



# Lewis & Clark

**Master of Arts in Teaching  
Elementary-Multiple Subjects**

FULL-TIME COHORT

**2021-2022**

**Program Handbook**

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## Table of Contents

Program Handbook .....	1
Contact Information .....	2
Table of Contents .....	3
Indigenous Land Acknowledgement .....	5
Welcome.....	6
About the Graduate School .....	7
Vision and Mission .....	7
Graduate School Policies and Procedures.....	8
Standards for Professional Conduct .....	8
Satisfactory Academic Progress.....	8
Student Support Services.....	9
Writing Support .....	9
Liability Policy Regarding Practicum and Field Experience.....	9
Transportation .....	9
Medical Coverage .....	9
Convocation .....	9
Commencement .....	10
About the Elementary--Multiple Subjects Program.....	11
Program Philosophy.....	11
Program Variations .....	12
MAT Program .....	12
MAT with ESOL Program (MESOL Program) .....	12
Teaching Standards .....	13
Oregon Administrative Rules .....	13
CAEP K-6 Elementary Teacher Preparation Standards .....	13
Performance Assessment Required for Licensure: edTPA.....	14
edTPA Timeline for FTC .....	15
Calendar.....	16
What to Do About Holidays.....	17
Summary of Required Meeting Dates .....	17
Successful Student Teaching: A Partnership View .....	18

Communication Protocol .....	18
Support in the Field.....	19
What Candidates Need to Know .....	20
Professionalism Expectations .....	20
Attendance Protocol .....	20
What Mentors Need to Know .....	21
Mentor’s Role .....	21
What Supervisors Need to Know.....	22
Supervisor’s Role.....	22
Observation Schedule .....	22
Supervisor Observation Protocols .....	23
Triad Meetings .....	23
Program Structure .....	24
Learning Trajectory: Month-by-Month Goals and Discussion Topics .....	24
Partnership Responsibilities in Phase 1: August – September.....	25
Partnership Responsibilities in Phase 2: October - November .....	28
Partnership Responsibilities in Phase 3: December – January.....	31
Partnership Responsibilities in Phase 4: February – March.....	34
Partnership Responsibilities in Phase 5: April – May – June.....	37
Second Level Practicum Requirement.....	40
Substitute Teaching .....	42
Placement Changes .....	43
Support for Transition.....	43
Concerns about Candidate Performance .....	44
Classroom Concerns: Immediate .....	44
Student/Parent Complaint.....	44
Substance Abuse or Sexual Misconduct .....	44
Classroom Concerns: Lack of Progress on the CAEP Rubric .....	45
Plans of Assistance.....	45
Licensure.....	46
Additional Policies Related to Recommendation for Licensure .....	47
ELEM Professionalism Expectations .....	48
CAEP Rubric of K-6 Elementary Teacher Preparation Standards .....	52

Program Planning Sheet .....	64
ELEM FTC Program Transition Points .....	65
Glossary of ELEM Program Terms .....	66
ELEM Academic Writing Guidelines .....	67



## Indigenous Land Acknowledgement

Lewis & Clark College purposefully reflects on the history of the land it occupies. Prior to the newcomers arriving in this area, the indigenous land of what would later be called Multnomah County was home to many tribal people. We honor the indigenous people on whose traditional and ancestral homelands we stand: the Multnomah, Kathlamet, Clackamas, Tumwater, and Watalala bands of the Chinook; the Tualatin Kalapuya; and many other indigenous nations of the Columbia River.

It is important to acknowledge the ancestors of this place and recognize that we are here because of the sacrifices forced upon them. In remembering these communities, we honor their legacy, their lives, and their descendants.

## Welcome

Welcome to the Elementary--Multiple Subjects Preservice Program at Lewis & Clark College. You are taking the first step into what we hope will be a lifelong career as a professional educator. Congratulations and welcome to an incredibly demanding and immensely rewarding profession!

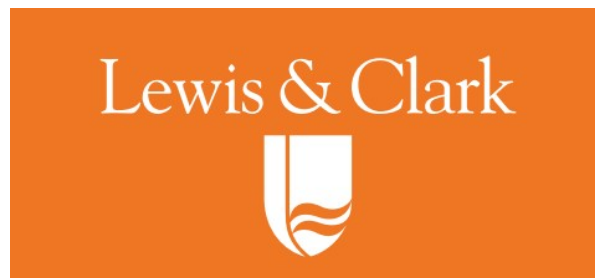
You have been chosen to enter the program at Lewis & Clark based on the excellence, depth, and breadth of your academic background; the strength of your recommendations; the quality of your prior classroom experience; the passion expressed in the essays you wrote; and the way you presented yourself during our interview process. We believe you are a promising teacher candidate, and we will invest in your success. We ask that you commit to engaging fully with your heart, your mind, and your actions in every opportunity this program provides.

Through challenging courses, meaningful assignments, engaging discussions, and a carefully chosen student teaching placement we will prepare you to be a transformative educator who is dedicated to promoting democratic school reform and social justice in a diverse and multicultural society. Over the course of this year-long experience, you will become a thoughtful decision-maker and innovative leader. While helping children 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 highly capable peers, 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 outstanding teachers and to practice teaching under the careful supervision of a skillful mentor teacher. You will be encouraged to develop strategies as a lifelong learner through your coursework and your practicum experience. The Lewis & Clark program will both challenge and enrich you as you work toward the goal of becoming an excellent beginning teacher.

Our best advice as you begin this incredible year is three-fold: (1) Be fully present each day whether in your classroom or on campus; (2) embrace the many challenges that will arise; (3) nurture strong and enduring relationships with your fellow students, the faculty at Lewis & Clark, with your school colleagues, and your students.

Welcome to the start of an exciting year.



## About the Graduate School

The Lewis & Clark Graduate School of Education and Counseling offers graduate degree, licensure, certificate, and additional endorsement programs for prospective and for practicing teachers, Pre-K-12 education leaders, school counselors, school psychologists, student affairs professionals in higher education, addiction counselors, licensed professional counselors, art therapists, and marriage, couple, and family therapists. Our students are diverse in age, culture, income, sexual orientation/gender identity, prior experience, and educational background. To meet our students' needs, classes are offered days, evenings, and weekends and are located on campus, off campus, and at work sites.

The graduate school is committed to serving every student by providing a learning environment built around the values and practices associated with critical thinking, individual growth, and social justice. Our programs combine rigorous academic work with challenging field-based experiences; students spend nearly 200,000 hours working in schools and mental health agencies each year, beginning in their first semester of study. The curriculum reflects the theories, techniques, research, modes of application, and contemporary reform movements within each professional field. Our graduates are change agents who transform society through education and counseling.

Graduate school faculty are recognized for their academic scholarship and engaging instruction, as well as for the ongoing service they provide in their respective fields. Faculty employ effective instructional approaches that engage students in critical thinking, creative problem solving, collaboration, and inquiry. Adjunct faculty members who are active practitioners join the regular faculty in providing important links between theory and practice.

## Vision and Mission

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.*



## Graduate School Policies and Procedures

[The Navigator](#) is the official student handbook of the Lewis & Clark Graduate School of Education and Counseling. 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. Candidates should read this document carefully because they are responsible for abiding by the policies and procedures outlined there. *The Navigator*, together with the graduate school's catalog, will be helpful throughout the experience at Lewis & Clark. Candidates should be sure to read the Statement of Student Responsibilities.

The catalog includes academic policies, including: Academic Integrity, Academic Integrity in Practice, Student Conduct, Academic Performance, and Appeal Guidelines

*The Navigator* and catalog also contain college-wide policies that set out student rights such as access to disability services, as well as responsibilities such as refraining from using hate speech. These documents explain in detail essential policies and procedures associated with discrimination and harassment, sexual conduct, and hate and bias motivated incidents. Every student is expected to know and comply with academic and campus rules established in 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.

## Standards for Professional Conduct

Lewis & Clark candidates must adhere to the Student Professional Conduct policy of the graduate school. It is each candidate's responsibility to read and follow the guidelines found there: <http://docs.lclark.edu/graduate/policyprocedures/academic/>

In addition, candidates must adhere to the ethical, legal, and professional responsibilities identified by Oregon law and TSPC guidelines found here:

[https://sos.oregon.gov/archives/Pages/oregon\\_administrative\\_rules.aspx](https://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx)

## Satisfactory Academic Progress

According to GSEC policy, students enrolled in programs (degree, licensure, endorsement, certificate) must maintain a B average (3.0). Any student receiving a course grade lower than C-, a course grade of NC (no credit), or two course grades lower than B- will not be considered to be making satisfactory progress. Students who do not meet the standards for satisfactory academic progress will be immediately withdrawn from their programs and notified of this action.

The grade of B- is the lowest grade that carries graduate credit. Courses receiving grades lower than B- will not carry graduate credit, but will be included in the student's cumulative G.P.A. A student receiving a grade below B- in a required course must repeat the course and earn a passing grade. A student receiving a grade below B- in an elective course must repeat that course, or choose another elective, and earn a passing grade. Failing to earn a grade of B- or above in a required or elective course may impede a student's ability to move forward in other courses or experiences required for program completion.



## **Student Support Services**

Lewis & Clark is committed to serving the needs of our students with disabilities and learning differences. Professional staff members in the office of Student Support Services are available to ensure students receive all the benefits of a comprehensive selection of services. This office also provides advising and advocacy for students with disabilities and support for students who seek advice on academic strategies. Services, advising, and accommodations are always the result of an active partnership between students and Student Support Services staff. Students seeking testing accommodations for the required licensure exams should contact Student Support Services for assistance.

## **Writing Support**

Many faculty members will be happy to provide support for the writing assignments in their individual classes. However, students looking for additional support may contact: John Holzwarth, Director of the CAS [Writing Center](#) at [holzwrth@lclark.edu](mailto:holzwrth@lclark.edu) or 503-768-7503.

## **Liability Policy Regarding Practicum 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: [https://www.lclark.edu/offices/health\\_service/insurance/](https://www.lclark.edu/offices/health_service/insurance/)

## **Convocation**

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. Convocation focuses on the role that creativity, compassion, and commitment play in the professional lives of educators and counselors and provides an opportunity for students to learn more about the graduate school. Attendance at Convocation, held annually in September, is required for all students enrolled in MAT programs. There is no tuition charged for this experience, but all students will be required to register through WebAdvisor and attend the event.

## **Commencement**

The Graduate School holds one Commencement ceremony annually on the first Sunday in June. You will receive information about filing your degree application in the spring semester during your Seminar 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 here: <https://graduate.lclark.edu/commencement/>.

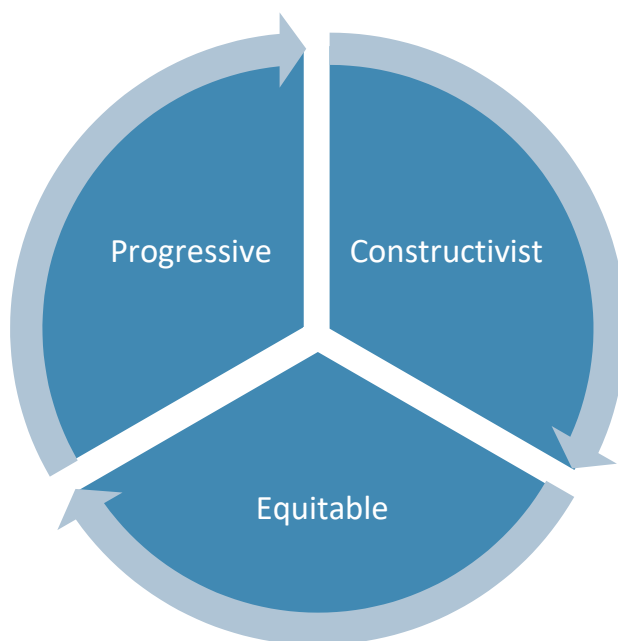


## About the Elementary--Multiple Subjects Program

### Program Philosophy

The Elementary--Multiple Subjects (ELEM) program provides teacher candidates with an educational experience that prepares them to meet the complex challenges of professional life in a diverse and changing society. Our program prepares candidates to integrate strong knowledge of subject matter, extensive understanding of pedagogy, and passion for the well-being of all children into their professional practice. Our goal is to produce graduates who distinguish themselves as exceptionally caring, competent, and qualified teachers. To accomplish these ends, the faculty operates from a set of common beliefs.

- Progressive: Humans are social beings who learn best alongside other people while engaged in real-life activities. These learning conditions promote the development of practical knowledge and problem-solving skills. The progressive education ideal applies to both the experience of candidates in our program and to the children they will teach.
- Constructivist: Education must engage students in constructing important knowledge and deriving concepts for themselves. The teacher's goal is to guide students as they fit new information together with what they already know. To this end, teachers must make content and strategies accessible to all students through the use of a wide range of instructional practices that are deliberately scaffolded to ensure access for each student.
- Equitable: Teachers who make a difference create civil and inclusive school communities where children are respected, valued, and welcomed. Promoting equity requires teachers to courageously address difficult social issues that arise in the classroom, the school, and the community. Over the course of their careers, social justice educators improve schools, educational systems, and the profession by fostering multicultural understanding, implementing culturally responsive teaching practices, advocating for social justice, and challenging prejudice and discrimination.



## Program Variations

Lewis & Clark offers two options for earning a Master of Arts in Teaching (MAT) and completing the requirements for an Oregon Preliminary Teaching License -- Multiple Subjects endorsement. Both programs adhere to state standards for licensure and provide intensive classroom student teaching experiences. The MAT with ESOL (MESOL) program combines the MAT and Preliminary Teaching License requirements with the coursework and practicum requirements for the ESOL endorsement into a unified MAT program. The relationship between the two programs is depicted in the diagram below:



**ALL PROCESSES, REQUIREMENTS, AND PROTOCOLS DESCRIBED IN THIS HANDBOOK APPLY TO ALL CANDIDATES.**

**ADDITIONAL REQUIREMENTS SPECIFIC TO MESOL ARE DESCRIBED IN THE MESOL HANDBOOK.**

### MAT Program

The program is organized around four semesters of coursework as well as a year of supervised student teaching in a single classroom with an experienced mentor who is open to sharing their practices with a beginning teacher. The full-time experience is complemented with an additional second-level practicum, more limited in scope, in the same school. See page 40 for more information about the second level practicum.

This program variation is composed of 40 credit hours distributed over four semesters (Summer, Fall, Spring, Summer) with program completion coinciding with the last teacher contract day at the placement site (typically mid-June). All of the credit hours serve to fulfill Oregon licensure requirements as well as the requirements for the Lewis & Clark MAT degree. The program planning sheet found on page 63 lists all the course requirements by semester.

### MAT with ESOL Program (MESOL Program)

Candidates who have chosen this program option will complete all requirements for the MAT and all requirements for the ESOL endorsement within their master's degree program. The MESOL program includes an addition of ten credit hours of ESOL-specific coursework for a total of 50 credit hours. Eight of these credit hours are associated with coursework and two credit hours are for an ESOL practicum.

The 50 SH for the MESOL program are distributed over four semesters (Summer, Fall, Spring, Summer) with additional coursework (and practicum for some students) continuing through early August. All specific requirements for the ESOL portion of the MAT with ESOL program are found in the MESOL Handbook provided by the MESOL program director.

## Teaching Standards

### Oregon Administrative Rules

The ELEM program uses two primary sources to guide and assess candidate preparation for teaching. The first is the set of standards for teaching established by the Oregon Teacher Standards and Practices Commission (TSPC) in the Oregon Administrative Rules (OARs). The complete list of OARs pertaining to the ELEM program can be found on the TSPC website:

[https://sos.oregon.gov/archives/Pages/oregon\\_administrative\\_rules.aspx](https://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx)

### CAEP K-6 Elementary Teacher Preparation Standards

The second source used by the ELEM program to define teaching proficiency is the set of [K-6 Elementary Teacher Preparation Standards](#) published by the Council for the Accreditation of Educator Preparation (CAEP). These standards outline what teachers graduating from a K-6 Elementary educator preparation program should know and be able to do by the end of their preparation program and to ensure that each student learns and develops to his/her fullest potential. There are five CAEP standards comprised of 23 components that represent competence expected of candidates who have completed their initial teacher licensure program and are prepared to begin professional practice as K-6 Elementary teachers. The rubric for these standards can be found on pages 52 - 63 in this Handbook.



## Performance Assessment Required for Licensure: edTPA

All teacher candidates seeking licensure in the state of Oregon are required to pass a performance assessment, the edTPA, as a part of the licensure process. The Elementary Education edTPA requires teacher candidates to complete four tasks; three of these tasks relate to literacy instruction and the fourth is related to mathematics.

**Task 1: Planning for Literacy Instruction and Assessment**

**Task 2: Instructing and Engaging Students in Literacy Learning**

**Task 3: Assessing Students' Literacy Learning**

**Task 4: Assessing Students' Mathematics Learning**

The sequence of three literacy tasks involves candidates documenting a cycle of teaching including planning, teaching, and assessing a learning segment of 3-5 lessons. They submit authentic artifacts including lesson plans, assessment tools and results, classroom video recordings of the learning segment, and commentaries that provide a rationale to support their instructional choices and practices based on the learning strengths and needs of students. The focus is on analyzing their teaching and their students' learning, with attention to students' academic language development and use.

The mathematics task focuses on analysis of student learning. It requires candidates to analyze student work to identify a targeted learning objective/goal and plan and teach a re-engagement lesson focused on students' needs. The math task does not include video recordings, but it does require the submission of artifacts such as a formative assessment tool, evaluation criteria, assessment results, samples of student work, and a written commentary.

Candidates' edTPA submissions are externally evaluated and scored.

- Any candidate whose edTPA score does not meet the program's minimum score (50) will be required to meet with program faculty to review deficiencies and potentially revise portions of the assessment.
- Any candidate whose edTPA score does not meet the passing score determined by the state of Oregon (42) will be required to resubmit one or more tasks for external scoring in order to meet the overall passing score.

In the ELEM program, candidates will complete practice edTPA experiences in the fall supported with course assignments. In the spring they will complete and submit their final edTPA.

*The start of the solo teaching experience is contingent on submission of the edTPA.*

Because the edTPA is an assessment of candidate performance, mentors play a limited supporting role. Specifically, mentors are expected to assist in four important ways:

- (1) facilitate the distribution and collection of video permission forms to families;
- (2) assist the candidate in choosing appropriate lessons for the purpose of edTPA;
- (3) be flexible with scheduling during the edTPA focus weeks;
- (4) serve as videographer during the recorded lessons.



## edTPA Timeline for FTC

Because the edTPA involves planning, teaching, and assessing in the classroom, there are periods of time requiring the mentor teacher's cooperation. Lewis & Clark supports candidates' success on the edTPA with a low-stakes practice experience in literacy and math (October and January) prior to the submitted high-stakes assessment (March).

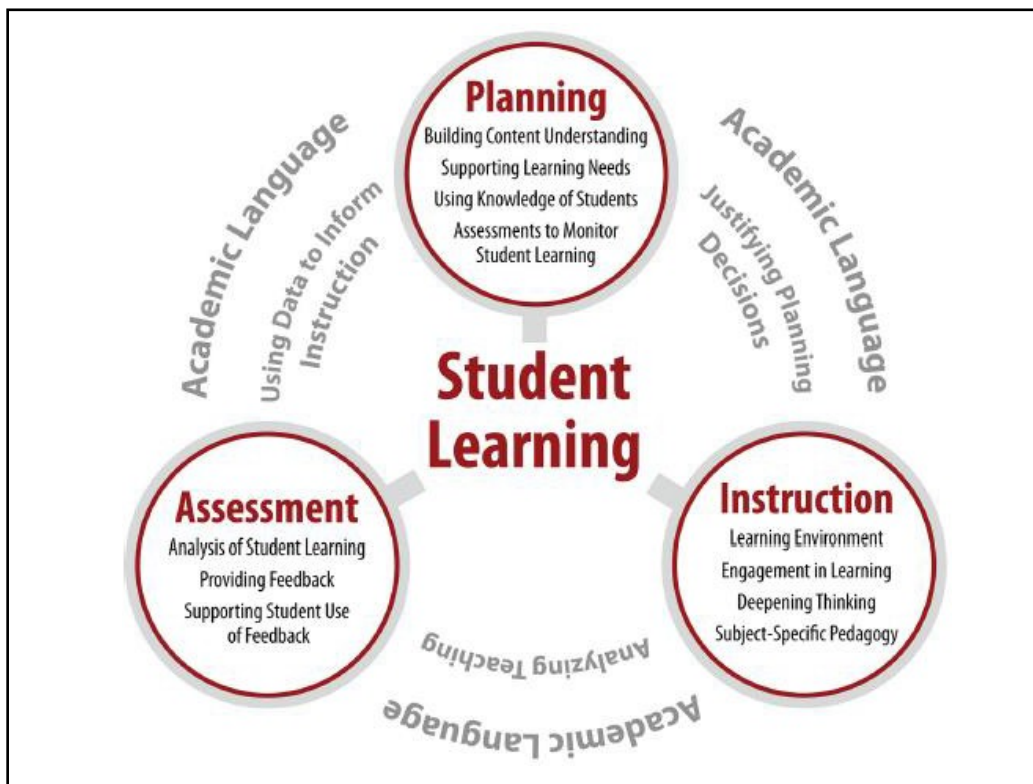
### FALL: PRACTICE edTPA

- Mid-October: Teach and assess two consecutive literacy lessons. **Video recording required.**
- Late-January: Collect math assessment data for two days of instruction. Teach a re-engagement lesson. Reassess students. **No video required.**

### MARCH: OFFICIAL edTPA

- February: Collect math assessment data for a three-day learning segment. Teach a re-engagement lesson. Reassess students. **No video required.**
- March: Teach and assess three consecutive literacy lessons. **Video recording required.**

Additional information about edTPA will be distributed throughout the year. Candidates and mentors are expected to heed any updated timeline information if it conflicts with what is listed here.







# Calendar


The calendar below provides a broad overview of the schedule over the course of the year. The ELEM program maintains a detailed electronic calendar showing the daily class schedule and all program events which can be accessed from the program webpage. Please note, this calendar is subject to change. Adhere to any updates provided by the program.


**When conflicts arise between events at school sites and courses or events at Lewis & Clark, candidates must put their Lewis & Clark obligation first unless specifically approved by the program director or clinical coordinator.**


## ELEM Program Year 2021-2022

 indicates full days at LC.

 indicates full days at student teaching placement school.

 indicates half-days at each (morning at placement, afternoon at LC).

 indicates holidays and school breaks.

 indicates additional MESOL coursework and practicum dates.

(NOTE: Summer 2022 MESOL dates are approximate. Check WebAdvisor in Jan 2022 for specific dates.)

MAY

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AUGUST

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DECEMBER

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MARCH

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MAY

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JUNE

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JULY

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## What to Do About Holidays

FTC candidates split their time between campus and their school sites. For this reason, the calendar for the ELEM program does not match perfectly with the GSEC calendar nor the many variations in school district calendars when looking at holiday observances and other non-work days. For simplicity, use this guideline for holiday observance: Follow your school district calendar for holidays except on days when you have class at LC. For example, Veteran's Day is a school holiday, but not an LC holiday. If you are scheduled to be at your school on Veteran's Day, you will have a holiday. If you have LC classes on Veteran's Day, you will attend class.

## Summary of Required Meeting Dates

Specific information about each meeting will be sent to you ahead of time. The determination of meeting format (on-campus or Zoom) will be determined as the date approaches and you will be notified well in advance.

Meetings for FTC	Date	Candidate attendance	Mentor attendance	Supervisor attendance
Mentor-Candidate Meeting #1	Thurs, Aug 26, 2021 or Thurs, Sept 2, 2021 5:00-7:00 pm	<b>Required</b>	<b>Required</b>	Optional
Mentor-Candidate Meeting #2	Tues, Oct 5, 2021 5:15-7:00 pm	<b>Required</b>	<b>Required</b>	Optional
Mentor-Candidate Meeting #3	Tues, Feb 8, 2022 5:15-7:00 pm	<b>Required</b>	<b>Required</b>	Optional
Supervisor Meeting #1	Tues, Sept 14, 2021 9:30 am-noon	No	No	<b>Required</b>
Supervisor Meeting #2	Tues, Nov 9, 2021 9:30 am-noon	No	No	<b>Required</b>
Supervisor Meeting #3	Tues, February 22, 2022 9:30 am-noon	No	No	<b>Required</b>

## Successful Student Teaching: A Partnership View

The Lewis & Clark yearlong student teaching placement provides a unique and invaluable opportunity for the candidate and mentor. Candidates are immersed in the work of a teacher for an entire school year. This experience will provide a depth of exposure that prepares our candidates to

*Open, honest, and respectful communication is an important factor in a successful mentor-candidate relationship.*

be outstanding beginning teachers. Mentors who have worked with the LC program have identified many benefits including the opportunity to share and refine their practice, additional support in their classroom for the entire school year, and the opportunity to stay up-to-date with current educational trends, technology, and research through conversations with their student teachers.

The yearlong student teaching experience also presents unique challenges. Candidates are embedded in the mentor's life and work environment for an entire year. In a way it is like having a long-term houseguest and requires heightened attention to communication and respect for each other's physical and emotional needs. Communicating in a digital environment will add complexity to the relationship and require additional awareness to ensure clarity and understanding. We always advise that both the mentor and the candidate operate from a place of good intentions and assume the same from your partner.

The partnership requires a high degree of attention and nurturing in the earliest stages and becomes much more collegial over time. The best mentor-candidate relationships avoid establishing a pattern that always puts the mentor in the forefront with the candidate consistently in their shadow. No two teachers are exactly alike. Both the mentor and the candidate should strive to foster a relationship that allows the candidate to find their own unique voice and identity as a teacher.

### Communication Protocol

The mentor and candidate must take equal responsibility for maintaining a professional relationship. There will inevitably be times when the relationship becomes strained. At these times, both partners should take the initiative to open the lines of communication and work to resolve any issues before they become overwhelming and potentially damaging to the relationship.

1. Maintain open communication between the candidate and mentor. This is by far the most important advice we can give. Candidates and mentors who work proactively to communicate openly and honestly experience few problems over the course of the year.
2. If a problem arises, inform a faculty member. Seek the advice of the supervisor, cohort coordinator, clinical coordinator or any other faculty member.
3. If a communication issue becomes persistent and unresolved, it may be brought to the program director for a more formal mediation process.



## Support in the Field

The ELEM program provides several interconnected layers of support for candidates and mentors as they progress through the program. Our system works best when the lines of communication between all of these groups are strong.

The level of field support provided by each of the roles below will be differentiated. Partnerships that are struggling or are facing extra challenges will receive additional visits and more individual attention.

1. *Supervisor*: Each candidate is assigned a Lewis & Clark supervisor who is an experienced elementary teacher or administrator who is not currently in the classroom. Many of our supervisors are retired educators who bring a wealth of experience to their work. The supervisor will visit each candidate in their classroom at least seven times during the year. If candidates find themselves struggling in the classroom, the supervisor is a primary source of support.
2. *Cohort Coordinator*: The cohort coordinator serves as the candidate's first contact if they have a question or concern about the program or any academic issue. Candidates meet in a weekly Seminar and can schedule additional individual meeting time with the cohort coordinator as needed.
3. *Clinical Coordinator*: The clinical coordinator supports candidates in their field placement sites. The clinical coordinator visits each candidate at least twice to observe performance and provide support as needed. In addition, the clinical coordinator serves as the primary point of contact with mentors and supervisors.



## What Candidates Need to Know

This will be a year of tremendous professional growth for you as you transition from observer to independent teacher in just a few months. To get the most from your student teaching experience be curious, be open, and be willing to take risks. Each day when you arrive at your placement site, make a commitment to be your best self. Be fully present and engaged in all aspects of life at your school.

## Professionalism Expectations

As described in the Graduate School Student Professional Conduct Policy, candidates are expected to meet the standards of professional conduct appropriate to their field of study. Whether on campus or in the classroom, candidates should exemplify the characteristics of successful professionals. To ensure your consistent demonstration of professional habits you are encouraged to periodically engage in a self-assessment using the ELEM Professionalism Self-Evaluation found on page 48.

If persistent demonstration of unprofessional behavior is observed by multiple faculty members (including mentors or supervisors) the candidate may be required to present a plan for professional improvement to a faculty council composed of ELEM faculty members.



## Attendance Protocol

Make every effort to attend every class meeting and every school day at your placement. In the event of an unavoidable absence due to illness or an emergency, the protocol depends on where you are scheduled to be that day.

<i>Missing class at LC</i>	<i>Missing a day at your placement</i>
If you will miss a class, inform your instructor(s) prior to the class meeting. Each instructor will provide you with the attendance policy and procedures to follow in the event of an absence. Absences will count against participation grades in classes. Excessive absences will be brought to the attention of the program director for review.	Inform your mentor immediately in case of an absence at your school site and inform the clinical coordinator. Requests for absence due to reasons <u>other than illness</u> must be made in advance and approved by both the mentor and the clinical coordinator.

## What Mentors Need to Know

Mentors play a vital role in the professional development of Lewis & Clark candidates, and the mentorship requires a commitment of time, effort, and perseverance. Mentors serve a dual teaching role: teaching the students in their classes and teaching their candidates through modeling and discussion of practices. All mentors must meet the requirements established by TSPC:

- ✓ You must hold a valid Oregon Teaching License for Elementary—Multiple Subjects;
- ✓ You must have at least three full years of teaching experience;
- ✓ You must no longer be in probationary contract status.

If you do not meet any of these requirements, it is the mentor's responsibility to immediately notify Lewis & Clark. In addition, mentors must submit an annually updated resume to the teacher education department prior to the first day the candidate reports to the classroom.

### Mentor's Role

The mentor plays three equally important roles over the year-long placement:

- Modeling effective instruction
- Communicating "teacher thinking"
- Evaluating candidate performance

#### Modeling effective instruction

First and foremost, the mentor's responsibility to the candidate is to model high-quality professional practices. From planning, teaching, assessing, managing your classroom, and communicating with parents and colleagues, your student teacher needs to see what caring, competent, and qualified teachers do.

#### Communicating "teacher thinking"

The second critical responsibility of the mentor is to communicate frequently and clearly with the candidate. Effective mentors "think out loud" for their candidates, revealing their decision-making processes for the innumerable choices a teacher makes in the course of a normal day.

#### Evaluating candidate performance

When the candidate begins to take on teaching responsibilities, the mentor needs to give the candidate honest and specific feedback that will help them improve. The majority of this feedback will be given **informally** throughout the day and week.

In addition, TSPC now requires mentors to conduct at least four **formal** observations of the candidate and report on these to Lewis & Clark. The recommended schedule for these observations is:

1 <sup>st</sup> formal observation	2 <sup>nd</sup> formal observation	3 <sup>rd</sup> formal observation	4 <sup>th</sup> formal observation
December (during math unit)	February (not math)	April (during solo)	May (during solo)

In March and June, the mentor collaborates with the supervisor to evaluate candidate performance on the CAEP Rubric (see pages 52 – 64).

Mentors play a vital role in the professional development of Lewis & Clark candidates, and the mentorship requires a commitment of time, effort, and at times, perseverance.

## What Supervisors Need to Know

The ELEM program hires supervisors with extensive classroom and/or administrative experience in elementary school settings. Each of our supervisors has demonstrated a high degree of success in the field of education. In addition to playing a vital role in the professional development of Lewis & Clark candidates, supervisors also serve a supportive role for mentor teachers. All supervisors must meet the requirements established by TSPC and must provide a resume (updated annually) to the Teacher Education department.

**First and foremost, the supervisor's responsibility is to provide feedback to candidates on their performance in the classroom.**

### Supervisor's Role

First and foremost, the supervisor's responsibility is to provide feedback to candidates on their performance in the classroom by observing and documenting their teaching performance.

The second critical responsibility of the supervisor is to be a conduit of information about what is happening at the placement site to Lewis & Clark faculty. Supervisors are the "eyes and ears" in the field for the program. If difficulties arise or if a mentor or candidate has raised concerns, supervisors should let the clinical coordinator know about the situation, as appropriate. Likewise, if things are going especially well, the clinical coordinator and faculty appreciate hearing this.

### Observation Schedule

If a candidate is struggling, supervisors should schedule additional observations. Formal reports are not required for any observations beyond the ones described on the schedule below.

Month	Type of observation	What the supervisor should know
September	Informal observation of candidate interacting with students	Secondary purpose is to meet the mentor and building principal and complete the "Off to a Good Start" check list.
October	1 <sup>st</sup> formal observation of the candidate conducting a classroom routine	Appropriate routines to observe include read-aloud, transition, morning meeting, etc. Candidate should send a short description ahead of time.
December	2 <sup>nd</sup> formal observation of the candidate teaching a December math unit lesson	Candidate should send the formal lesson plan at least 24 hours before the lesson.
February	3 <sup>rd</sup> formal observation of the candidate teaching a whole group lesson (not math)	Candidate should send the formal lesson plan at least 24 hours before the lesson.
April	4 <sup>th</sup> and 5 <sup>th</sup> formal observations of the candidate teaching lessons	Both observations should be during the solo. At least one must be a literacy lesson. The other should be in a content area not yet observed. Candidate should send the formal lesson plan at least 24 hours before the lesson.
May	6 <sup>th</sup> formal observation of the candidate teaching a lesson	Candidate should send the formal lesson plan at least 24 hours before the lesson is to be observed.



## Supervisor Observation Protocols

For each of six formal observations the supervisor must conduct a supervision cycle consisting of five important steps:

- (1) Meet for a pre-observation conference prior to the lesson observation at which the candidate describes the lesson and identifies an area in which they would like targeted feedback.
- (2) Observe an entire lesson and collect data about the lesson. Lesson data collection may include scripting of the lesson, time-interval notes, diagrams of teacher movement in the room, tallies of interaction patterns, etc. The method of data collection will depend on the area for which the candidate has requested feedback.
- (3) Meet for a post-observation conference where the candidate shares their evaluation of the lesson and the supervisor shares their data collected and indications of the lesson's strengths, suggestions for future improvement, and general comments. The supervisor may choose a few pertinent domains from the CAEP Rubric to discuss with the candidate during this time.
- (4) Compose a formal written report using the ELEM supervisor report form. The report may include information that comes from the lesson as well as information that comes from the pre- or post-observation conference.
- (5) Upload the report to the electronic data collection system (Taskstream) and email it to the mentor.

Beginning with the December math unit lesson and for all subsequent lessons the supervisor will observe, candidates are expected to provide lesson plans at least one day in advance containing all the elements included in the ELEM lesson plan template (see page 49).

## Triad Meetings

Supervisors take the responsibility for scheduling the three required triad meetings where the mentor, candidate, and supervisor discuss the candidate's progress.

1. January Triad Meeting: Reflection on December Math Unit  
Supervisor coordinates the first triad meeting at which the candidate presents assessment data and reflects on the experience of teaching the December Math Unit. Supervisor and mentor complete the Math Triad Rubric.
2. March Triad Meeting: Formative CAEP Rubric and Goal Setting  
Supervisor coordinates the second triad meeting at which the mentor and supervisor share the Formative CAEP Rubric ratings with the candidate. The second purpose of this meeting is to set goals for the candidate for the solo teaching experience. Typically, two or three primary goals are identified through collaborative discussion between the mentor, candidate, and supervisor.
3. June Triad meeting: Reflection on Integrated Literacy Unit and Solo Teaching with Summative CAEP Rubric  
The Supervisor coordinates the final triad meeting (mentor-candidate-supervisor) at which the candidate presents literacy assessment data and reflects on the solo teaching experience. Supervisor and mentor complete the June Triad Rubric. The mentor and supervisor also share the Summative CAEP Rubric.

## Program Structure

The yearlong student teaching experience structure allows for a thoughtful and deliberate gradual release of teaching responsibilities to the candidate. The classroom role of the candidate increases over the course of the year from observer to independent teacher with each phase bringing additional opportunities for growth. The actions of the mentor shift over time--receding from prominence in the classroom but maintaining a strong supportive presence.

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	
Mentor's Actions	Models	Invites	Collaborates	Guides	Coaches	Candidate's Role
	Observer	Participant	Collaborator	Supported Teacher	Independent Teacher <i>Includes six weeks of solo teaching</i>	
	Aug-Sept	Oct-Nov	Dec-Jan	Feb-Mar	April-May-June	

Candidates, mentors, supervisors, and faculty share the responsibility of ensuring continued progress over the course of the year.

## Learning Trajectory: Month-by-Month Goals and Discussion Topics

To ensure timely progress through the five phases, the following benchmarks and discussion topics should serve as reference points throughout the year. Specific details about roles and responsibilities for each month are provided in the next section beginning on page 24.

Month	Candidate's goal for the month	Discussion topic for the month
August	Establish relationships in the school community	
September	Understand and practice classroom management	Classroom management philosophy and systems
October	Take full responsibility for most routines and procedures	Implementation of routines and procedures
November	Plan and teach several lessons	Planning and assessing mathematics
December	Take full responsibility for a unit of instruction	Reflecting on teaching, management, and assessment
January	Teach half- and full-days; increase responsibility for planning	Long ranging planning
February	Increase stamina and hone teaching/planning skills	Mapping out the solo
March	Demonstrate planning, teaching, assessing, reflecting skills through completion of edTPA	Planning and preparing for all aspects of the solo
April	Assume sole responsibility for all facets of the classroom	Reflect on the solo teaching experience
May/June	Refine planning, teaching, assessing skills	Reflect on the solo teaching experience

## Partnership Responsibilities in Phase 1: August – September

### Candidate Responsibilities in Phase 1

Your experience starts on the first day teachers report to school with full days at your school from the first teacher day through the first day of classes at Lewis & Clark. A “full day” is defined as the teacher contract day for your district. Once LC classes start you will report for full days on Mondays and Tuesdays and for mornings on Wednesdays. You will be at Lewis & Clark Wednesday afternoons, all day Thursday and Friday, and some Wednesday evenings. Refer to the program Google calendar and WebAdvisor for specifics.

In this phase strive to be an astute observer and respectful colleague. You are there to learn, and in this phase, there are many things happening at any given moment of which you may be completely unaware. Hone your observations skills. Ask your mentor what you should notice. Take notes on what you have seen and be sure to ask your mentor to clarify any processes, procedures, or decisions you do not fully understand. These notes will be a valuable resource to you next year when you have the task of setting up a classroom on your own! Learn as much as you can about how the school works, how this classroom is organized, how the teacher sets norms and classroom policies. Get to know your students, including their names and their individual interests. How are the students invited into the new school year? How does the teacher assess students’ incoming abilities in key subject areas? Ask about curriculum, planning, assessment, classroom management.

Your introduction to the staff and students in the school will set the tone for the year. Before students arrive on the first day of school, be sure you discuss the following topics with your mentor:

### Mentor Responsibilities in Phase 1

Helping your student teacher get off to a good start is the focus of this phase. Establishing strong communication and getting to know one another is a key step in this process. You should help to integrate your student teacher into the school community by facilitating introductions with all the staff in the school and making them an authentic part of the classroom community. The list below describes the actions you can take to ensure a smooth transition into the student teaching experience.

- ✓ Model and discuss effective practices for organizing and structuring your classroom. Explain your thinking and decision-making process for the many choices you make while setting up your classroom and launching the school year with students.
- ✓ Assist your student teacher’s transition into the classroom and school building by making introductions to other faculty and staff members and explaining important school processes and protocols. Be explicit and direct when giving your student teacher information about the professional norms at your school including how teachers typically dress, where to park, accessing school supplies, etc.
- ✓ Introduce your student teacher to parents and include the candidate’s name on classroom door signs, newsletters, and other visible classroom displays. Consider asking your student teacher to contribute a short introduction to be included in your classroom newsletter or bulletin board display.
- ✓ If appropriate, request a mailbox, identification badge, access codes, classroom key, and/or school email account for your student teacher.

- How will students refer to you? Is this a “first name” school where students call all teachers by their first names or is this a “last name” school where students address the teacher as Mr. or Ms.? In either case, candidates should follow the school convention.
- How can you be identified to students and parents as a member of the teaching team? Ask if your name can be added to the signs outside the door identifying the classroom. Can your picture be included in any class photos or other community-building displays? Find out if your name and your bio can be added to early communication that goes to parents.
- What are the norms and expectations for teacher attire at this school? Find out what the written and unwritten expectations are and follow them. When in doubt, dress up not down. Are jeans acceptable? If so, when? Are T-shirts the norm? Are there “spirit days” when everyone wears school-related shirts? How can you get a school shirt?
- How is communication handled at this school? Will you have a teacher mailbox or share one with your mentor? Can you get a district email account? How can you access announcements and messages on days you are not at the school site?
- What physical space in the classroom can you have as your own? Where can you have a desk or table in the room? A closet or cupboard? Don’t be afraid to ask for some space for your belongings and later in the year for your work-related materials.
- What are the faculty norms for such things as obtaining a district ID badge, parking, accessing the building after hours, using the copy machine, lunchtime, playground duty? When in doubt, ask your mentor’s advice.

- ✓ Provide your student teacher a designated working area in the classroom.
- ✓ Make time for regular meetings with your student teacher. Ideally these meetings will occur at least weekly and will be scheduled at a time free from interruptions and distractions.
- ✓ Help your student teacher find an appropriate classroom for their second level practicum by suggesting the names of colleagues at other grades who model high quality instruction and are willing to share their practices with others. See the guidelines on page 40.
- ✓ During the first weeks with students be sure to “think out loud” and explain the rationale for the routines and procedures you put in place to create a productive learning environment.



SEPTEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Mentor-Candidate Meeting #1 (later start districts)	3	4
5	6 Labor Day Holiday	7	8	9	10	11
12	13	14	15 FIRST DAY LC FALL CLASSES	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Goal for August/September: Understand and practice classroom management		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Attend mentor-candidate meeting #1 on Thursday, Aug 26, 5:00-7:00 or Thursday, Sept 2, 5:00-7:00 <input type="checkbox"/> Assist the mentor in all aspects of preparation of the classroom for the year. <input type="checkbox"/> Identify a second level mentor. <input type="checkbox"/> Report to site full-time through the first day of classes at Lewis & Clark. <input type="checkbox"/> Spend 2- 2.5 hours per week in the second level classroom and log hours using the LC form. <input type="checkbox"/> Learn your mentor's classroom management systems. <input type="checkbox"/> Lead <u>at least</u> one classroom routine per week (e.g. morning meeting, read aloud, transitions, end-of-day routine). <input type="checkbox"/> Seek mentor's input for edTPA lesson planning.	<input type="checkbox"/> Attend mentor-candidate meeting #1 on Thursday, Aug 26, 5:00-7:00 or Thursday, Sept 2, 5:00-7:00 <input type="checkbox"/> Inform candidate of staff and team meetings. <input type="checkbox"/> Assist in identifying a second level mentor. <input type="checkbox"/> Discuss and explain the tasks associated with preparing for the year. <input type="checkbox"/> Meet for at least 30 minutes each week. <u>Discuss your classroom management philosophy and systems including how you establish and reinforce norms and routines.</u> <input type="checkbox"/> Assist your candidate with the collection of edTPA video permission forms from parents. <input type="checkbox"/> Complete and submit the Phase 1 Mentor Feedback Form.	<input type="checkbox"/> Attend mentor-candidate meeting #1 on Thursday, Aug 26, 5:00-7:00 or Thursday, Sept 2, 5:00-7:00 <input type="checkbox"/> Become familiar with <a href="#">CAEP K-6 Elementary Teacher Preparation Standards</a> . <input type="checkbox"/> Attend supervisor meeting at LC on Tuesday, September 14, 9:30 am-noon. <input type="checkbox"/> Visit the school to meet the mentor and building principal. Observe the candidate interacting with students. No write-up is required. <input type="checkbox"/> Complete the "Off to a Good Start" checklist.

## Partnership Responsibilities in Phase 2: October - November

Candidate Responsibilities in Phase 2	Mentor Responsibilities in Phase 2
<p>Your primary task during this phase is to prove to your mentor that you are ready to take responsibility for most classroom routines and procedures along with some instructional tasks. Jump in when invited. Request opportunities to lead the class or small groups.</p> <p>Ask your mentor to identify areas you are ready to try. Could you take on the morning routines, calendar, read-aloud, escorting the class to specials like PE or library, and/or working with small groups of students at the teacher’s direction? Take advantage of every opportunity to practice leading the class or to partner with your mentor in a co-teaching role.</p> <p>Maintain balance and separation between your responsibilities as a Lewis &amp; Clark student and your responsibilities as a teacher in your classroom. You should not take responsibility for school tasks that require extensive preparation outside the school day because your LC coursework takes precedence at this time. The reverse is also true. Don’t do homework for LC classes while at school. Be fully present and engaged in all aspects of your school and classroom.</p> <p>Seek as much feedback as possible from your mentor after you have led the class. You want to break any bad habits early in the process. Maybe your voice is too soft. Maybe you talk for too long. Perhaps you tend to focus on one student at the expense of the rest of the class. All of these behaviors are typical for beginners and it is to your advantage to address them early on before you have increased responsibilities for planning and instructing on your own.</p>	<p>Inviting your student teacher to participate in classroom tasks is the goal for this phase. When creating your weekly plans, ask yourself, “Is this a task my student teacher could do? When can my candidate be in front of the class and be in charge of students each day?”</p> <p>Share your resources and your plans with your student teacher, and make your thinking visible. Help your student teacher become an active participant in the classroom. Encourage them to replicate your behaviors and responses. Intentionally plan for situations in which your student teacher can take on tasks that will help the students view them as a co-authority in the classroom.</p> <p>Be a helpful colleague when your candidate asks for your assistance in planning for the literacy and math lessons they will be required to teach in November and December.</p> <p>Other important topics for discussion at this time of year include:</p> <ul style="list-style-type: none"> <li>✓ <u>Assessment</u>: How do you collect assessment data at the beginning of the year, and how do you use this data to differentiate instruction in your classroom to better meet your students’ needs?</li> <li>✓ <u>Planning</u>: Set aside time to do some planning while your student teacher is at school with you. While your regular practice may be to do the bulk of your planning after hours or on weekends, <u>it is imperative that your student teacher see you model this process.</u></li> </ul>

OCTOBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Mentor-Candidate Meeting #2	6	7	8	9
10	11	12	13	14	15	16
17	18 -----	19 Suggested dates for Fall edTPA	20 -----	21	22	23
24	25	26	27	28	29	30

Goal for October: Take full responsibility for most routines and procedures		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Attend mentor-candidate meeting #2 on Tuesday, Oct 5, 5:15-7:00 <input type="checkbox"/> Spend 2- 2.5 hours per week in the second level classroom and log hours. <input type="checkbox"/> Reply promptly to your supervisor's emails to schedule a formal observation visit and send the supervisor a description of the routine to be observed at least one day prior. <input type="checkbox"/> Teach and record edTPA literacy lessons in mid-October. <input type="checkbox"/> Seek mentor's approval for the topic/unit for the December math unit.	<input type="checkbox"/> Attend mentor-candidate meeting #2 on Tuesday, Oct 5, 5:15-7:00 <input type="checkbox"/> Release responsibility for most routines and procedures to your candidate. <input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Provide feedback to your candidate on how to improve implementation of routines and procedures (especially classroom management during these activities).</u> <input type="checkbox"/> Assist with preparation and video-recording of edTPA literacy lessons in mid-October. <input type="checkbox"/> Provide access to district planning documents for math (e.g. scope and sequences, curriculum maps, pacing guides).	<input type="checkbox"/> Attend mentor-candidate meeting #2 on Tuesday, Oct 5, 5:15-7:00 <input type="checkbox"/> Communicate with candidate to schedule the first formal observation of the candidate conducting a classroom routine. <input type="checkbox"/> Submit the first observation report through Taskstream.



NOVEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 LAST DAY LC FALL CLASSES	20
21	22	23	24	25 Thanksgiving Break	26	27
28	29	30				

Goal for November: Plan and teach several lessons		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Spend 2- 2.5 hours per week in the second level classroom and log hours. <input type="checkbox"/> Teach consecutive lessons in math and literacy (lessons to the same group of students over multiple days). <input type="checkbox"/> Conduct December Math Unit pretest.	<input type="checkbox"/> Release responsibility for teaching two or more consecutive lessons in literacy and math (small group and whole group). <input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <i>Discuss how you plan and assess mathematics. Provide input and resources for the math unit the candidate is planning.</i> <input type="checkbox"/> Complete and submit the Phase 2 Mentor Feedback Form.	<input type="checkbox"/> <b>Attend supervisor meeting on Tuesday, November 9, 9:30 am-noon</b> <input type="checkbox"/> Check in with the mentor and candidate via phone or email.

## Partnership Responsibilities in Phase 3: December – January

### Candidate Responsibilities in Phase 3

By now you should begin to feel like a co-teacher in the room and you should be developing a collaborative relationship with your mentor who allows you to take on more and more teaching responsibilities. With your mentor's permission and assistance for planning and preparation, you should take on increasing planning and teaching responsibilities. Specifically, you will take full responsibility for teaching, assessing, and reflecting on the December math unit lessons you planned during the fall term in MATH 567.

Beginning in January it is permissible for you to occasionally use a portion of the school day for planning even if it means missing some instructional time in the classroom. At this point in the year, developing planning skills is the new focus. Be judicious and strategic if opting to miss instructional time for planning purposes. Only do this if what you will miss is a routine with which you are very familiar, and it is not during a time you have taken over a major responsibility (i.e. working with a particular small group). For any lesson you will teach, lesson plans must be approved by the mentor no later than the day before you are scheduled to teach. Use your mentor's suggestions to improve your lesson plans. Later in the year you will be responsible for all of the planning. This is your chance to hone your lesson planning skills with guidance from your mentor.

### Mentor Responsibilities in Phase 3

At this phase collegiality and collaboration should become well-established. You and your student teacher should share responsibilities and plan together--you should begin to feel like co-teachers in the classroom. It is up to you to set the tone and help your student teacher view himself/herself as a contributor who takes on increasing teaching responsibilities and is a co-planner. Release more responsibility for instruction to your student teacher. You should retain most of the planning responsibilities. Allow your student teacher to take over the classroom for extended periods of time.

Now is the time to start preparing your candidate for a successful solo teaching experience by:

- ✓ Making your planning practices visible for your student teacher and explain how you make decisions about pacing, classroom management, and formative assessment.
- ✓ Discussing your instructional thought process. It is important for your student teacher to know **WHY** you made particular decisions about instruction and management.
- ✓ Support your student teacher during the teaching of the December math unit. Stay in the room and provide support for classroom management. Provide daily feedback that is targeted and specific.

DECEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Winter Break	23	24	25
26	27	28	29 Winter Break	30	31	

Goal for December: Take full responsibility for a unit of instruction		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Take full responsibility for math instruction and assessment for two weeks. <input type="checkbox"/> Teach the backward design unit. <input type="checkbox"/> Conduct additional second level practicum observations for a total of 30 hours (September – December). <input type="checkbox"/> Communicate with your supervisor to schedule the second formal observation which must be during a December math unit lesson and send the supervisor the lesson plan at least one day prior.	<input type="checkbox"/> Release responsibility for teaching math for at least two weeks. <input type="checkbox"/> Conduct first formal observation of the candidate teaching math. <input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Ask your candidate to reflect on the teaching, management, and assessment of the math unit.</u>	<input type="checkbox"/> Communicate with candidate to schedule the second formal observation of the candidate teaching a lesson from the December Math Unit. <input type="checkbox"/> Submit the second observation report through Taskstream.

JANUARY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6 FIRST DAY LC SPRING CLASSES	7	8
9	10	11	12	13	14	15
16	17 MLK Holiday	18	19	20	21	22
23	24	25	26	27	28	29

Goal for January: Teach half- and full-days. Increase responsibility for planning.		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Communicate with your supervisor to schedule the January Triad meeting. <input type="checkbox"/> Take on additional planning responsibilities. Actively seek planning advice from your mentor and other colleagues in the building. <input type="checkbox"/> Take over the class for <u>at least</u> two half- or one full-day. Share planning responsibilities for these days with your mentor.	<input type="checkbox"/> Communicate with your supervisor to schedule the January Triad meeting. <input type="checkbox"/> Provide access to all district and team planning documents for all content areas for the year (e.g. scope and sequences, curriculum maps, pacing guides). <input type="checkbox"/> Allow your candidate to take over for <u>at least</u> two half- or one full-day. Share the planning responsibilities for the lessons on these days. Leave the room for portions of these days to give your candidate a pre-solo experience. <input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Explain how you approach long range-planning. Look ahead to April-June and brainstorm about integrated literacy unit to take place during the solo.</u> <input type="checkbox"/> Complete and submit the Phase 3 Mentor Feedback Form.	<input type="checkbox"/> Communicate with the candidate and mentor to schedule the January Triad meeting. <input type="checkbox"/> Submit the January Triad Report form to Taskstream by January 24.

## Partnership Responsibilities in Phase 4: February – March

Candidate Responsibilities in Phase 4	Mentor Responsibilities in Phase 4
<p>During this phase your primary task is to prepare to take on the full range of responsibilities of a teacher during your solo experience. Self-assess and talk with your mentor to identify areas in which your confidence or your skills are weak and plan together what responsibilities you can have in the classroom that allow you to strengthen these skills. If you have struggled with literacy instruction, you should ask for more opportunities to teach reading and writing in order to build your skills and confidence in this area. If classroom management is difficult for you, you should ask to be in charge of transitions and the times of day when management issues tend to present themselves. If there is a curriculum area you have not yet taught, ask for the opportunity to take responsibility for the planning and instruction in this area.</p> <p>Implementing your skills for lesson and unit planning is critical in this phase. You will be creating a curriculum map and daily plans for the solo experience. Take advantage of every opportunity to talk with your mentor about the planning process. Because experienced teachers like your mentor may do much of their planning without writing extensive details on paper, your job is to talk with your mentor and find out about the thinking process that accompanies their plans.</p> <p>For the formal lessons the supervisor will observe, lesson plans must be provided at least one day in advance and must conform to the ELEM lesson plan template (see page 50).</p>	<p>Guiding your student teacher is the goal for this phase. Here the candidate moves toward independence as you prepare to hand over the full responsibility for instruction and planning to the candidate. During this phase your student teacher will spend a considerable amount of time planning for the solo teaching experience. Recede from prominence in the classroom and encourage your student teacher to experiment with new ideas and methods. This is the time when they will begin to find their voice and style as a teacher.</p> <p>Allow your student teacher to practice making decisions “in the moment” about how to handle student behavior issues, parent communication, instructional choices, and scheduling/pacing options. Make sure that your student teacher also follows through with the consequences resulting from these decisions. Even if your student teacher makes a decision different from the one you would have made, be supportive. Offer help and suggestions, but do not rescue!</p> <p>Take a proactive role in preparing students and their families for the transition to the solo teaching period. Clearly communicate the new role your student teacher will fulfill, while assuring everyone that you will maintain ultimate responsibility for everything that happens in your classroom during the solo period.</p>

FEBRUARY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JAN 30	31	1	2	3	4	5
6	7	8 Mentor-Candidate Meeting #3	9	10	11	12
13	14	15	16	17	18	19
20	21 President's Day Holiday	22	23	24	25	26

Goal for February: Increase stamina and hone teaching/planning skills		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Attend mentor-candidate meeting #3 on Tuesday, Feb 8, 5:15-7:00. <input type="checkbox"/> Communicate with your supervisor to schedule the third formal observation which must be of a whole group lesson (not math) and send the supervisor the lesson plan at least one day prior. <input type="checkbox"/> Take over the class for <u>at least</u> four half- or two full-days. Share planning responsibilities for these days with your mentor. <input type="checkbox"/> Take on the responsibility for planning and teaching one content area consistently on the days you are there. <input type="checkbox"/> Actively seek planning advice from your mentor and other colleagues in the building.	<input type="checkbox"/> Attend mentor-candidate meeting #3 on Tuesday, Feb 8, 5:15-7:00. <input type="checkbox"/> Allow your candidate to take over for <u>at least</u> four half- or two full-days. Share the planning responsibilities for the lessons on these days. Leave the room for portions of these days to give your candidate a pre-solo experience. <input type="checkbox"/> Conduct the second formal observation of the candidate teaching a subject other than math. <input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Spend time specifically mapping out the solo. Your candidate will need your support and direction to complete assignments for Lewis &amp; Clark course requirements.</u>	<input type="checkbox"/> Attend mentor-candidate meeting #3 on Tuesday, Feb 8, 5:15-7:00. <input type="checkbox"/> Attend supervisor meeting on Tuesday, Feb 28, 9:30 am-noon. <input type="checkbox"/> Communicate with candidate to schedule the third formal observation which must be of a whole group lesson (not math). <input type="checkbox"/> Submit the third observation report through Taskstream.

MARCH 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FEB 27	28	1	2	3	4	5
6	7	8	9	10	11 LAST DAY LC SPRING CLASSES	12
13	14	15	16	17	18	19
20	21 -----	22 -----	23 -----Spring Break-----	24 -----	25 -----	26
27	28 Earliest solo start date	29	30	31		

Goal for March: Demonstrate planning, teaching, assessing, reflecting skill through completion of edTPA		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Communicate with your supervisor to schedule the March Triad meeting. <input type="checkbox"/> Complete all in-classroom edTPA requirements.	<input type="checkbox"/> Communicate with your supervisor to schedule the March Triad meeting. <input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Spend time specifically planning and preparing for all aspects of the solo.</u> <input type="checkbox"/> Support your candidate in the completion of edTPA requirements.	<input type="checkbox"/> Communicate with candidate and mentor to schedule the March Triad meeting. <input type="checkbox"/> Submit the Formative CAEP Rubric scores through Taskstream.

*ALL LC coursework must be completed prior to the start of the solo teaching.  
edTPA must be completed and submitted prior to the start of the solo teaching.  
Failure to complete all spring coursework and edTPA in a timely way will jeopardize the timing of the solo teaching and could prevent licensure recommendation in June.*



## Partnership Responsibilities in Phase 5: April – May – June

### Candidate Responsibilities in Phase 5

During the final phase of the student teaching experience you will take on the full range of responsibilities of a teacher with continued support from your mentor. You may only begin your six-week solo after submitting edTPA and completing all spring course requirements. During this time, you will take on the sole responsibility for all teacher duties including planning, preparation, assessment, communication with students' families, and attendance at meetings.

The exact start and end dates of the solo will be negotiated between you and your mentor but must fall within the window indicated on the calendar below. During the remaining weeks (prior to and following the solo experience) you should maintain a central role in all aspects of the classroom including co-planning and co-teaching with your mentor.

Additional requirements:

- Teach for at least two weeks of the solo without the mentor teacher in the classroom during instructional time. Typically, this is the first two weeks so you can establish your role as the lead teacher.
- For the rest of the six-week solo, use your mentor as your classroom assistant.
- Share detailed lesson and unit plans with the mentor teacher at least the Friday prior to the week of instruction. The level of detail for these plans can be negotiated between the mentor and candidate.
- Provide detailed sub plans any time you are absent during the solo. These plans should be written with enough information for any sub to follow. If you are absent more than two days during solo, contact the clinical coordinator to determine if the solo timeframe will be extended.

### Mentor Responsibilities in Phase 5

During this phase student teachers should establish their independence and demonstrate the ability to resolve problems independently by taking responsibility for the full range of teacher responsibilities for a period of six weeks. You take on the role of a coach and help identify areas in need of refinement that will help them become confident in dealing with the rigors of the daily challenges in the school environment.

For two weeks of the solo you are not present (or minimally present) in the classroom during the instructional day. A good plan is for you to greet students at the start of the day, touch base with students while they are at lunch or recess breaks, return to say good-bye at the end of the day. This assures students and their parents that you are still involved, but you are confidently handing over teaching responsibilities to your candidate. For the remaining weeks of solo you should return to the classroom as negotiated with your candidate.

In addition, you should:

- ✓ Retain responsibility for all state testing.
- ✓ After the first two weeks, regularly observe and give feedback to your candidate.
- ✓ Serve as a substitute for your student teacher for any absences during solo and follow the sub plans provided for you.
- ✓ Co-teach during the remaining full-time weeks.
- ✓ Upon completion of the solo, write a letter of recommendation for the candidate.

APRIL 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Oregon Educator Fair	6 *Latest solo start date	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**\*MESOL NOTE:** Candidates in the MESOL program should aim for the later solo start date to provide additional time to accrue MESOL practicum hours prior to solo.

Goal for April: Assume sole responsibility for all facets of the classroom		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Submit edTPA prior to starting solo. <input type="checkbox"/> Teach for two weeks during which your mentor is not present in the room (or minimally present by agreement). <input type="checkbox"/> Communicate with your supervisor to schedule the fourth and fifth formal observations and send the supervisor the lesson plans at least one day prior. <input type="checkbox"/> Maintain full responsibility for all aspects of the classroom for the remaining weeks of solo.	<input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Ask your candidate to reflect on the solo teaching experience. Provide support, resources, and suggestions.</u> <input type="checkbox"/> Set up a work station outside the classroom (hallway, library, nearby office) and identify a communication system so your candidate can reach you for urgent matters. <input type="checkbox"/> Review and approve any communication the candidate intends to send to students' families. <input type="checkbox"/> Conduct the third formal observation of the candidate. <input type="checkbox"/> Complete and submit the Mid-Solo Mentor Feedback Form.	<input type="checkbox"/> Communicate with candidate to schedule the fourth and fifth formal observations one of which must be of a literacy lesson. The other should be in a content area not yet observed. <input type="checkbox"/> Submit the fourth and fifth observation report through Taskstream.

MAY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day Holiday	31				
JUNE 2022						
			1	2	3	4
5	6	7	8	9	10	11

Goal for May and June: Refine planning, teaching, assessing skills		
Candidate	Mentor	Supervisor
<input type="checkbox"/> Communicate with your supervisor to schedule the sixth formal observations and send the supervisor the lesson plans at least one day prior. <input type="checkbox"/> Following solo, assume role of co-teacher with your mentor. Retain this role through the last teacher contract day. <input type="checkbox"/> Communicate with your supervisor to schedule the June Triad meeting.	<input type="checkbox"/> Meet with candidates for at least 30 minutes each week. <u>Ask your candidate to reflect on the solo teaching experience. Provide support, resources, and suggestions.</u> <input type="checkbox"/> Conduct the fourth formal observation of the candidate. <input type="checkbox"/> Provide support for your candidate during the job search process. <input type="checkbox"/> Communicate with your supervisor to schedule the June Triad meeting.	<input type="checkbox"/> Communicate with candidate to schedule the sixth formal observation. <input type="checkbox"/> Submit the sixth observation report through Taskstream. <input type="checkbox"/> Communicate with candidate and mentor to schedule the June Triad meeting. <input type="checkbox"/> Submit the Summative CAEP Rubric scores through Taskstream no later than June 8.

## Second Level Practicum Requirement

One valued feature of the Lewis & Clark program is the year-long placement in a single classroom. However, to balance the intense experience at one grade, we also require you to complete and document a shorter practicum at another grade. The second level practicum (30 hours) must be completed in fall term in a classroom at least two grades away from your placement grade. You will gain the most from this experience if you spread out your observations. We recommend you spend about 2.5 hours per week in your second level classroom. Completion of this practicum and a reflection paper on the similarities and differences between the two grades is a graded assignment in your Seminar (ED 517) class.

While in your second level classroom you will be an observer and participant. You will not take over any teaching responsibilities in this classroom, but you can serve as an assistant at the teacher's direction.







The time you spend in your second level classroom is integral to your future success as a teacher beyond the student teaching experience. Please recognize that your time in the second level classroom is a unique and valuable opportunity to become a well-rounded educator. Take advantage of the time with your second level mentor to investigate curriculum, examine instruction, observe classroom norms, and ask questions about students at this level.

The purpose of the second level practicum is to prepare you for teaching across the elementary continuum by ensuring you fully understand the classroom environment and instruction across grade levels.

Here are some frequently asked questions about the second level practicum:

### 1. What grade level(s) "count" as my second level?

*The second level practicum must be done in a class a minimum of two grade levels removed from your student teaching level. In other words, you cannot complete your second level practicum in an adjacent grade.*

<i>If you are in kinder</i>		<i>Second, third, fourth, or fifth</i>
<i>If you are in first</i>		<i>Third, fourth, or fifth</i>
<i>If you are in second</i>		<i>Kinder, fourth, or fifth</i>
<i>If you are in third</i>		<i>Kinder, first, or fifth</i>
<i>If you are in fourth</i>		<i>Kinder, first, second</i>
<i>If you are in fifth</i>		<i>Kinder, first, second, third</i>

**2. Can I fulfill this requirement by observing and working in a variety of classrooms at many of the possible second level grades?**

*No. You are required to participate in a supervised practicum in one classroom at the second level. The intent of the practicum is to give you an understanding of instruction, management, assessment, and classroom culture at this second level. Working in one classroom over the term will give you this perspective.*

*We also recognize that there is great value in seeing many teachers in your building at a variety of grade levels. For this reason, you are encouraged to spend time in other classrooms in the spring term.*

**3. Can I do my second level practicum in a classroom at a different school?**

*No. Due to the overwhelming scheduling challenges, you are not allowed to leave your school to participate at another site. The advantage of having your second level classroom at your school is that you can take advantage of scheduling opportunities that arise on the spur of the moment to spend time in your second level classroom.*

**4. How do I find a classroom for my second level practicum?**

*Your mentor will help you find another teacher at your school who is willing to let you observe and participate.*

**5. When should I go to my second level practicum?**

*You should negotiate with your mentor and second level teacher to be in the second level classroom on various days and at various times so that you can participate with a wide range of classroom activities. It is your responsibility to communicate with your mentor and the second level teacher in a timely way to ensure you are making progress toward fulfilling this requirement. Specific requirements for the observations that count toward this requirement will be provided in your fall Seminar class (ED 517).*

**6. How do I keep track of my second level hours?**

*You will complete entries on an electronic form following each second level observation. You will also complete a reflection assignment associated with your Second Level Practicum as part of the Seminar class in fall term.*

**7. What if I have questions or I am confused about the second level practicum?**

*Direct your questions to your Seminar instructor.*

## Substitute Teaching

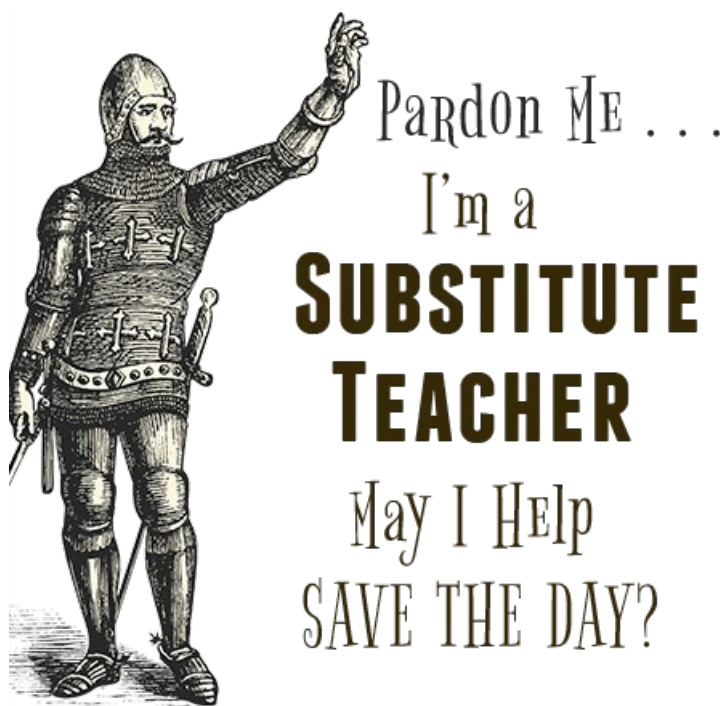
The Restricted Substitute Teaching license makes you eligible to serve as a paid substitute during your student teaching experience. OAR 584-210-0150 defines the requirements and limitations of this license ([http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_584/584\\_210.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_584/584_210.html)).

However, district policies vary regarding the use of student teachers as substitutes so contact the Human Resources department in your district to find out if they sponsor student teachers in the substitute licensure process and if they hire student teachers as substitutes. If you choose to apply for the Restricted Substitute Teaching license, you will do so through the district's process and not through Lewis & Clark.

Additionally, the ELEM program policy below defines the timeframe and locations for which you are permitted to serve as a paid substitute.

- Subbing is not permitted prior to solo teaching.
- Subbing is not permitted outside your school.
- Subbing is permitted during or after solo for your classroom mentor.
- Subbing is permitted for other teachers in your school after solo has been completed but is restricted to one day a week.
- The duration and frequency of subbing assignments must adhere to district guidelines and TSPC rules.

You are not required to serve in the role of substitute. If questions arise, contact the clinical coordinator.



## Placement Changes

The mentor-candidate relationship develops over the course of the year and each party will inevitably experience some highs and some lows. Frank and honest communication between the mentor and the candidate will be the key to a successful yearlong relationship. Sometimes the mentor-candidate relationship does not unfold according to the expectations of the mentor, the candidate, or both. If this is the case, the mentor and candidate each have an obligation to be candid with one another about their perceptions and must try to work out a solution. In rare cases, a change of placement will be considered. The process for a change of placement depends on who initiates the change request.

If a mentor believes a change in placement may be necessary, they should first discuss the issues with the candidate. If there is no resolution, the mentor should contact the clinical coordinator who will serve as a mediator in continued conversations between the mentor and candidate. If the mentor still feels a placement change is the only solution, LC will honor the mentor's decision. If a mentor believes the candidate's presence in the classroom compromises the students' ability to learn, LC will expedite this process and may skip any of the preceding steps. Any time a candidate is removed from their placement by the mentor, the clinical coordinator will create a Plan of Assistance to promote a smooth transition to a new placement.

If a candidate believes a change in placement may be necessary, they should discuss the issues with the clinical coordinator. If the candidate wishes to pursue a placement change, they must provide the following in writing to the program director. Please be professional in your language and your tone.

1. Describe your concerns about the current placement.
2. What steps have you taken to address your concerns?
3. What do you see as the potential risks/challenges of making a placement change?
4. What do you see as the potential benefits of making a placement change?

Next, a faculty committee will be convened to evaluate a candidate's concerns and weigh the long-term and short-term benefits and risks of making a change. Before a change of placement decision is made, several faculty members will visit your site and/or meet with you to gather more information. Most student-initiated placement changes take effect at the midpoint of the year and only for concerns that faculty deem reasonable to disrupt the year-long placement.

If a second placement change (i.e. a third classroom placement during the year) becomes necessary for any reason, the candidate's situation will require the review and approval by the department chair before the search for a third placement classroom is initiated. The department chair may request a meeting to discuss the reasons for the two changes and may require increased supervision and evaluation of the candidate while in a third classroom.

## Support for Transition

Additional support will be put in place to assist any candidate who experiences a significant transition such as a change of mentor (typically when a long-term substitute fills in for a mentor on leave) or change of placement due to unforeseen circumstances. The clinical coordinator will meet with the candidate, mentor, and supervisor to determine the roles and responsibilities for each person. The clinical coordinator will also create a detailed timeline for additional check-ins with all parties. It is the candidate's responsibility to maintain communication with the supervisor and clinical coordinator if they feel the need for additional support during a transition period.

## **Concerns about Candidate Performance**

Both Lewis & Clark faculty and the district administrators at the student teaching experience site have the authority to terminate a student teaching experience placement because of unsatisfactory performance. If a member of the faculty, supervisor, mentor teacher, principal, student, or parent expresses concern about a candidate's performance, Lewis & Clark will follow the procedures listed below.

### **Classroom Concerns: Immediate**

If the mentor observes a situation that causes immediate and critical concern, the mentor should contact the clinical coordinator within 24 hours of the incident and provide a full and detailed report describing exactly what transpired. All concerns regarding a candidate's classroom conduct will be discussed by both college and school personnel before any decision about a potential placement change is reached. The principal or district administrator may temporarily remove a candidate from the site until the concern is resolved.

Some behaviors may trigger an automatic suspension from the classroom while the incident is being investigated or evaluated. These behaviors include but are not limited to: inappropriate touching of a student, poor judgment regarding student safety, use of physical force, sexual harassment, evidence of substance abuse, or the request of a parent/guardian or building principal that the candidate be removed from the classroom upon complaint of a student.

Likewise, if a candidate has concerns about any breach of ethics such as sexual harassment or discrimination at the student teaching experience site, they should contact the clinical coordinator immediately to determine how to proceed in accordance with the graduate school's policies (see [http://www.lclark.edu/graduate/student\\_life/handbook/college\\_policies/](http://www.lclark.edu/graduate/student_life/handbook/college_policies/)). College policies governing issues such as harassment, substance abuse, and sexual conduct can be found on the LC website.

### **Student/Parent Complaint**

If a student or parent complaint generates a request from the mentor or principal for the removal of a candidate from the classroom or school site, the mentor or principal should contact the clinical coordinator within 24 hours of the complaint. All concerns regarding a candidate's classroom conduct should be discussed by both college and school personnel before any decisions about a potential placement change is reached. The principal or district administrator may temporarily remove a 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 candidates 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, the candidate will be immediately removed from the student teaching experience 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.



## **Classroom Concerns: Lack of Progress on the CAEP Rubric**

Candidates' teaching competency is evaluated using the CAEP Rubric. The standards described in this rubric are applied throughout the program and are the basis for providing explicit and detailed feedback to candidates. It is also a basis for assessment of the progress of candidates toward successful completion of the program.

There may be times when a faculty member, supervisor, or mentor identifies a particular area of challenge or struggle for a candidate. In such cases, the faculty member, supervisor, or mentor will contact the clinical coordinator who will schedule a meeting for the purpose of establishing support for improvement in this/these area(s). This meeting will include the candidate, mentor, and clinical coordinator. Upon conclusion of the meeting the clinical coordinator will send an email to all meeting attendees and the supervisor. In this email the clinical coordinator will document the meeting outcomes including actions to be taken by the candidate, a timeline, expected indicators of progress, and a date for a follow-up discussion (meeting or email). On the follow-up date, the candidate, mentor, and clinical coordinator will report on progress toward an acceptable rating in each of the areas of concern on the CAEP Rubric. If the candidate is making sufficient progress, no further action or documentation is necessary. If faculty judge the progress insufficient, a formal plan of assistance will be implemented (see below).

### **Plans of Assistance**

If a faculty member, supervisor, or mentor determines that there has not been sufficient progress in the areas identified in the meeting described above or as detailed in this handbook, a formal plan of assistance will be created by the clinical coordinator in consultation with the candidate, mentor, and supervisor. A plan of assistance can also be initiated without following the steps described in the preceding section in the event of serious concerns about performance, typically near the beginning of the solo teaching experience.

A plan of assistance will specify the areas in which the candidate must improve in order to satisfy the requirements set by Lewis & Clark for successful completion of the MAT program and recommendation to TSPC for a Preliminary Teaching License. It will include a detailed description of the concerns, strategies and resources for addressing the concerns, a timeline for meeting the goals, and a plan for assessing progress. Copies of the plan of assistance will be distributed to the candidate, mentor, and supervisor who may, if they desire, make further suggestions for the plan. The candidate may request that the program director participate in the discussions about the plan of assistance for the candidate. Failure to make satisfactory progress following this plan of assistance may result in the decision by Lewis & Clark not to recommend the candidate for licensure.

If a candidate is dissatisfied with the outcome or the process, they may discuss these concerns with the department chair. If the candidate is not satisfied with the department chair's decision, they may request a meeting with the dean. If any concern is serious enough to merit a formal review and potential academic or disciplinary action (up to and including dismissal from the program), the program director will follow the Student Professional Conduct Review Process described in the Graduate Catalog.

## Licensure

The Teacher Education office maintains a licensure file for each candidate. In order to recommend a candidate for licensure we need to have accurate records of each of the following. Whenever possible, keep a copy of each of these items for your personal records.

- ☐ Admission to the Preliminary Teaching License program.
- ☐ Verification of a bachelor's degree or higher from a regionally accredited institution.
- ☐ Documentation of background clearance from TSPC.
- ☐ \*Passing scores submitted to Lewis & Clark for ORELA: Protecting Student and Civil Rights in the Educational Environment Exam.
- ☐ <sup>Δ</sup> Passing score submitted to Lewis & Clark on edTPA as scored by Pearson.
- ☐ Six formal observation reports from supervisor.
- ☐ Documentation of four formal evaluations completed by the mentor.
- ☐ Summative CAEP Rubric submitted by supervisor.
- ☐ <sup>Δ</sup> Passing scores submitted to Lewis & Clark for NES subject area test.
- ☐ Successful completion of all licensure courses with course grades issued.

\*As of the publication date of this Handbook, by order of Oregon Governor Kate Brown, this requirement is currently suspended. Check with the faculty program director for updates on the status of this requirement.

### <sup>Δ</sup> **Three options to submit official test scores**

- 1) **Have results sent directly to Lewis & Clark:** At the time of test registration, the student can request that the testing company send the official results to Lewis & Clark. This is the preferred and most efficient way to get results to us, and this is the only way edTPA results are reported.
- 2) **Verify results in person:** For the ORELA: Civil Rights and NES Subject Area Tests, the student can come to the admissions office and log in to their testing account in the presence of admissions staff.
- 3) **Forward score report email:** For the ORELA: Civil Rights and NES Subject Area Tests, the student must forward the entire email--not just the attachment with the test scores—to the admissions office at [gseadmit@lclark.edu](mailto:gseadmit@lclark.edu).

## **Additional Policies Related to Recommendation for Licensure**

This handbook describes the requirements that must be successfully completed in order for a candidate to be recommended for licensure. Failure to complete any of these requirements will lead to the student not being recommended for licensure. Reasons may include a wide range of factors, from the inability to fulfill performance expectations to extended absences or illness. The determination that a student will not be recommended for licensure will be made by the department chair, on the recommendation of the program director and clinical coordinator.

Under certain circumstances, a candidate who cannot be recommended for licensure at the customary completion of the program will not be able to fulfill the requirements of the program within the time remaining in the school year may be given one or both of the following options:

- *Additional fall student teaching experience (Fall Finish)*  
In cases where a candidate has been unable to satisfactorily complete the requirements of the program, but has demonstrated the promise of being able to do so with an additional term of student teaching, the department chair may grant, at her or his discretion, the option of completing an additional fall student teaching experience. Typically, the fall practicum begins in late August and continues until winter break. The practicum is required to enable the candidate to complete the two major Oregon Administrative Regulation requirements of nine weeks of full-time student teaching (including at least six weeks of successful solo teaching) and the successful completion of the edTPA.
- *Program change: M.Ed. in Educational Studies*  
If a candidate is unable to complete the requirements necessary to be recommended for licensure, but has demonstrated the potential to complete a master's degree in the field of education that does not involve classroom teaching, the department chair may grant, at their discretion, the candidate's admission to the M.Ed. Program in Educational Studies. Requirements for this degree can be found in the Graduate Catalog.

In cases where a candidate wishes to appeal the decision of the department chair, they may submit a written request to the Dean of the Graduate School.

## ELEM Professionalism Expectations

Communication and Professionalism	
Expectation	Selected indicators
1. The candidate is consistently organized and manages time well.	<input type="checkbox"/> I consistently arrive to school and class on time and prepared. <input type="checkbox"/> I initiate timely discussions with mentor or faculty for assignments or projects when necessary. <input type="checkbox"/> I follow course policies when a request for an extension is necessary.
2. The candidate is thoughtfully and effectively engaged in courses and the school community.	<input type="checkbox"/> I make positive contributions to the work at hand. <input type="checkbox"/> I refrain from interacting with technology at inappropriate times. <input type="checkbox"/> I interact with professionals throughout the school (e.g. counselors, librarians, specialists, support staff, and administrators). <input type="checkbox"/> I attend special events even if they take place outside the school day. <input type="checkbox"/> I pay attention with an open and curious mind to the activities and experiences I encounter whether at school or in classes at LC. <input type="checkbox"/> I refrain from doing homework while at my placement.
3. The candidate consistently shows strong and effective skills in verbal, nonverbal, and written communication.	<input type="checkbox"/> I reply to emails promptly and professionally (within 24 hours). <input type="checkbox"/> I produce work that reflects the ELEM Academic Writing Guidelines (see page 67). <input type="checkbox"/> I attend to my tone of voice, facial expressions, and body language in all professional interactions.
4. The candidate is dependable and responsible.	<input type="checkbox"/> I minimize absences and follow course and program policies for reporting absences. <input type="checkbox"/> I follow through with commitments I make to peers, mentor, and faculty.

Openness to Learning and Self-Awareness	
Expectation	Selected indicators
5. The candidate approaches all program activities with curiosity and the expectation that there is something to learn.	<input type="checkbox"/> I project self-assurance and confidence that is balanced with humility and openness to learning. <input type="checkbox"/> I respond to new information with open-minded comments like, "I wonder..." and "Tell me more..." <input type="checkbox"/> I disagree respectfully when I encounter opinions and practices that do not match my own.
6. The candidate is concerned with their own professional growth.	<input type="checkbox"/> I complete course assignments in a timely manner and only submit work that represents my best effort. <input type="checkbox"/> I seek and use feedback from faculty, mentor, and supervisor. <input type="checkbox"/> I use instructor feedback on prior assignments to make improvements on future assignments. <input type="checkbox"/> I take responsibility for my progress as measured by the month-by-month guidelines presented in the ELEM Handbook.

7. The candidate identifies with the profession of teaching and conducts themselves in a professional manner in appearance, attitude, and communication.	<input type="checkbox"/> I adhere to school norms for faculty attire when at school. <input type="checkbox"/> I present myself in a professional manner with attention to cleanliness, grooming of hair (and facial hair), necklines, and skirt length. <input type="checkbox"/> I demonstrate a conscientious work ethic. <input type="checkbox"/> I willingly accept increasing responsibilities over the course of the year.
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Ethical and Respectful Behavior	
Expectation	Selected indicators
8. The candidate recognizes and applies ethical and legal requirements and professional standards.	<input type="checkbox"/> I know and follow the ethical, legal, and professional responsibilities defined in the Oregon Teacher Standards and Practices Commission (TSPC) rules. <input type="checkbox"/> I know and follow Family Educational Rights and Privacy Act (FERPA) laws respecting students' education records. <input type="checkbox"/> I know and follow the Oregon statutes for reporting child abuse. <input type="checkbox"/> I know and follow Lewis & Clark policies regarding professional conduct and academic integrity. <input type="checkbox"/> I know and follow the policies of my school and district.
9. The candidate follows appropriate conflict resolution processes.	<input type="checkbox"/> I seek wise counsel for resolving ongoing or difficult conflicts. <input type="checkbox"/> I address issues directly with the individual(s) with whom the conflict exists. <input type="checkbox"/> I demonstrate self-regulation with regard to anger and impulse control in all professional interactions.
10. The candidate respects and values every individual in the school and college communities.	<input type="checkbox"/> I refrain from gossip and decline to participate in conversations intended to demean or belittle others. <input type="checkbox"/> I interact respectfully with parents, peers, mentors, faculty regardless of culture, age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. <input type="checkbox"/> I respect the authority of the individuals in leadership roles (faculty, mentor, administrators, etc.).
11. The candidate recognizes the boundaries of their particular competencies and the limitations of their expertise.	<input type="checkbox"/> I am cautious when responding to unfamiliar situations in which I am unsure of appropriate policies or protocols. <input type="checkbox"/> I take responsibility for compensating for my lack of knowledge or experience by seeking the counsel of program faculty and school-based mentors. <input type="checkbox"/> I actively seek opportunities to increase my knowledge and competence. <input type="checkbox"/> I recognize the limitations associated with my role as a guest in the school community.

If persistent demonstration of unprofessional behavior is observed by multiple faculty members (including mentors or supervisors) the candidate may be required to present a plan for professional improvement to a faculty council composed of ELEM faculty members.

# ELEM Lesson Plan Template

## Lewis & Clark Graduate School of Education and Counseling

### 2021-2022 ELEM Program · Lesson Plan Template

Lesson title:

Candidate's name:	Lesson date:	Grade level:
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<b>Standard(s) addressed</b> <i>(Paste text from CCSS or other state documents.)</i>
<b>Lesson Objective/Learning Intention</b> <i>(Describe what students will know, understand, or be able to do as a result of this lesson.)</i> → Students will be able to...
<b>Learning Outcomes/Success Criteria</b> <i>(How will I know that I learned it? Describe observable evidence of learning in student-friendly language.)</i> → I can ...
<b>Formative Assessments</b> <ul style="list-style-type: none"> <li><b>Formal assessment</b> <i>(What artifacts will students produce that document their learning?)</i></li> <li><b>Informal/observational</b> <i>(What will you be watching/listening for and when? How will you keep track?)</i></li> </ul>

Lesson at a glance		
Lesson phase	# of minutes	Key activities
Opening		
Mini-lesson		
Work Time		
Closure		

<p><b>Materials and Lesson Considerations</b> (What will you need to prepare ahead of time? What seating arrangements will support your lesson?)</p>
<p><b>Supports for students</b> (What will you provide to ensure all students are fully engaged and learning?)</p> <p><u>Scaffolds for SPED students as per IEP and 504 requirements</u> (In this space list the initials of students who will have IEP- or 504-required supports and a brief description of the requirement(s). In the lesson plan use yellow highlighter to show the supports in context.)</p> <p><u>Language supports for ELL students</u> (In this space list the initials of students who will benefit from language supports. In the lesson plan use pink highlighter to show the supports in context.)</p> <p><u>Differentiation for TAG students</u> (In this space list the initials of students who will benefit from supports to extend or deepen learning. In the lesson plan use blue highlighter to show the supports in context.)</p> <p><b>Literacy lessons only:</b> <u>Supports for students with dyslexia</u> (In this space list the initials of students who will benefit from dyslexia supports. In the lesson plan use purple highlighter in purple to show the supports in context.)</p> <p><u>Extensions for early finishers</u> (In this space list the tasks or directions to extend learning related to this lesson's objective.)</p>

Detailed lesson sequence			
# of min	The teacher will...	Students will...	Materials needed

# CAEP Rubric of K-6 Elementary Teacher Preparation Standards

## STANDARD 1 - Understanding and Addressing Each Child's Developmental and Learning Needs

	<b>Level 1: The Beginning Candidate</b> <i>Little or no evidence that the candidate meets the component's performance expectation.</i>	<b>Level 2: The Developing Candidate</b> <i>Demonstrating some but not all of the performance characteristics necessary to meet the standard at an acceptable level.</i>	<b>Level 3: The Competent Candidate</b> <i>Demonstrating proficiency at an acceptable level for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>	<b>Level 4: The Accomplished Candidate</b> <i>Demonstrating exemplary practice for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>
<b>1.a - Candidates use their understanding of how children grow, develop and learn to plan and implement developmentally appropriate and challenging learning experiences within environments that consider the individual strengths and needs of children.</b>	Candidate demonstrates little or no understanding of how children grow, develop, and learn.	Candidate understands how children grow and develop across the developmental domains, how development in each domain impacts growth in the other domains, and how all together they impact learning, but do not use this knowledge to plan developmentally appropriate and challenging learning experiences or environments.	Candidate uses their understanding of how children grow and develop across the developmental domains, how development in each domain impacts growth in the other domains, and how all together they impact learning to plan and implement developmentally appropriate and challenging learning experiences and environments that consider individual children's strengths and needs.	Candidate uses their understanding of how children grow and develop across the developmental domains, how development in each domain impacts growth in the other domains, and how all together they impact learning to plan and implement learning experiences and environments that consider individual children's strengths and needs and are able to articulate the theoretical foundations for their plans and actions.
	Candidate does not gather information about learners' development.	Candidate gathers information about learners' development but does not do this systematically or does not use this information to support development.	Candidate observes and records learners' development, individually and in group contexts, to determine strengths and needs in each area of development.	Candidate assesses learners' development, using a variety of assessments, individually and in group contexts, to determine strengths and needs in each area of development.
<b>1.b - Candidates use their understanding of individual differences and diverse families, cultures, and communities to</b>	Candidate does not understand nor recognize the individual differences and diverse family, cultural, and community background(s) that each child brings to the learning context.	Candidate understands and recognizes the individual differences and diverse family, cultural, and community background(s) that each child brings to the learning context.	Candidate understands and recognizes the individual differences and diverse family, cultural, and community background(s) that each child brings to the learning context and how these differences might be used to maximize a student's learning.	Candidate understands and recognizes the individual differences and diverse family, cultural, and community background(s) that each child brings to the learning context and how these differences might be used to maximize a student's learning; they recognize that individual learner characteristics and family, cultural, and community backgrounds are interrelated creating a unique learning profile for each student.



<b>plan and implement inclusive learning experiences and environments that build on children's strengths and address their individual needs.</b>	Candidate does not gather nor use information about individual children's unique characteristics to inform planning and implementation of learning experiences and environments.	Candidate gathers information about individual children's unique characteristics but does not use it or uses it ineffectively to inform planning and implementation of learning experiences and environments.	Candidate gathers and uses information about individual children's characteristics to inform planning and implementation of learning experiences and environments that build on children's strengths and address their individual needs; they monitor effects of those experiences and environments on individual children's development and learning.	Candidate gathers and uses information about individual children's characteristics to inform planning and implementation of learning experiences and environments that build on children's strengths and address their individual needs; they systematically monitor effects of those experiences and environments on individual children's development and learning; and consider how their own experiences and potential biases may impact their instructional decisions and their relationships with learners and their families.
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<b>1.c -- Candidates work respectfully and reciprocally with families to gain insight into each child in order to maximize his/her development, learning and motivation.</b>	Candidate may respond to communication from families but does not initiate communication with families.	Candidate initiates communication with families but communication is one-way from school to home and focuses primarily on reporting progress or reporting problem behavior.	Candidate engages in respectful and reciprocal communication with families to exchange a variety of information to help motivate the child's learning and development, particularly families of children with special needs and English Language Learners.	Candidate engages in respectful and reciprocal communication with all families to exchange a variety of information to help the child in school, particularly families of children with special needs and English Language Learners. Candidate partners with families to motivate their child/children and to set shared challenging yet reachable goals for each child's learning and development.
	Candidate's communication and actions demonstrate little or no knowledge of home culture and language, various structures of families, and different beliefs about parenting; or the candidate's interactions with families are insensitive to these factors. Candidate's actions or comments denigrate families who are facing adversity and who may need support to actively participate in their child's education.	Candidate's communication and actions demonstrate knowledge of home culture and language, various structures of families and different beliefs about parenting.	Candidate's communication and actions demonstrate knowledge of home culture and language, various structures of families and different beliefs about parenting, and understanding of the potential effects on children whose families are facing adversity and may need support to actively participate in their child's education.	Candidate's communication and actions demonstrate knowledge of home culture and language, various structures of families and different beliefs about parenting; and understanding of the potential effects on children whose families are facing adversity and may need support to actively participate in their child's education; and candidate works respectfully to help all families access school and community resources to support their child's learning and development.

## STANDARD 2 - Understanding and Applying Content and Curricular Knowledge for Teaching

	<b>Level 1: The Beginning Candidate</b> <i>Little or no evidence that the candidate meets the component's performance expectation.</i>	<b>Level 2: The Developing Candidate</b> <i>Demonstrating some but not all of the performance characteristics necessary to meet the standard at an acceptable level.</i>	<b>Level 3: The Competent Candidate</b> <i>Demonstrating proficiency at an acceptable level for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>	<b>Level 4: The Accomplished Candidate</b> <i>Demonstrating exemplary practice for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>
<b>2.a - Candidates demonstrate and apply understandings of the elements of literacy critical for purposeful oral, print, and digital communication</b>	Candidate is unable to demonstrate knowledge of the elements of literacy that are critical for purposeful oral, print and digital communication.	Candidate knows the elements of literacy that are critical for purposeful oral, print and digital communication.	Candidate demonstrates knowledge and understanding of the elements of literacy that are critical for purposeful oral, print, and digital communication.	Candidate demonstrates knowledge, understanding, and the ability to evaluate instructional materials for the elements of literacy critical for purposeful oral, print or digital communication.
	Candidate is unable to identify the foundational literacy elements in an integrated, comprehensive, and balanced literacy curriculum.	Candidate is able to identify the elements of foundational literacy in an integrated, comprehensive, and balanced literacy curriculum.	Candidate uses knowledge of the elements of foundational literacy to implement lessons and/or activities from an integrated, comprehensive, and balanced literacy curriculum, and demonstrates an understanding of stages in the acquisition of reading skills.	Candidate uses knowledge and understanding of the elements of foundational literacy to design and implement integrated, comprehensive, and balanced literacy lessons and activities that demonstrate an understanding of stages in the acquisition of reading skills.
<b>2.b - Candidates demonstrate and apply understandings of major mathematics concepts, algorithms, procedures, applications and mathematical practices in varied contexts, and connections within and among</b>	Candidate is unable to demonstrate knowledge of the major mathematics concepts, algorithms, procedures, applications and mathematical practices in varied contexts, and of the connections within and among mathematical domains (number and operations in base ten; number and operations – fractions; operations and algebraic thinking; measurement and data; and geometry).	Candidate knows major mathematics concepts, algorithms, procedures, applications and mathematical practices in varied contexts, and connections within and among mathematical domains (number and operations in base ten; number and operations – fractions; operations and algebraic thinking; measurement and data; and geometry).	Candidate demonstrates knowledge and understanding of major mathematics concepts, algorithms, procedures, applications and mathematical practices, and makes connections within and among mathematical domains (number and operations in base ten; number and operations – fractions; operations and algebraic thinking; measurement and data; and geometry), and across other curricular areas.	Candidate demonstrates knowledge and understanding of major mathematics concepts, algorithms, procedures, applications and mathematical practices in varied contexts, and makes connections within and among mathematical domains (number and operations in base ten; number and operations – fractions; operations and algebraic thinking; measurement and data; and geometry), across other curricular areas and to real-world contexts.

<b>mathematical domains.</b>	Candidate is unable to demonstrate knowledge of the mathematical practices and the instructional connections between the mathematical practices and mathematics content topics.	Candidate's explanations demonstrate knowledge of the mathematical practices and the instructional connections between the mathematical practices and mathematics content topics.	Candidate understands and engages students in the mathematical practices and plans using instructional connections between the mathematical practices, mathematics content topics and other curricular areas.	Candidate understands and engages students in mathematical practices and plans using instructional connections between the mathematical practices, mathematics content topics, other curricular areas, and real-world contexts.
<b>2.c - Candidates demonstrate and apply understandings and integration of the three dimensions of science and engineering practices, cross-cutting concepts, and major disciplinary core ideas, within the major content areas of science.</b>	Candidate is unable to demonstrate knowledge of science and engineering practices, crosscutting concepts, and major disciplinary core ideas within the major content areas of science (physical, life, earth and space, engineering design).	Candidate knows the science and engineering practices, crosscutting concepts, and major disciplinary core ideas within the major content areas of science (physical, life, earth and space, engineering design).	Candidate demonstrates knowledge, understanding, and the ability to integrate science and engineering practices, crosscutting concepts, and major disciplinary core ideas within the major content areas of science (physical, life, earth and space, engineering design).	Candidate demonstrates knowledge, and the ability to integrate science and engineering practices, crosscutting concepts, and major disciplinary core ideas within the major content areas of science (physical, life, earth and space, engineering design) and across other curriculum areas.
	Candidate is unable to demonstrate understanding of the nature of science and how science and engineering are practiced in the classroom.	Candidate's explanations demonstrate understanding of the nature of science and how science and engineering are practiced in the classroom.	Candidate understands the nature of science and how science and engineering are practiced and can model and incorporate the practices into classroom teaching and learning activities, while implementing curricular program lessons in science.	Candidate understands the nature of science and how science and engineering are practiced and can model, and implement curricular program lessons in science, as well as design instructional activities that encompass how science and engineering are practiced in classroom teaching and learning activities.
<b>2.d - Candidates demonstrate understandings, capabilities, and practices associated with the central concepts and tools in Civics, Economics, Geography, and History, within a framework of informed inquiry.</b>	Candidate is unable to demonstrate knowledge of the central concepts and the tools of informed inquiry within civics, economics, geography, and history	Candidate knows central concepts within civics, economics, geography, and history.	Candidate demonstrates knowledge and understanding and is able to describe and plan for instructional use of the central concepts and tools of informed inquiry within civics, economics, geography, and history.	Candidate demonstrates knowledge, and understanding, and is able to describe and plan for integrated instructional applications of the central concepts and tools of informed inquiry within civics, economics, geography, and history.
	Candidate is unable to demonstrate understanding of the framework of informed inquiry which guides instruction in the social studies.	Candidate's explanations demonstrate understanding of the framework of informed inquiry which guides instruction in the social studies.	Candidate understands the framework of informed inquiry which guides instruction in the social studies, demonstrating the ability to implement curricular program lessons in social studies which incorporate meaningful, integrative, value-based, challenging, and active processes.	Candidate understands the framework of informed inquiry which guides instruction in the social studies, demonstrating the ability to design and implement lessons in social studies that illustrate teaching and the facilitation of learning that is meaningful, integrative, value-based, challenging, and active.

### STANDARD 3 – Assessing, Planning, and Designing Contexts for Learning

	<b>Level 1: The Beginning Candidate</b> <i>Little or no evidence that the candidate meets the component's performance expectation.</i>	<b>Level 2: The Developing Candidate</b> <i>Demonstrating some but not all of the performance characteristics necessary to meet the standard at an acceptable level.</i>	<b>Level 3: The Competent Candidate</b> <i>Demonstrating proficiency at an acceptable level for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>	<b>Level 4: The Accomplished Candidate</b> <i>Demonstrating exemplary practice for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>
<b>3.a – Candidates administer formative and summative assessments regularly to determine students' competencies and learning needs.</b>	Candidate administers required summative assessments.	Candidate selects and administers formative and summative assessments without making modifications to meet individual student needs.	Candidate selects and administers a variety of formative and summative assessments and differentiates assessments using modifications based on students' individual learning needs.	Candidate designs, selects, adapts, and administers a variety of formative and summative assessments and differentiates assessments using modifications based on students' individual learning needs.
	Candidate does not interpret assessments that have been administered.	Candidate interprets formative and summative assessments to provide required data reports for accountability.	Candidate designs, administers, and accurately interprets formative and summative assessments to identify learners' needs, to monitor learning and behavior, and to report progress.	Candidate designs, administers, and accurately interprets formative and summative assessments to identify learners' needs, to monitor learning and behavior, and to report progress. Candidate provide opportunities for students' choice about how they will demonstrate understanding by designing formative and summative assessment tasks that consider individual student needs.
<b>3.b – Candidates use assessment results to improve instruction and monitor learning.</b>	Candidate does not use assessment information to effectively plan instruction.	Candidate uses assessment information to plan initial instruction but does not adjust during instruction based on the formative assessment data they are collecting.	Candidate uses assessment information to plan, monitor, and adapt instruction; adjusting instruction to meet the needs of groups of students.	Candidate uses assessment information to plan, monitor, and adapt instruction to meet the needs of individuals and groups of students, providing both remediation and enrichment.
	Candidate provides minimal feedback to students, such as grades with no explanation. Candidate uses assessment information to plan initial instruction but does not adjust during instruction based on the formative assessment data they are collecting. Candidate uses a single assessment.	Candidate uses a single assessment source to provide general feedback to groups or individuals about their achievement.	Candidate uses multiple assessment sources to provide detailed, task-specific feedback to individuals and groups about their achievement and engagement.	Candidates use a variety of assessment sources to provide detailed, task-specific feedback to individuals and groups about their achievement and engagement in tandem with implementing assessment strategies that facilitate student reflection and self-assessment to identify their successes and struggles, efforts needed to reach their goals, and their preferred learning strategies.

<b>3.c – Candidates plan instruction including goals, materials, learning activities and assessments.</b>	Candidate’s instructional plans do not address goals, learning activities, materials, grouping models, educational technologies, assessments, and modifications or adaptations for students with special needs.	Candidate’s instructional plans address some but not all of these components: goals, materials, learning activities, grouping models, educational technologies, assessments, and modifications or adaptations for students with special needs, and does not connect or relate these components.	Candidate’s instructional plans are based on evidence of individual student’s strengths and needs, and include use of goals, materials, learning activities, grouping models, educational technologies, assessments, and modifications or adaptations for students with special needs.	Candidate’s instructional plans are based on evidence of individual student’s strengths and needs, and include coordinated use of materials, learning activities, grouping models, educational technologies, and assessments, and adaptations for students with special needs.
	Candidates do not plan for effective use of time in instruction.	Candidate’s plans for use of instructional time do not address a balance of time for instruction, engaged student learning, and assessment.	Candidates allocate a balance of time for instruction, academic engagement support, learning activities and assessments.	Candidates plan for use of instructional time by allocating a balance of time for instruction, engaged student learning, and assessment.
<b>3.d - Candidates differentiate instructional plans to meet the needs of diverse students in the classroom.</b>	Candidate does not plan for differentiated instruction to meet the needs of subsets of students, or individual students in the classroom.	Candidate plans are differentiated based on strengths or needs of a subset of students in the classroom and include modifying content or instructional processes.	Candidate plans are differentiated based on strengths and needs of individual students and include using a variety of instructional approaches, modifying content, instructional processes, products, and learning environments that address individual student interests and preferences for learning.	Candidate plans are differentiated according to learner readiness, strengths, weaknesses, interests, and motivators of individual students, and include using a variety of instructional approaches, modifying content, instructional processes, products, and learning environments that address individual student interests and preferences for learning. Plans differentiate content by planning a variety of options that modify the difficulty, depth, or complexity of the materials.
		Candidate plans specific strategies to scaffold learning for subsets of students but not for individuals.	Candidate plans specific strategies to scaffold learning for individual students by using their knowledge of current levels of student understanding, skill level, motivation, and individual strengths and needs.	Candidate plans specific strategies to scaffold learning by using their knowledge of current levels of student understanding, skill level, motivation, and individual strengths and needs. Plans differentiate how students will demonstrate their learning.
<b>3.e – Candidates manage the classroom by establishing and maintaining</b>	Candidate does not establish classroom rules or procedures; or, established rules and procedures do not lead to productive interactions or engagement in learning.	Candidate creates rules for behavior and social interaction or establishes procedures for academic work; but does not involve students in establishing these norms.	Candidate establishes rules and procedures for behavior, social interaction, and academic work, and involves students in the process of setting these norms.	Candidate establishes rules and procedures for behavior, social interaction, and academic work, and involves students in the process of setting these norms.

<b>social norms and behavioral expectations.</b>	Candidate is ineffective in maintaining norms established by those rules or procedures. Candidate uses sarcasm or punitive consequences to attempt to manage student behavior.	Candidate is inconsistent in maintaining expectations for rules and procedures	Candidates maintain the expectations for rules and procedures by periodically reviewing the expectations, recognizing students' successful participation, and requesting student input into revision of norms.	Candidates maintain the expectations for rules and procedures through explicit instruction to help students acquire such social competencies as: emotion recognition, stress-management, empathy, problem-solving, or decision-making skills.
<b>3.f – Candidates explicitly support motivation and engagement in learning through diverse evidence-based practices.</b>	Candidate does not facilitate adequate motivation support such as scaffolding for cognitive tasks and does not provide sufficient feedback for student learning.	Candidate provides motivation support explicitly, through well-known practices such as arranging for choice or collaboration, but the motivation support is not integrated with teaching central concept and skills.	Candidate explicitly supports student motivation through practices such as: designing classroom goals that emphasize conceptual knowledge; assisting students in setting goals for their academic work; linking academic content to students experience and interests; arranging social learning structures such as partnerships and small group collaborations; and affording students' choices of texts and tasks in learning.	Candidate supports student motivation through practices such as assuring success, sharing control with learners, making school learning relevant, sustaining collaborative activities, and enabling students to become self-regulating learners in all subject areas. Candidates support engagement by setting academic goals that encourage students to generate products, displays or accomplishments that show extended disciplinary involvement and communication.
	Candidate does not implement actions intended to increase student engagement in academic learning and activities and displays teacher-student interactions that are likely to decrease motivation and engagement such as over control, disregard for students' needs, sarcasm or negativity.	Candidates support student engagement in learning through problem solving and inquiry.	Candidates support student engagement in learning by implementing practices such as: affording students an abundance of materials for academic learning to assure a high volume of time spent on challenging and realistic learning tasks; scheduling sufficient time for students' deep immersion in purposeful reading, mathematics, and content learning; and providing thought provoking questions that encourage reasoning individually and collaboratively.	Candidates differentiate engagement support for students with special needs, English language learners, and students with varying achievement levels. Candidates use formative assessment to improve engagement support.

## Standard 4 – Supporting Each Child’s Learning Using Effective Instruction

	<b>Level 1: The Beginning Candidate</b> <i>Little or no evidence that the candidate meets the component’s performance expectation</i>	<b>Level 2: The Developing Candidate</b> <i>Demonstrating some but not all of the performance characteristics necessary to meet the standard at an acceptable level.</i>	<b>Level 3: The Competent Candidate</b> <i>Demonstrating proficiency at an acceptable level for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher</i>	<b>Level 4: The Accomplished Candidate</b> <i>Demonstrating exemplary practice for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>
<b>4.a – Candidates use a variety of instructional practices that support the learning of every child.</b>	Candidate does not use appropriate instructional practices to support student learning.	Candidate uses appropriate instructional practices but does not use a variety of strategies or differentiate instruction to meet the individual needs of each student.	Candidate uses a variety of appropriate instructional practices such as direct instruction, inquiry-based learning, and project-based learning, and makes attempts to differentiate instruction that supports the learning of every student.	Candidate varies the use of instructional practices and differentiates instruction to support the learning of every student.
	Candidate does not use appropriate resource materials during instruction to support children’s development of skills requisite to problem solving, and critical and creative thinking.	Candidate uses appropriate resources although the variety of resources is limited and not readily adapted to differentiate instruction.	Candidate uses a variety of appropriate resource materials during instruction that supports the learning of every student.	Candidate differentially uses a variety of resource materials that provides students with guided opportunities to make their own choices and supports the development of skills requisite to problem solving and critical thinking of every student.
<b>4.b – Candidates teach a cohesive sequence of lessons to ensure sequential and appropriate learning opportunities for each child.</b>	Candidate does not use research supported instructional approaches when teaching a sequence of lessons.	Candidate uses research- supported instructional approaches when teaching a cohesive sequence of lessons.	Candidate consistently uses research supported instructional approaches when teaching a cohesive sequence of lessons.	Candidate consistently uses research supported instructional approaches when teaching a cohesive sequence of lessons and differentiates instruction based on the needs of each student.
	Candidate does not sequence instruction that provides students with connected learning opportunities.	Candidate sequences instruction that provides students with connected learning opportunities.	Candidate sequences instruction that provides students with connected learning opportunities and sufficient opportunities to learn foundational concepts and skills with the intent of moving on to more advanced content in subsequent lessons.	Candidate sequences instruction that provides students with connected learning opportunities and sufficient opportunities to learn foundational concepts and skills, and then extends learning of advanced content based on individual student needs.
<b>4.c – Candidates explicitly teach concepts,</b>	Candidate does not use explicit instruction to address established and developmentally appropriate goals.	Candidate uses explicit instruction to address established and developmentally appropriate goals.	Candidate uses explicit instruction to address established and developmentally appropriate goals based on assessment information, knowledge of students, and the candidate’s knowledge of content.	Using explicit instruction, the candidate determines and adjusts, as needed, established and developmentally appropriate goals based on assessment information, knowledge of students, and the candidate’s knowledge of content.

<b>strategies, and skills, as appropriate, to guide learners as they think about and learn academic content.</b>	Candidate does not monitor student progress in learning the identified content.	Candidate monitors student progress in learning the identified content.	Candidate monitors student progress in learning the identified content and uses this information to adjust planning and instruction.	Candidate monitors student progress in learning the identified content and uses this information to provide guided instruction and practice to support students in addressing challenging learning goals.
<b>4.d – Candidates provide constructive feedback to guide children’s learning, increase motivation, and improve student engagement.</b>	Candidate does not provide feedback to guide students’ learning or the feedback provided is negative or not timely, specific, meaningful, genuine, or age appropriate.	Candidate provides feedback to guide students’ learning although the feedback is not consistently goal oriented, timely, specific, meaningful, genuine and age-appropriate.	Candidate consistently provides feedback that is goal-oriented, timely, specific, meaningful, genuine, and age appropriate.	Candidate consistently provides students with effective and age appropriate feedback and provides opportunities for students to set and monitor both long range and short-range goals for their own learning.
	Candidate does not provide feedback that increases student engagement and motivation to learn intended goals.	Candidate does not provide feedback and assistance to students in developing error identification skills, self-evaluation, and independence in learning.	Candidate provides feedback and assistance in developing misconception identification skills, self-evaluation, and independence in learning.	Candidate provides feedback and assistance and engages students in activities that foster the development of misconception identification skills, self-evaluation, and independence in learning.
<b>4.e – Candidates lead whole class discussions to investigate specific content, strategies, or skills, and ensure the equitable participation of every child in the classroom.</b>	Candidate does not construct and use questions that foster whole group discussion.	Candidate constructs and uses questions that foster whole group discussion, although a variety of questioning techniques is not employed.	Candidate constructs and uses questions that foster whole group discussion using a variety of questioning and prompting strategies that frame and reframe discussions, restate student ideas, and reinforce learning of specific instructional goals.	Candidate constructs and uses questions that frame and reframe whole class discussions, and restate and guide student ideas, and frame and reframe discussions, restate student ideas, and reinforce learning of specific instructional goals.
	Candidate does not monitor and ensure equitable participation of every student in whole class discussions.	Candidate monitors and tries to ensure equitable participation of every student in whole class discussions.	Candidate monitors and ensures equitable participation of students in whole class discussions and incorporates strategies that encourage all students to contribute orally, listen actively, and respond to and learn from others.	Candidate monitors and ensures equitable participation of students in whole class discussions, incorporating multiple strategies that foster constructive listening, speaking, and learning from others while also creating an environment where students ask appropriate questions of each other, share strategies, and critique the reasoning of others without prompting from the teacher.
<b>4.f – Candidates effectively organize and</b>	Candidate does not develop an appropriate plan or use an effective instructional approach when teaching small	Candidate either does not develop an appropriate plan or does not use an effective instructional approach when teaching a small heterogeneous or	Candidate develops an appropriate plan and delivers a lesson for a small heterogeneous or homogeneous group of students using an instructional approach that is effective and	Candidate develops and delivers a lesson for small heterogeneous or homogeneous groups of students using an effective approach to instruction that is responsive to the students’ individual learning



<b>manage small group instruction to provide more focused, intensive instruction and differentiate teaching to meet the learning needs of each child.</b>	heterogeneous or homogeneous group of students.	homogeneous group of students.	appropriate to the content being taught.	needs and cultural backgrounds.
	Candidate does not appropriately monitor the progress of students who are placed in small heterogeneous or homogeneous groups for instruction.	Candidate monitors progress of students who are placed in small heterogeneous or homogeneous groups for instruction but does not use this information to appropriately adjust instruction.	Candidate monitors the progress of students who are placed in small heterogeneous or homogeneous groups for instruction and uses this information to appropriately adjust instruction that addresses collective learning needs of students.	Candidate monitors the progress of students who are placed in small heterogeneous or homogeneous groups for instruction and uses this information to appropriately adjust instruction that addresses collective and individual learning needs of students.
<b>4.g – Candidates effectively organize and manage individual instruction to provide targeted, focused, intensive instruction that improves or enhances each child’s learning.</b>	Candidate does not use knowledge of a student or current assessment information to identify appropriate content and instructional goals for the individual learner or does not adequately plan for individual instruction.	Candidate develops a plan for individual instruction using appropriate knowledge of a student and current assessment information but does not appropriately identify either content and instructional goals or does not develop an appropriate plan for individual instruction.	Candidate appropriately uses knowledge of a student and current assessment information to identify appropriate content and instructional goals and develops an appropriate plan for individual instruction.	Candidate uses knowledge of a student and current assessment information (including formative and summative measures) to identify content and instructional goals and develop a plan for individual instruction that is culturally responsive.
	Candidate does not use an appropriate instructional strategy to support desired learning when delivering individual instruction.	Candidate uses an appropriate instructional strategy to support desired learning when delivering individual instruction; however, one or more critical components of the instructional strategy, such as explicit instruction, appropriate feedback, and guided practice, is missing when delivering the instruction.	Candidate delivers individual instruction to a student using an appropriate instructional strategy and employs critical components of the instructional strategy.	Candidate delivers individual instruction to a student using an appropriate instructional strategy, employs critical components of the instructional strategy and uses culturally responsive practices.

## STANDARD 5- Developing as a Professional

	<b>Level 1: The Beginning Candidate</b> <i>Little or no evidence that the candidate meets the component's performance expectation.</i>	<b>Level 2: The Developing Candidate</b> <i>Demonstrating some but not all of the performance characteristics necessary to meet the standard at an acceptable level.</i>	<b>Level 3: The Competent Candidate</b> <i>Demonstrating proficiency at an acceptable level for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>	<b>Level 4: The Accomplished Candidate</b> <i>Demonstrating exemplary practice for a candidate who is just completing an Elementary teacher preparation program and is ready to begin teaching in any K-6 Elementary classroom as a novice licensed K-6 Elementary teacher.</i>
<b>5.a – Candidates work collaboratively with colleagues, mentors, and other school personnel to work toward common goals that directly influence every learner's development and growth.</b>	Candidate demonstrates little or no evidence of using self-reflection as a basis for their professional learning.	Candidate uses self-reflection to consider their professional learning needs.	Candidate uses self-reflection based upon assessments of student learning and development to select and participate in professional learning activities that are aligned with professional standards, research and best practices.	Candidate uses self-reflection based upon assessments of student learning and development to develop and implement a professional learning activity plan aligned with professional standards, research and best practices; and uses on-going structured reflection to monitor plan's impact on their own teaching and students learning and development.
	Candidate does not demonstrate ethical professional conduct	Candidate demonstrates knowledge of professional ethics, associated professional standards, but does not use this knowledge to guide professional learning activities.	Candidate uses knowledge of professional ethics and associated professional standards to guide their professional learning.	Candidate demonstrates knowledge of professional ethics and associated professional standards that guide their practice. They examine ethical issues and societal concerns about program quality and teaching practices and use it to inform their professional learning activities.
<b>5.b – Candidates design and implement professional learning activities based on ongoing analysis of student learning; self-reflection; professional standards, research and contemporary practices; and standards of ethical professional practice.</b>	Candidate demonstrates little or no evidence of using self-reflection as a basis for their professional development.	Candidate uses self-reflection to consider their professional development needs.	Candidate uses self-reflection based upon assessments of student learning and development to select and participate in professional learning activities that are aligned with professional standards, research and best practices.	Candidate uses self-reflection based upon assessments of student learning and development to develop and implement a professional learning activity plan aligned with professional standards, research and best practices; and uses on-going structured reflection to monitor plan's impact on their own teaching and students learning and development.
	Candidate does not demonstrate ethical professional conduct.	Candidate demonstrates knowledge of professional ethics, associated professional standards, but does not use this knowledge to guide professional development activities.	Candidate uses knowledge of professional ethics and associated professional standards to guide their professional development and activities.	Candidate demonstrates knowledge of professional ethics and associated professional standards that guide their practice. They examine ethical issues and societal concerns about program quality and teaching practices and use it to inform their professional learning activities.

<b>5.c - Candidates participate in peer and professional learning communities to enhance student learning.</b>	There is little or no evidence that the candidate attends activities focused on enhancing student learning and development or that the candidate participates in collaborative professional learning	Candidate attends activities focused on enhancing student learning and development and describes how they might utilize the information to contribute to student learning and development.	Candidate attends in person or using technology, professional conferences, workshops, or other activities focused on enhancing student learning and development and describes how the information might be utilized to contribute to student learning and development.	Candidate joins and attends local, state, or national professional organizations in person or using technology, professional conferences, workshops, or other activities focused on enhancing student learning and development and describes and describe how the information was used and how it affected student learning and development.
		The candidate participates in collaborative professional learning.	Candidate participates by contributing to collaborative professional learning, including using technology, and documents how it might be used to enhance student learning.	Candidate participates by contributing to collaborative professional learning, including using technology, and documents how it was used and how it affected student learning.

**Program Planning Sheet**  
**Master of Arts in Teaching with Preliminary Teaching License**  
**Elementary--Multiple Subjects Program**  
**Full-Time Cohort 2021-22**

<b>1<sup>st</sup> SUMMER</b>	<i>Title</i>	<i>Semester Hours</i>
*ED 550	Social, Historical, and Ethical Perspectives on Education	2
*ED 561	Child Development and Learning	2
*ED 568	The Arts, Culture, and Creativity	1
*ED 569	Health and Physical Education	1
*ESOL 540	Culturally Responsive Teaching and Learning in the Classroom	2
*LA 566	Literacy I: Introduction to PreK-8 Language Arts	1
*MATH 566	Math for Early Childhood	2
*SCI 511	Science in Elementary Classrooms	1
<b>Total Semester Hours</b>		<b>12</b>
<b>FALL</b>		
*ED 511	Field Observation and the Cycle of Effective Teaching Elementary--Multiple Subjects	1
*ED 514	Field Experience I (Elementary--Multiple Subjects)	2
*ED 517	Field Experience Seminar I (Elementary--Multiple Subjects)	1
*ED 523	Planning, Differentiation, and Assessment	1
*ED 563	Classroom Management 1: Elementary--Multiple Subjects	1
*ESOL 535A	English Language Learners: Theory	1
*LA 567	Literacy II: Planning in the Language Arts PreK-8	2
*MATH 567	Elementary School Mathematics	2
*SPED 509	Special Education for the Elementary Classroom Teacher	2
◊CORE 500	Convocation (required in Fall Semester)	N/A
<b>Total Semester Hours</b>		<b>13</b>
<b>SPRING</b>		
*ED 515	Field Experience II (Elementary--Multiple Subjects)	2
*ED 518	Field Experience Seminar II (Elementary--Multiple Subjects)	2
*ED 564	Classroom Management 2: Elementary--Multiple Subjects	1
*ESOL 535B	English Language Learners: Theory in Practice	1
*LA 568	Literacy III: Language Arts Development PreK-8	2
*MATH 568	Mathematics Assessment for Learning	1
*SCI 512	Planning for Elementary Science Instruction	1
*SS 578	Social Studies for Elementary Teachers	2
<b>Total Semester Hours</b>		<b>12</b>
<b>2<sup>nd</sup> SUMMER</b>	Summer Session I, beginning in early May	
*ED 516	Field Experience III (Elementary--Multiple Subjects)	3
<b>Total Semester Hours</b>		<b>3</b>
<b>TOTAL Semester Credit Hours Required for the MAT program:</b>		<b>40</b>

\*These courses are required for the Preliminary Teaching License.

◊Attendance at Convocation is a graduation requirement for all MAT students

## ELEM FTC Program Transition Points

Transition Point	
<b>1 - Admission</b>	<p><b>Candidates will be admitted into the program only if they have:</b></p> <ul style="list-style-type: none"> <li>▪ Provided an official transcript showing GPA 2.75 or above and met the math, science, and classroom experience requirements (as stated on GSEC Admissions webpage)</li> <li>▪ Provided an undergraduate degree-posted transcript from a regionally accredited institution or the foreign equivalent</li> <li>▪ Submitted a complete admissions file (including three essays, three letters of recommendation, documentation of classroom experience, and other admissions forms)</li> <li>▪ Participated in an admission interview</li> <li>▪ Approval of their file by two different faculty members (as documented in the online admissions system)</li> <li>▪ Been recommended by the program faculty for admission</li> <li>▪ Been approved by the Graduate Admissions Committee</li> </ul>
<b>2A – Entry to field experience</b>	<p><b>Candidates may begin the student teaching experience in late August only if they have:</b></p> <ul style="list-style-type: none"> <li>▪ Successfully completed all summer courses (no incompletes)</li> <li>▪ Provided documentation of background clearance through TSPC</li> <li>▪ *Passed the ORELA test: Protecting Student and Civil Rights in the Educational Environment</li> </ul>
<b>2B–December math unit</b>	<p><b>Candidates may teach their December math unit only if they have:</b></p> <ul style="list-style-type: none"> <li>▪ Successfully completed the following Key Assessment: <ul style="list-style-type: none"> <li>○ December Math Unit (MATH 567)</li> </ul> </li> <li>▪ Successfully completed all fall coursework (no incompletes)</li> <li>▪ Maintained progress toward a rating of basic or above on all CAEP Rubric components</li> <li>▪ Maintained progress on the objectives described in any plan of assistance (if applicable)</li> </ul>
<b>3 – Entry into fulltime student teaching experience</b>	<p><b>Candidates may begin the fulltime experience after spring break only if they have:</b></p> <ul style="list-style-type: none"> <li>▪ Successfully completed the following Key Assessments: <ul style="list-style-type: none"> <li>○ Integrated Literacy Unit (LA 568)</li> <li>○ edTPA</li> </ul> </li> <li>▪ Successfully completed all spring coursework (no incompletes)</li> <li>▪ Maintained progress toward a rating of basic or above on all CAEP Rubric components</li> <li>▪ Maintained progress on the objectives described in any plan of assistance (if applicable)</li> </ul>
<b>4 – Exit from student teaching experience</b>	<p><b>Candidates will only be recommended for licensure if they have:</b></p> <ul style="list-style-type: none"> <li>▪ Submitted second logs documenting a total of 30 hours of second level practicum</li> <li>▪ Scores of Basic or higher on all components of the Summative CAEP Rubric (KA5) as determined by the Program Director</li> </ul>
<b>5 – Program completion</b>	<p><b>Candidates will only be recommended for licensure if they have:</b></p> <ul style="list-style-type: none"> <li>▪ Provided documentation of passing scores the NES: Elementary Test, Subtests 1 and 2 or multiple measures option, and a passing score on edTPA.</li> <li>▪ Successfully completed all licensure course work</li> </ul>

\* As of the publication date of this Handbook, by order of Oregon Governor Kate Brown, this requirement is currently suspended. Check with the faculty program director for updates on the status of this requirement.

## Glossary of ELEM Program Terms

<b>CAEP</b>	CAEP is the acronym for Council for the Accreditation of Educator Preparation. This is the accrediting body to which the LC program aligns.
<b>CAEP Rubric</b>	CAEP Rubric represents the K-6 Elementary Teacher Preparation Standards as defined by CAEP. This is the instrument used to assess candidate performance in four domains. See pgs 52 – 64.
<b>Clinical coordinator</b>	The faculty member who supports candidates in their field placement sites and serves as the primary point of contact with mentors and supervisors.
<b>Cohort coordinator</b>	The faculty member assigned to facilitate the Field Experience Seminar. Cohort coordinators serve as the candidate's first contact if they have a question or concern about the program or any academic issue.
<b>Convocation</b>	All full-time master's degree students are required to attend the Graduate School Convocation in September. This annual event addresses the Graduate School's core values of creativity, commitment, and compassion through cross-disciplinary collaboration. Attendance is required for the MAT degree.
<b>ELEM</b>	Elementary--Multiple Subjects. This is the name of our program and the name of the license candidates will earn upon completion of the program.
<b>edTPA</b>	edTPA is the performance assessment required for licensure in Oregon. See page 13 for more detailed information.
<b>ESOL Endorsement</b>	ESOL stands for teaching English to Speakers of Other Languages. There are two options for earning this endorsement, (1) combined with the MAT in the MESOL program or (2) following completion of the MAT program.
<b>FTC</b>	FTC is the Lewis & Clark acronym for Full-Time Cohort. It is used where necessary to distinguish from the Part-Time Cohort (PTC).
<b>Candidate (or Teacher Candidate)</b>	ELEM uses this term to describe its student teachers. (Note: Candidate or student teacher replace the previously used term, intern.)
<b>MAT</b>	Master of Arts in Teaching; the degree candidates will earn upon completion of the 40 hours of required coursework.
<b>Mentor (or Cooperating Teacher)</b>	The teacher(s) with whom the teacher candidate will work in the field placement. All candidates are assigned a classroom mentor. In addition, MESOL candidates are assigned an ESOL mentor in addition to their classroom mentor.
<b>MESOL</b>	MESOL is the name of the program option which combines the MAT with ESOL endorsement. It requires 50 hours of coursework (40 hours for MAT with 10 additional hours for ESOL endorsement).
<b>OAR</b>	Oregon Administrative Rules, the rules governing teaching licensure.
<b>Plan of assistance</b>	A plan designed to help a candidate improve performance when in danger of not being recommended for licensure. See page 45 for more detailed information.
<b>Supervisor</b>	The LC adjunct faculty member who provides support and evaluation in the field. All candidates are assigned a supervisor. In addition, MESOL candidates are assigned an ESOL supervisor.
<b>Triad meeting</b>	Meetings between the candidate, mentor, and supervisor. There are three required triad meetings over the course of the year (January, March, June) for mentors and supervisors with candidates.
<b>Taskstream</b>	The online data management system used by Lewis & Clark to monitor progress toward licensure and graduation.
<b>TSPC</b>	Oregon's licensing agency: Teacher Standards and Practices Commission
<b>WebAdvisor</b>	The online system used at Lewis & Clark for grades, schedules, unofficial transcripts, academic audits, records of licensure tests, and other administrative information.

## ELEM Academic Writing Guidelines

How do I know if my work meets Lewis & Clark’s professional writing standards?

Writing Trait	Questions to ask
Ideas and Content	<ul style="list-style-type: none"><li>• Does the paper address exactly what was described in the assignment?</li><li>• Are generalizations and arguments supported with relevant examples, details, and/or quotes as appropriate?</li><li>• Did you include ideas or quotations from experts (text, web-based resources, other professionals) when appropriate and with proper citations?</li><li>• Are the sources cited professional and academic (unless otherwise appropriate for the assignment)?</li></ul>
Organization	<ul style="list-style-type: none"><li>• Does the paper include a meaningful introduction and conclusion?</li><li>• Does the paper flow well and include appropriate transition words and phrases?</li><li>• Do the paragraphs include topic sentences followed by related content?</li><li>• Does the order of the paragraphs make logical sense?</li></ul>
Voice	<ul style="list-style-type: none"><li>• Is the tone of the paper objective and aligned with professional norms?</li><li>• Is the paper free from colloquialisms and slang?</li><li>• Did you refrain from making evaluative or judgmental statements (unless this is appropriate for the assignment)?</li><li>• Is the paper free from sexist, racist, or culturally insensitive language?</li></ul>
Sentence Fluency	<ul style="list-style-type: none"><li>• Are the sentences straightforward and clear?</li><li>• Does the paper contain sentences of varied length and complexity?</li><li>• Are professional vocabulary terms used appropriately?</li></ul>
Conventions	<ul style="list-style-type: none"><li>• Is the paper free of spelling errors?</li><li>• Is the punctuation correct?</li><li>• Are common homophones used correctly (e.g. their/there/they’re; its/it’s)?</li><li>• Are all sentences complete?</li><li>• Is the paper double-spaced and in size 12 font (unless otherwise directed)?</li><li>• Did you include a “works cited” list for in-text citations?</li></ul>

*Candidates seeking additional writing support may contact: John Holzwarth, Director of the CAS Writing Center at [holzwrth@lclark.edu](mailto:holzwrth@lclark.edu) or 503-768-7503.*