

Student Teaching Internship Orientation

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Office of Field Experiences



Your Student Teaching Website: www.bhsu.edu/fieldexperiences

Go to “INTERN”

Forms

- Placement form with personal contact information to complete today.
- Did you complete the interview sheet with your clinical educator? (Yellow)
- If not make sure to complete it as soon as you know your placement(s) – if going out-of-the area, you may do a phone interview or wait until you move to that location.

Forms to Fill out Within Two Weeks of Starting Your Internship

- Experiences working with diverse students (online)
- Experiences working with diverse faculty & clinical educator (online)
- Initial university supervisor's visit (first two weeks) – New form and new name: University Supervisor Meeting with Clinical Educator and Intern (online with emailed copy to all)
- **Internship Planning Form p. 1**
- Check your handbook p.17 and go online at www.bhsu.edu/fieldexperiences - Intern

Professionalism – p. 13 & 14

- Dress
- Confidentiality
- Work day schedule
- Calendar
- Preparation for instruction
- Absences – fill-out the Leave of Absence Request online
- Extra-duty and extracurricular activities
- Substitute teaching

From One Local School District Handbook

DRESS AND APPEARANCE

If it is asked of the students, should it be the same for the teachers?

All students are expected to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be required to correct their attire in the following situations:

1. Clothing or article which is excessively soiled, torn, or ragged.
2. Clothing which displays vulgar writing, symbols of sexual-reference, or inappropriate phrases.
3. Clothing which is excessively revealing such as mini-skirts, short-shorts, tank tops, loose fitting and low cut tops, mesh shirts, and shirts which expose the midriff.
4. Clothing with alcohol, tobacco, controlled substance references, or inappropriate phrases.
5. Pants which have holes in them.
6. Pants that are worn below the hip level or in which undergarments are showing.
7. Any other apparel which the principal determines to be unacceptable for school standards.

Hats, caps, or sunglasses will not be worn in the building.

Cell Phones

- Cell phone usage has increased and some districts are looking at requesting to have them dropped off at the office
- NO use of cell phone or other devices for private matter including Facebook and Twitter or others, during school hours
- Texting students and parents

Videotaping & Pictures

- Follow the district policy when taking pictures or videotaping
- All school administrators received a letter and information regarding the PPAT. Find a copy of the letter and the student release forms (p. 3 & p. 7)
- **NEVER** publish any material/picture without checking with the school if the parents or legal guardians signed a school release form

SDCL 13-10-12

- SDCL 13-10-12 requires criminal background checks using DCI and FBI fingerprinting for **employment** in South Dakota Schools
- NOTE: School districts may refuse placement or employment to persons convicted of crimes involving turpitude and *prohibits* employment for convictions of crimes of violence, sex offenses, or trafficking in narcotics

Student Teaching Internship Handbook

Planning Form, Lesson Plan, and PPAT Information

PART I: General Information

- Information
- Responsibilities
- Outcomes and Assessments

PART II: Mentoring Interns

- Co-Teaching: A Mentoring Approach
- Phases of the Internship
- Plan of Assistance Information

PART III: Internship Forms & Rubrics

- Checklist (p. 52) to track when you submitted the forms
- Internship Planning Form p. 1

Co-Teaching Strategies

Strategy 1:
One Teach, One
Observe

Strategy 2:
One Teach, One
Assist

Strategy 3:
Station Teaching

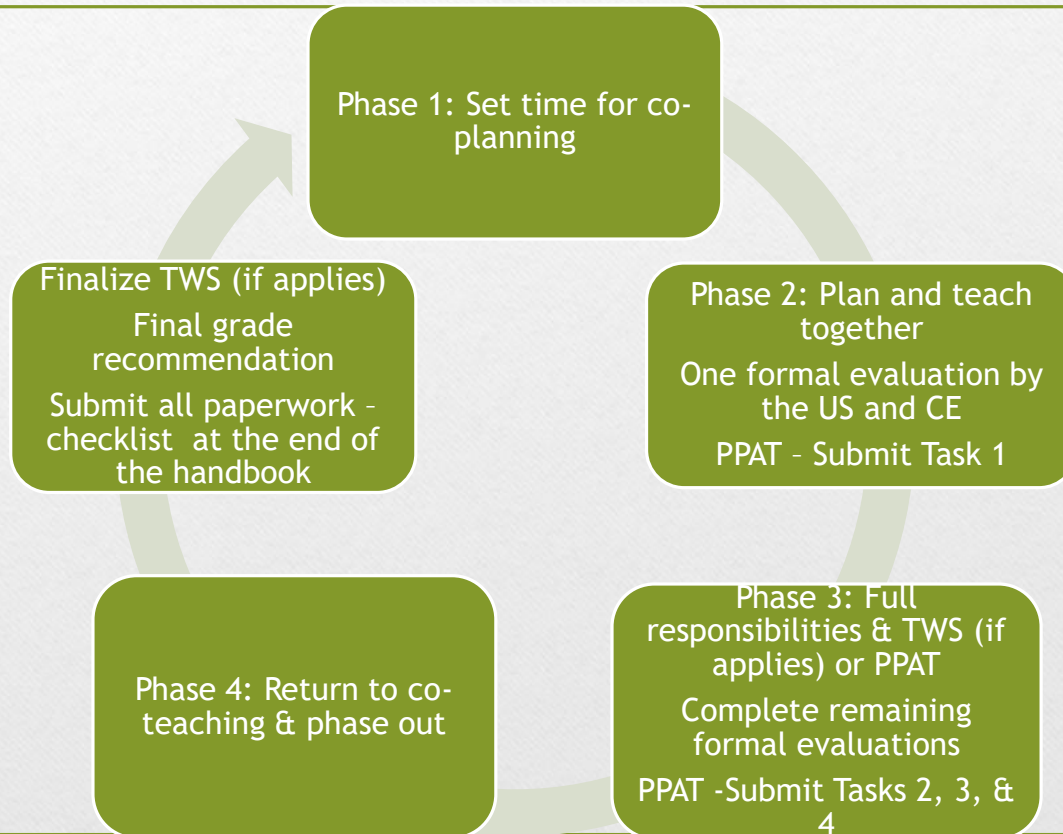
Strategy 4:
Parallel Teaching

Strategy 5:
Supplemental
Teaching

Strategy 6:
Alternative-
Differentiated
Teaching

Strategy 7:
Team Teaching

Co-Teaching Implementation during Internship Plan with the US and CE using p. 1



Plan of Assistance (POA)

Handbook pp. 29-31

First Intervention

- Notification of concerns.
- Supervisor discuss concerns.
- Intern has one week to make necessary changes.

Second Intervention

- Clinical educator & university supervisor draft a plan.
- Candidate makes improvement in each area of concerns.

Final Intervention

- The Professional Progress Committee (PPC) decides if a candidate is granted the opportunity to re-try student teaching.
- If denied, the candidate may request an appeal.

PRAXIS® Performance Assessment for Teachers (PPAT)

Tuesday, February 6, 2018: PPAT work groups with supervisors for all student teachers from 1:00 p.m. – 3:00 p.m. in the Student Union Jacket Legacy Room – Focus: Task 1.

Friday, February 9, 2018: Registration and cancellation close at 9:59 a.m. MST.

Tuesday, February 13, 2018: Task 1 due by noon MST – submission online. This task is scored by the university supervisor. Considered a formative assessment.

Submit your two charts and all PPAT Task 1 Guiding Prompts to your university supervisor no later than **Wednesday, February 21, 2018.**

Friday, March 2, 2018: University Supervisor – Scoring of Task 1 is due to the Office of Field Experiences.

Wednesday, March 14, 2018: PPAT work groups with supervisors for all student teachers from 1:00

- p.m. – 3:00 p.m. in the Student Union Jacket Legacy Room – Focus: Task 2 and 3. Scored by three ETS external raters.

Wednesday, March 21, 2018: Tasks 2 and 3 due by noon MST – submission online.

Wednesday, April 11, 2018: PPAT work groups with supervisors for all student teachers from 1:00 p.m.

- – 3:00 p.m. in the Student Union Jacket Legacy Room – Focus: Task 4. Scored by three ETS external raters.

Wednesday, April 18, 2018: Task 4 due by noon MST – submission online.

Professional Growth Plan (with all signatures) due by the Exit Meeting, May 4, 2018 or before.

PPAT completed as of April 18, 2018

Out – of – Area watch for your time zone when submitting

All due dates on this form are in **Mountain Standard Times; the ETS website is ET**

PPAT will have the scores for Tasks 2 and 3 by April 11, 2018.

PPAT will have the scores for Task 4 by May 9, 2018. The Office of Field Experiences will receive your scores by May 11, 2018.

- *Task Resubmission is May 9 thru May 29, 2018.*
- *Resubmission Fee - \$75.00 per Task*
- *The Office will receive the resubmission scores by June 25, 2018.*

Proof of Liability

Proof of liability needs to be in the Office of Field Experiences. If you had one for the practicum fall 2017, you should be fine.

Forwarding an email to Rhonda.Wolff@bhsu.edu with the proof of liability is acceptable.

Questions and Answers

- You need to have your passing score for the PRAXIS PLT in our office before you can receive a **satisfactory** grade for student teaching.
- You need a score of 80% or better on your PPAT Task 1 to pass student teaching and an overall **score of 35** or better for Tasks 2, 3, & 4. You will receive an email if you need to resubmit elements or tasks of the PPAT.
- Your passing grade will be marked with an **“S”** for **satisfactory**.
- Many will have an incomplete until all paperwork and requirements are met.

Degrees are posted only three (3) times a year!

December, May, August

**Sign-up to Take your PRAXIS PLT Exam
during Student Teaching**

Exit Meeting: Friday, May 4, 2018

(emails will be sent with agenda)

Graduation Rehearsal: Friday, May 4 at 2:45 pm

Graduation: Saturday, May 5, 2018