know what they intend to teach and when
  - act as a resource, answer content questions, provide materials, and assist in reworking assignments or tests. (At the end of this conference every week, you and the teacher candidate should have a clear idea of what is going well and where the teacher candidate needs help)
- ☐ Continue to conduct weekly "formal" observations of the teacher candidate's teaching using the following model:
  - Meet in advance to discuss the lesson plan.
  - Decide what areas of teaching you and the teacher candidate think you should observe. Some examples include: How does the teacher candidate relate to students? How much time does the teacher candidate give students to respond after asking a question? What are the curricular expectations? How was the clarity of oral or written directions? How effective was the teacher candidate’s classroom management? To what extent are attention, questioning, and challenge distributed equitably across all students?
  - Take notes and collect appropriate data during the lesson
  - Meet after the lesson (or as soon after the lesson as possible) to discuss the observation. At this "post-observation" conference, mentors should begin by providing feedback on what the teacher candidate did well, move to critiquing observation areas agreed on in advance, and help the teacher candidate to propose alternate teaching strategies for parts of the lesson that did not go well. Mentors are free to structure the conversation in ways that make sense to them. However, each post-observation conference should contain at least these three elements
  - Come to some feeling of closure and mutual understanding about what the teacher candidate is doing well, what the next phase of the teacher candidate's development of teaching process should focus upon, and how the mentor will support this effort
- ☐ At least twice during Phase VI, provide the teacher candidate with written feedback, as well as oral conferencing. This could be in the form of notes, diagrams, or narrative and will help to prepare the teacher candidate for formal supervision by a principal. It will also serve as a record of the mentor's assessment of the teacher candidate's progress and help the teacher candidate to remember effective teaching practice as well as areas of needed improvement.
- ☐ To experience the full range of the joys and demands of teaching and to fully establish themselves as an authority in the classroom, teacher candidates need time alone with students. For the teacher candidate to be successful, students in the classroom must view candidates as the “the teacher” and this tends not to happen so long as the mentor remains in the room. This is because the dynamics of the classroom alter when the mentor is present. Students will often turn to the mentor to check perceptions and the teacher candidate will also look to the mentor to try to read facial expressions or body language, and this undermines the candidate’s ability to focus on teaching and the needs of the students. We therefore ask that mentors leave the classroom on a regular basis, often for the entire period or significant portions of it whenever they are not observing. We hope you can use this time outside

of the classroom to prepare your lessons, grade student work, contact parents, collaborate with colleagues, etc.—a reward of sorts for all that you have given to the teacher candidate in recent months

- ☐ If you have extra-curricular or coaching duties and the teacher candidate is interested, it would be helpful to ask the teacher candidate to assist you once in awhile, as long as it doesn't interfere with the candidate's classes at L&C. This will give him/her a chance to see students outside of class
- ☐ When you feel the teacher candidate is ready, it would be helpful for you to arrange for an administrator to observe the teacher candidate teach, in a formal way, with the expectation that if all is well, he or she might be willing to write a recommendation for the teacher candidate's file.
- ☐ Lewis & Clark faculty and your teacher candidate's teaching supervisor welcome telephone calls to discuss your concerns and satisfaction with your teacher candidate's progress. If you sense a problem, please call the Content Area Coordinator as soon as possible. We would prefer to be pro-active rather than reactive
- ☐ In early June, support the scheduling of the Summative TCA – intended as a triad conversation

**SUPERVISORS** complete their work with the teacher candidate during Phase VI, culminating with the required triad conference to complete the Summative (final) TCA evaluation. All remaining observation reports should also be submitted at this time so that the teacher candidate's licensure file will be complete. Below are some additional details and guidelines:

- ☐ **Observations:** Schedule visits according to individual needs. You may want to schedule two visits in April or May in an effort to see more of the classes that the teacher candidate is teaching. Try to schedule the required triad meeting for the Summative TCA on a day when you are observing as well. Try to visit each class the teacher candidate is teaching. If you find yourself needing to make more than six visits, due to the teacher candidate's needs or issues that may surface during their spring semester teaching experience, ***please alert the Content Area Coordinator***
- ☐ **Summative TCA:** Mentor, supervisor, and teacher candidate come to the meeting with the *Teacher Candidate Assessment (TCA)* ratings marked. Ratings are then discussed among all parties, not with the intent of reaching consensus but to allow for sharing of everyone's perceptions, including the teacher candidate's. Supervisor and mentor record their ratings on the Summative TCA Evaluation and sign along with the teacher candidate. The supervisor submits the Summative TCA Evaluation to Lewis & Clark College by the first week in June
- ☐ **Letters of Recommendation:** As mentioned in the Roles & Responsibilities section of this handbook, supervisors are asked to write letters of recommendation for their teacher candidates and these letters are typically written in May. They should be sent directly to the teacher candidate: an e-mail version and one hard copy on letterhead (which we will provide). It is not necessary for you to send a copy of your letter to Teacher Education. We are happy to provide sample recommendation letters if that would be helpful to you
- ☐ **Record Keeping:** Please submit reports as you complete your observations and maintain a list of visits for each teacher candidate you supervise. In order to comply with IRS regulations (so that we will not have to consider your mileage reimbursements taxable), mileage reimbursements must be requested within 60 days of your travel date. You will receive an e-mail with a Mileage Expense Report form attached in mid-September for recording your visits with your teacher candidate. Please submit the form for September through December mileage to the Teacher Education Office according to the email instructions. Additional reports will be due March 31 and May 31, 2015 (you will receive e-mail reminders of these due dates)

## TRANSITION GATES

- ***Submission of revised edTPA (if needed)***

If necessary, a revised edTPA should be submitted as early in April as possible.

- ***Successful ramp-up to  $\frac{3}{4}$  teaching load following Spring Break***

Content Area Coordinator will request feedback from mentors on this transition.

- ***Completion of required supervision visits***

Supervisor's reports will serve as evidence that a visit has been completed.

- ***Summative TCA Evaluation – completed as a triad conversation***

Supervisors will be responsible for submitting to Content Area Coordinators.

## PHASE VII: Complete Degree & License

*Teacher candidates participate in commencement. They finish teaching and grading at their site, taking part in all end-of-year activities from grading to classroom clean up. They complete summer coursework consisting of two support courses that meet in May & June: Special Education (continuing), and the Classroom Management Workshop, as well as 1-2 content area electives (depending on candidates' designated content area). The Teacher Education Office prepares license paperwork and the Office of Career & Licensing recommends teacher candidates for their licenses. Graduates apply to TSPC for their licenses.*

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### OVERVIEW

Phase VII serves as period of wrap-up and reflection for the outgoing MAT teacher candidates. Beginning with graduation on the first weekend in June, the mood is celebratory as our new teachers finish up this year of transformational growth, both professionally and personally. As a new group of teacher candidates appears on campus, the outgoing cohorts are reminded of just how much they have learned in a single year. Most will be wrapping up the grading at their placement site only days (and sometimes only hours) before they return to campus for their last classes at Lewis & Clark. During the summer term, they will complete three or four courses, depending on content area and elective offerings.

A few teacher candidates will already have jobs at this point, but the vast majority will be applying for positions, both near and far. Mentors and supervisors will be writing letters of recommendation, if they have not done so already. Teacher education staff will be assembling licensure files for TSPC. Content Area Coordinators will be supporting this effort, in the midst of other year-end activities, such as writing letters of recommendation or completing reference checks on-line and by phone for our new teachers.

Phase VII is also a time to attend to professional relationships, here on campus and in the field. We encourage everyone in the secondary MAT program to use this as a time to renew and re-connect before our graduates are scattered in many directions. We hope you will always view Lewis & Clark as a place that you can come home to.

**NOTE: All candidates MUST apply to TSPC for licensure within three years of being recommended for licensure by Lewis & Clark.**

**TEACHER CANDIDATES** will want to prioritize work at their placement site to support a strong end to the school year. Simultaneously, they will want to make sure that all is in order for their license—ultimately, this is their professional responsibility. We also encourage candidates to create opportunities for closure with their mentor and supervisor as the K-12 school year comes to an end. Consider the following:

- ☐ Be aware of the Graduate School calendar and schedule for summer classes. Should you encounter any potential conflicts, alert your mentor and Content Area Coordinator while working to negotiate a professional compromise
- ☐ Attend graduation. It is a rite of passage and is usually a lot of fun
- ☐ Stay on top of assessing student work and grading during those last few weeks of school
- ☐ Plan a meaningful closure activity for all of your last classes. Thank your students
- ☐ Be sure your mentor knows how grateful you are for their generosity this year and the experience you have had in their classroom. Help them clean up the classroom and prepare for the next year
- ☐ Check WebAdvisor to ensure all your testing is in order and confirm with your Content Area Coordinator that all your licensure paperwork is assembled

**MENTORS** generally have some additional free time at this point to prepare for the end of school or their classes in the fall. They are in the classes the teacher candidate has taken over primarily to complete an observation or to team teach with the teacher candidate.

- ☐ Communicate with the teacher candidate about your expectations for the last weeks of school
- ☐ Coordinate with the teacher candidate about any special considerations connected to grading and submitting final grades for the end of the term
- ☐ Write a letter of recommendation for the teacher candidate if you have not done so already
- ☐ Create an opportunity for closure with your teacher candidate
- ☐ Take a moment to acknowledge all that you have contributed this year to the life of a new teacher and to the profession at large

**SUPERVISORS** have generally completed their work with the teacher candidate. However, they may be finishing up required paperwork, such as classroom observation reports. We encourage supervisors and teacher candidates to also create an occasion for some closure as the year draws to an end.

## TRANSITION GATES

### • *Summative TCA with Mentor and Supervisor*

At some point in early June, the triad of teacher candidate, mentor, and supervisor will meet to complete the Summative TCA evaluation (see TCA Summative Form in the Documents & Forms section of this handbook).

### • *Content-related testing complete*

No MAT graduate can be recommended for a license until their content area testing is complete. The tests vary for the different disciplines. See below.

Test #	Title
503	ART
305	BIOLOGY
306	CHEMISTRY
301	ENGLISH LANGUAGE ARTS
311	GENERAL SCIENCE (Integrated Science)
304	MATHEMATICS (Advanced)
203	MIDDLE GRADES MATHEMATICS (Foundational)
303	SOCIAL SCIENCE (Social Studies)
308	PHYSICS

### • *Submitting test scores*

Students can initiate that test scores are recorded in multiple ways:

- 1) The student can request that the testing company send the official results to GSEC
- 2) The student can come to the admissions office and open their test score report in the presence of admissions staff.
- 3) The student can forward the official e-mail containing the test scores to the admission office. They must forward the entire e-mail – not just the attachment with the test scores. For some tests, the e-mail is not sent, so the student has to do option 1 or 2.

### • *Spring & Summer coursework complete*

Any grades of INC for Spring term must be cleared prior to being recommended for a teaching license. Summer course work must be complete to complete your MAT degree.

## **Professional Expectations and Accountability Procedures**

The MAT program is intense and requires teacher candidates to be focused on academic obligations as well as responsibilities at their field site. Faculty members collaborate with each other and with Mentors and Supervisors in support of teacher candidates' learning and professional development. In the event that a problem does arise, we have procedures in place that formalize our expectations, identify areas of additional support, and articulate consequences should problems persist.

### **Academic Expectations**

Teacher candidates need to meet the graduate school expectations regarding grades and academic performance, which can be found in the Satisfactory Academic Progress and Performance policy in the graduate school catalog. In addition:

- Students in licensure programs must maintain a 3.0 GPA. Teacher candidates with incompletes in courses may be prohibited from continuing in their practicum site until the incomplete is cleared.
- For information regarding Professional Conduct Policies at the Graduate School, see the graduate school catalog: <http://docs.lclark.edu/graduate/policyprocedures/academic/>

### **Professional Expectations**

As described in the Graduate School Student Professional Conduct Policy and on the Teacher Candidate Assessment (TCA), teacher candidates are also expected to meet the standards of professional conduct appropriate to their field of study. Whether on campus or in the classroom, teacher candidates should exemplify the characteristics of successful professionals. These include the Elements in Domain 7 of the TCA as well as the following:

- Arriving to school and to class on time and prepared
- Completing all work on time or arranging for extensions in advance of the due date (including assignments for class, tasks assigned by the Mentor, lesson plans requested by Supervisors, etc.)
- Being absent from graduate classes or practicum placements only for legitimate reasons such as personal or family illness, emergencies, or job-search related appointments, and informing relevant persons (professor, Mentor, Supervisor, etc.) in advance of any pending absence whenever possible, then working closely and expeditiously with such persons to make arrangements to make up whatever was missed
- Maintaining professionally appropriate attire and grooming
- Responding to email and other program-related correspondence in a timely manner
- Not engaging in conversations that exclude, belittle, or malign another professional (including other teacher candidates, Mentors and other teachers in the building, L&C faculty and staff)
- Being fully engaged in class or school activities which includes, for example, not engaging with technology in ways that may be distracting to you or others around you

### **Procedures for Addressing Performance Concerns**

Mentors, Supervisors, and faculty all provide frequent feedback to teacher candidates' regarding their performance both at the practicum site and at the Graduate School. Academic and professional expectations are evaluated by program faculty using the criteria in course syllabi and in the GSEC catalog, particularly in the items specified in the Student Professional Conduct Policy. In addition, teacher candidates will evaluate their professional practice at the Graduate School with the Professional Practice rubric, which is based on expectations of the profession detailed in the TCA. Teacher candidate teaching competency is evaluated using the Teacher Candidate Assessment (TCA). In combination, these documents guide the assessments of teacher candidates' growth throughout the program and are the basis for providing explicit, timely, and detailed feedback to teacher candidates and determining, ultimately, whether teacher candidates successfully complete the program. In accordance with the Graduate School Professional Conduct Policies, the Secondary program has procedures for documentation, support, and accountability, which are designed to formalize a response in

the event that a teacher candidate's performance fails to meet basic expectations (see below). In addition the Graduate School's Professional Conduct Review Process is in effect and may be utilized if warranted. Please see the Graduate School's [Academic Performance and Professional Conduct Policies](#) for further information.

### **Professional Support Plan**

There may be times where a faculty member, Supervisor, or Mentor identifies a particular area of challenge for a teacher candidate that merits the attention of the teacher candidate and of other program personnel. We understand these occasional struggles to be a normal part of a teacher candidate's development. To make sure professional expectations and needed improvements are made clear, we have articulated a process that documents specific observed challenges in a teacher candidate's performance. This "early intervention" process is initiated by the creation of a Professional Support Plan (PSP).

#### *Areas of concern that could result in a PSP*

- Writing/academic readiness for graduate school (evidence from course assignments)
- Professionalism (see TCA Domain 7)
- Social justice disposition/commitment to equity (evidence from course assignments or placement site)

#### *Process for developing a PSP (Summer)*

A meeting is held once summer classes have ended with the summer Program Director and all summer faculty and, ideally, Content Area Coordinators. The purpose of this meeting is to identify any candidates who might warrant a PSP. Faculty and Adjunct Faculty will be asked to submit names of students about whom they have concerns in any of these areas to the Summer Program Director at the time they finish their courses. At the end of this meeting, names of identified students are shared with relevant Content Area Coordinators and the Program Director.

The Content Area Coordinator contacts identified students in their content area at the start of Fall term to let them know they have been identified as needing additional support in one (or more) of the three areas and that a Professional Support Plan is being developed.

The Content Area Coordinator arranges a meeting with the student, the Content Area Coordinator, the identifying faculty member (if possible), and, if appropriate, the seminar leader or other faculty member.

In the meeting, the Content Area Coordinator and other faculty members work with the student to create a Professional Support Plan. The PSP includes a description of what the student is required to do, a timeline for completion of the plan, and a description of how the Content Area Coordinator will determine if the student has met the expectations laid out in the PSP.

#### *Process for developing a PSP (remainder of academic year)*

At any other time during the academic year, a faculty member may raise concerns about a student that triggers the development of a PSP. If this occurs, a meeting of the program faculty will be held to determine the details of the PSP.

The intent of the PSP is to identify—and to identify early—any potential areas of concern in a teacher candidate's performance, either at the Graduate School or at the practicum site. It is expected that where possible the PSP name specific TCA Elements and/or specific Conduct Policies that the teacher candidate needs to address. Teacher candidates are expected to carefully consider the feedback noted in the PSP and work with the faculty member(s), Mentor, and/or Supervisor to improve in the identified area(s) of concern in a timely manner. Because there are considerable advantages to working through potential performance or conduct issues when they are first identified, teacher candidates are expected to be receptive and responsive to the feedback contained in the PSP and discussed in the meeting it triggers. If the teacher candidate fails to demonstrate improvement in the areas articulated in the PSP, consequences may include further interventions, a Plan of Assistance (see below), or a Student Professional Conduct Review (per Graduate Catalog procedures) (see link above).

### **Plan of Assistance**



Plans of Assistance are typically written when one of three situations occur:

1. If a teacher candidate receives a PSP and does not demonstrate needed improvements in a timely manner, or
2. If the Formative TCA identifies specific areas in need of improvement (i.e., there are TCA Elements that are rated “NOT YET MET”) and those concerns persist in the weeks or months following the Formative TCA.
3. If a faculty member, Mentor, Supervisor, or Content Area Coordinator has significant concerns about the candidate’s performance that merit immediate attention.

The Content Area Coordinator in consultation with the Mentor and Supervisor initiates the request for a Plan of Assistance (Plan). The request for a Plan is communicated in writing to the Program Director as soon as possible after persistent issues have been identified. After the request is received, the Program Director and Content Area Coordinator will consult with the Mentor and Supervisor to determine if a Plan is warranted, and if so, to construct a draft of the document and schedule a meeting with the teacher candidate as soon as can be arranged. This Plan will include a listing of the TCA Elements that have not yet been met, strategies and resources for addressing the elements, a timeline for demonstrating progress, which will be determined by the Content Area Coordinator in consultation with the Supervisor and Mentor. The Plan will also include next steps in case the timeline is not met. Copies of the Plan of Assistance will be distributed to relevant program personnel (including the Mentor, Supervisor, Content Area Coordinator, Program Director, and Chair) who may, if they desire, make further suggestions about the contents of the Plan.

At the meeting with the teacher candidate in which the Plan of Assistance is discussed, program personnel who are providing support to the teacher candidate will be specific about both their concerns (using the TCA as a guide) and the supports they intend to provide to help the teacher candidate demonstrate the TCA elements at a rating of Developing. At the end of that discussion, all parties will sign the Plan of Assistance and make provisions to follow up based on the timeline in the Plan.

### Special Cases

- **Disagreement about the performance of a teacher candidate:** Where there is disagreement regarding the performance of a teacher candidate, any member of the evaluation team may request additional supervision by another faculty member. This request should be discussed with the Content Area Coordinator. If the situation seems critical, Mentors are expected to call the Content Area Coordinator immediately to set up a meeting.
- **Student/parent complaint:** If a middle or high school student or parent complaint generates a request from the Mentor or principal for the removal of a teacher candidate from the school site/classroom, the Mentor or principal should contact the Content Area Coordinator within 24 hours of the complaint. All concerns regarding a teacher candidate’s classroom conduct should be discussed by both college and school personnel before any decision about a potential placement change are reached. The principal or district administrator may temporarily remove a teacher candidate from the site until the concern is resolved.
- **Substance abuse or sexual misconduct:** The college has multiple policies that govern sexual conduct and harassment, substance abuse, and the removal of students from programs based on evaluations of the safety and security of the community at large. In the context of field placement sites, substance abuse, sexual harassment, and other inappropriate behaviors fall under the umbrella of “professional conduct.” If suspicion of substance abuse or sexual misconduct arises at the site, the teacher candidate will be immediately removed from the field site until the proper procedure can be put into place. The Student Professional Conduct Policy, including procedures for student conduct review, can be found in the graduate school catalog. Other college-wide policies governing substance abuse, sexual conduct, and removal from an academic program can be found in the Navigator Student Handbook and include:
  - Sexual Conduct Policy
  - Sexual Harassment
  - Alcohol and Other Drugs Policy
  - Involuntary Administrative Withdrawal of Student

### Policy Options if a Teacher Candidate is Not Progressing Satisfactorily Toward Licensure

As noted above, teacher candidates who receive ratings of “NOT YET MET” in the Formative TCA will be provided with additional support that may include a Plan of Assistance. If the teacher candidate continues to be rated as “NOT YET MET” on any Elements in the Summative TCA, in consultation with the Content Area Coordinator, Program Director, the Mentor, and the Supervisor may direct the teacher candidate to one of the following options:

- Extend the student teaching practicum or field experience into Fall (see *Expectations for Fall Finishers* in this handbook);
- Repeat the practicum at another time;
- Transfer into the M.Ed. in Educational Studies program (see details below);
- Withdraw from the Lewis & Clark College MAT Program.

In a limited number of cases, a student may be offered the opportunity to apply to the M.Ed. in Educational Studies, which is a non-licensure degree program. This option is determined by individual situations and must be approved by the Content Area Coordinator, Program Director, and the Chair of the Teacher Education Department.

### **Appeal Process**

Should a student enrolled in the Lewis & Clark College licensure program be in disagreement with a judgment made by the Graduate School or representatives of the Graduate School, pertaining to either his/her academic performance or competent and ethical performance, that student should first confer with the instructor or Supervisor who provided the evaluation or judgment asking for explanation or further consideration of the case. Students may appeal decisions related to their graduate school program participation. For complete details, please review the [Academic Performance and Professional Conduct Policies](#) in the Graduate School catalog.

## Expectations for Fall Finishers

A Fall practicum option is made available to teacher candidates who require additional student teaching experience in order to demonstrate the competencies listed on the *Teacher Candidate Assessment (TCA)*, located in the Documents & Forms section of this handbook. Details regarding the expectations for teacher candidates completing a Fall practicum are provided below:

### **Course Registration**

Teacher candidates register for *Practicum*, ED 544, and possibly *Independent Study: Planning and Assessment*, ED 599. If the teacher candidate earned a grade of INC in their *Curriculum & Inquiry* course, ED 564, based on the edTPA requirement, the INC will be changed upon the completion of the Teaching Plan, and the edTPA. A Teaching Plan is required for the Fall practicum, regardless of whether the edTPA was successfully completed. The Teaching Plan serves as the assessment of the teacher candidate's planning and assessment skills in support of student learning during the Fall practicum experience.

### **Evaluation of Practicum and Teaching Plan**

During the Fall practicum, teacher candidates are evaluated using the TCA. Supervisors and mentors are encouraged to make reference to the Teacher Candidate Assessment (TCA) in providing all feedback to the teacher candidate. The mentor and supervisor will each complete a TCA. Teacher candidates must earn a rating of at least "Basic" in all categories of the TCA.

The Teaching Plan will be evaluated by the Content Area Coordinator. The teacher candidate will complete any necessary revisions following this review. The supervisor and mentor will then review the Teaching Plan and conduct a triad conference with the teacher candidate regarding this work.

### **Practicum Schedule**

Typically the Fall Practicum begins in late August and continues until Thanksgiving. Teacher candidates are expected to work out a schedule with their mentor for Inservice week in late August. For the remainder of the practicum, teacher candidates are to be at their site for full-time contract hours. When teacher candidates are not in their role as "lead teacher" they should use their time at school to plan instruction, assess student work, and observe their mentor as well as other teachers in the building.

The practicum will be completed just after Thanksgiving if the teacher candidate has demonstrated all of the competencies on the Teacher Candidate Assessment (TCA), successfully submitted the edTPA (if required), and completed all grading as well as any other responsibilities at the school site. The practicum can be extended through Winter Break if the teacher candidate needs additional time to demonstrate TCA competencies or to complete the edTPA.

### **Teaching Load**

Although each Fall practicum is crafted to meet the individual needs of the teacher candidate, typically candidates assume responsibility for a  $\frac{3}{4}$  teaching load. During the first week or two of school, teacher candidates focus on observation and take on some teaching. The teacher candidate and mentor then determine a plan for the candidate to take on the role of "lead teacher" for multiple courses over the next few weeks. By early October, the teacher candidate should be teaching the  $\frac{3}{4}$  load on a daily basis.

As "lead teacher," teacher candidates should be doing the following for each class period they teach: developing unit plans, writing lesson plans for each day, teaching each lesson, evaluating all student work, determining grades based on student assessments, and working with support staff as well as parents in support of student learning.

**Support for Fall Practicum**

Teacher candidates will have the support of the mentor at their practicum site. A supervisor will be assigned to observe the teacher candidate and provide additional field-based support. Supervisors will visit with the teacher candidate and mentor in September and work out an observation cycle in support of the candidate. In addition, the Content Area Coordinator will be available for on-campus support as needed.

**Termination of Fall Practicum**

We are committed to supporting teacher candidates during their Fall practicum, but we also recognize and are committed to ensuring that the students in the classroom at the practicum site are receiving the education to which they are entitled. In the event that a teacher candidate is not meeting expectations or demonstrating growth in the TCA competencies, the Fall practicum may be terminated prior to November. At this point, the Content Area Coordinator will advise the teacher candidate of their options, including the possibility of applying their MAT course credits towards a Lewis & Clark M.Ed. degree.

# **Documents & Forms**

# Calendar 2017-18

## Summer/Fall

June/July	August
<p>Jun 20 - Orientation (12:30 – 4:30 p.m.)</p> <p>Jun 21 - Lewis and Clark classes begin</p> <p>Jun 27 – Passing of the Torch/ Cupcake Event (4:15-5:30 p.m.)</p>	<p>Aug 4 - Lewis &amp; Clark classes end (except MESOL)</p> <p>Late Aug – early September Candidates participate in Inservice week (check with mentor for dates/times)</p> <p><b>August 31 - Mentor/Candidate Meeting</b> (5:00 - 7:00 p.m.)</p>
September	October
<p>Sept 5 - Lewis and Clark classes begin</p> <p><b>Sept 22 - Convocation (4:00 - 7:00 p.m.)</b></p> <p>Sept. 5 - Nov 17 Practicum site: 10–15 hours per week</p>	<p>Practicum site: 10-15 hours/ week (collect literacy study data)</p> <p>The School Exchange: All day on six Mondays</p>
November	December
<p>Practicum site: 10-15 hours/ week (teach several lessons, finalize literacy study, develop teaching plan for December teaching)</p> <p>The School Exchange: All day on six Mondays</p> <p><b>Nov 16 - Supervisor meeting</b></p> <p>Nov 27 – Winter Break: Mornings at practicum site &amp; “lead teacher” for one class.</p>	<p>Nov 27 - Winter Break Mornings at practicum site; “lead teacher” for <b>one</b> class period</p> <p>(<b>Note:</b> school schedules may vary regarding start date for Winter Break)</p> <p>Record video of teaching</p> <p><b>1<sup>st</sup> Supervisor Observation</b></p> <p>ART/LA/MATH/SCI/SS 579 course meets in support of teaching on Wednesdays 1-4 p.m., with additional support workshops meeting M &amp; F 1-4 p.m.</p>

## Spring/Summer

January	February
<p>Week of January 2nd: Return to practicum site (School schedules may vary)</p> <p>Jan 8 - Lewis and Clark classes begin</p> <p>Practicum site: 15-20 hours per week Continue lead teaching for <b>one</b> class</p> <p><b>Jan 9 - Mentor-Supervisors Meeting</b> 5:30 - 7:30 p.m.</p> <p>(Candidates do not attend this meeting)</p>	<p>Practicum site: 15-20 hours per week. Continue with “lead teacher” responsibilities for <b>one</b> class. Develop Teaching Plan and record video for edTPA</p> <p><b>Feb 21 - Mentor/Candidate Meeting</b> 5:30 - 7:30 p.m.</p> <p>Formative evaluation (TCA) with mentor</p> <p>Degree Application completed in Seminar</p>
March	April
<p>Practicum site: 15-20 hours per week. Continue as “lead teacher” for <b>one</b> class.</p> <p>Formative evaluation (TCA) with supervisor</p> <p><b>Mar 15 - Supervisor Meeting</b> 10am-noon</p> <p>Submit edTPA by March 9<sup>th</sup></p>	<p>Practicum site: Full-time contract hours. Begin taking on additional classes to meet <math>\frac{3}{4}</math> teaching load requirement</p> <p>Revise &amp; resubmit edTPA as needed</p>
May	June/July
<p>Practicum site: Full-time. “lead teacher” for <math>\frac{3}{4}</math> teaching load</p> <p>Final Supervisor Visit: 3-way conference with candidate and mentor to complete Summative TCA (this could also take place in early June)</p> <p>May 7 - Summer Term I begins at Lewis &amp; Clark</p>	<p>Practicum site: Full-time. “lead teacher” for <math>\frac{3}{4}</math> teaching load</p> <p>Jun 3 - L&amp;C Commencement</p> <p>June - Summer Term II begins</p> <p>Apply for licensure after notification from Sharon Chinn</p> <p>July - Lewis and Clark classes continue</p>

Master of Arts in Teaching with Preliminary Teaching License  
Secondary MAT Program  
2017-18

The Lewis & Clark MAT program with Oregon Preliminary Teaching license for secondary school teaching consists of a minimum of 40 semester hours (SH) of graduate study. Designed in consultation with a faculty advisor and according to the student teacher's background and interest, individual programs include 4 SHs applicable to an ESOL endorsement as well as elective courses in the MAT candidate's designated content area. Programs leading to licensure are available in the following areas: Art, English Language Arts, Mathematics, Science (choose Biology, Chemistry, Integrated Science, or Physics), and Social Studies.

<b>1<sup>st</sup> Summer</b>	<i>Title</i>	<i>Semester Hours</i>
LA 531	Writing and the Writing Process	1
*ED 550	Social, Historical, and Ethical Perspectives on Education	2
*ED 552	Adolescent Development: Understanding Your Learners	2
*ESOL 540	Culturally Responsive Teaching	2
* CONTENT ELECTIVE(S)	Content area elective(s) – (consult with subject advisor)	2-4
<b>FALL</b>		
*ART/LA/MATH/SCI/SS 579	Teaching (ART/LA/MATH/SCI/SS) to Adolescents	4
*ED 551	Literacy & Teacher Research	2
*ED 533	Legal Issues in Education	1
*ESOL 535A	English Language Learners: Theory – content affiliated	1
*ED 553	Teaching for Social Justice: Secondary Field Experience Seminar I	1.5
*SPED 505	Teaching Students with Exceptionalities in Inclusive School Settings	.5
*ED 540	Secondary Field Experience I	2
<b>SPRING</b>		
*ED 560	Classroom Management: Co-Building a Learning Community	2
*ART/LA/MATH/SCI/SS 564	Curriculum & Inquiry: (ART/LA/MATH/SCI/SS)	3
*ESOL 535B	English Language Learners: Theory in Practice – content affiliated	1
*ED 554	Teaching for Social Justice: Secondary Field Experience Seminar II	1.5
*ED 541	Secondary Field Experience II	3
*SPED 505	Teaching Students with Exceptionalities in Inclusive School Settings	.5
<b>2<sup>nd</sup> SUMMER</b>		
*ED 573	Teaching for Social Justice: Classroom Management Workshop	1
*ED 543 (was 546)	Secondary Field Experience III	3
CONTENT ELECTIVE(S)	Content area elective(s) – (consult with subject advisor)	2-4
<b>TOTAL Semester Hours for MAT program:</b>		<b>40</b>

**Minimum Required for MAT: 40 Semester Hours**

All courses applicable to the master's degree, which include six (6) semester hours of content area elective and four (4) semester hours of ESOL must be completed within five years from date of admission to the program.

**Minimum Requirements for Licensure: 30 Semester Hours**

Students who have successfully completed the following: all licensure course requirements (\*), one subject area elective, the internship, and have passed the required tests (listed below) can be recommended for the Oregon Preliminary Teaching License.

**Testing Requirements for Licensure:**

- 1) **CIVIL RIGHTS** ORELA: Protecting Student and Civil Rights in the Educational Environment Test (prior to student teaching)
- 2) **CONTENT KNOWLEDGE** NES Subject Area Tests (See page 48)

Once recommended students must apply for a license through the Student Services and Licensing Office:  
[http://www.lclark.edu/graduate/career\\_and\\_licensing](http://www.lclark.edu/graduate/career_and_licensing).

Master of Arts in Teaching with Preliminary Teaching License  
Secondary MESOL Program  
2017-18

The Lewis & Clark MESOL program with Oregon Preliminary Teaching license for middle level and secondary school teaching consists of a minimum of 48 semester hours (SH) of graduate study. Designed in consultation with a faculty advisor and according to the student teacher's background and interest, individual programs also include elective courses in the MAT candidate's designated content area. Programs leading to licensure are available in the following areas: Art, English Language Arts, Mathematics, Science (choose Biology, Chemistry, Integrated Science, or Physics), and Social Studies.

<b>1<sup>st</sup> Summer</b>	<i>Title</i>	<i>Semester Hours</i>
LA 531	Writing and the Writing Process	1
*ED 550	Social, Historical, and Ethical Perspectives on Education	2
*ED 552	Adolescent Development: Understanding Your Learners	2
ESOL 507	Language Acquisition and Development	3
*ESOL 540	Culturally Responsive Teaching	2
* CONTENT ELECTIVE(S)	Content area elective(s) – (consult with subject advisor)	2-4
<b>FALL</b>		
*ART/LA/MATH/SCI/SS 579	Teaching (ART/LA/MATH/SCI/SS) to Adolescents	4
*ED 551	Literacy & Teacher Research	2
*ED 533	Legal Issues in Education	1
*ESOL 535A	English Language Learners: Theory – content affiliated	1
*ED 553	Teaching for Social Justice: ML/HS Field Experience Seminar I	1.5
*SPED 505	Teaching Students with Exceptionalities in Inclusive School Settings	.5
*ED 540	ML/HS Field Experience I	2
<b>SPRING</b>		
*ED 560	Classroom Management: Co-Building a Learning Community	2
*ART/LA/MATH/SCI/SS 564	Curriculum & Inquiry: (ART/LA/MATH/SCI/SS)	3
ESOL 506	ESOL/Bilingual Practicum	2
*ESOL 535B	English Language Learners: Theory in Practice – content affiliated	1
*ED 554	Teaching for Social Justice: ML/HS Field Experience Seminar II	1.5
*ED 541	ML/HS Field Experience II	3
*SPED 505	Teaching Students with Exceptionalities in Inclusive School Settings	.5
<b>2<sup>nd</sup> SUMMER</b>		
*ED 573	Teaching for Social Justice: Classroom Management Workshop	1
*ED 543 (was 546)	ML/HS Field Experience III	3
ESOL 500	Historical and Legal Foundations of ESOL/Bilingual Education	3
CONTENT ELECTIVE(S)	Content area elective(s) – (consult with subject advisor)	2-4
<b>TOTAL Semester Hours for MESOL program:</b>		<b>48</b>

**Minimum Required for MAT with MESOL: 48 Semester Hours**

All courses applicable to the master's degree must be completed within five years from date of admission to the program.

**Minimum Requirements for Licensure: 30 Semester Hours**

Students who have successfully completed the following: all licensure course requirements (\*), one subject area elective, the internship, and have passed the required tests (listed below) can be recommended for the Oregon Preliminary Teaching License.

**Testing Requirements for Licensure:**

- 1) **CIVIL RIGHTS**      ORELA: Protecting Student and Civil Rights in the Educational Environment Test (prior to student teaching)
- 2) **CONTENT KNOWLEDGE**      NES Subject Area Tests (See page 48)
- 3) **ESOL**      NES: English To Speakers of Other languages



## Licensure Checklist

	Item	Date Due	Who Submits	Submitted to
<input type="checkbox"/>	Formative TCA (mentor)	February 21 <sup>st</sup>	Candidate	Content Area Coordinator
<input type="checkbox"/>	Formative TCA (supervisor)	March 15 <sup>th</sup>	Supervisor	Content Area Coordinator
<input type="checkbox"/>	Summative TCA (mentor & supervisor)	Early June	Supervisor	Meg Coryell, Teacher Education
<input type="checkbox"/>	Observation #1	December	Supervisor	Meg Coryell, cc Content Area Coordinator
<input type="checkbox"/>	Observation #2	January or February	Supervisor	Meg Coryell, cc Content Area Coordinator
<input type="checkbox"/>	Observation #3	February or March	Supervisor	Meg Coryell, cc Content Area Coordinator
<input type="checkbox"/>	Observation #4	March or April	Supervisor	Meg Coryell, cc Content Area Coordinator
<input type="checkbox"/>	Observation #5	April	Supervisor	Meg Coryell, cc Content Area Coordinator
<input type="checkbox"/>	Observation #6	May or June	Supervisor	Meg Coryell, cc Content Area Coordinator
<input type="checkbox"/>	edTPA submitted	March 9 <sup>th</sup>	Candidate	Submitted to TaskStream, checked by Content Area Coordinator
<input type="checkbox"/>	Civil Rights Test	November 1 <sup>st</sup>	Testing agency	Teacher Education Office
<input type="checkbox"/>	Content Test	April 1 <sup>st</sup>	Testing agency	Teacher Education Office
MESOL				
<input type="checkbox"/>	ESOL Evaluation	May or June	ESOL Mentor & Supervisor	MESOL Advisor
<input type="checkbox"/>	4 ESOL Classroom Observations	Nov., May or June	ESOL Supervisor	MESOL Advisor