

# SCHOOL OF EDUCATION

Office of Field Experiences • 1200 University Street • Unit 9038 • Spearfish, SD 57799

**SEED 495**  
**Pre-Student Teaching Practicum**  
**Fall 2023 – Spring 2024**

## Student Intern Handbook and Syllabus



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**BLACK HILLS**  
STATE UNIVERSITY

<https://www.bhsu.edu/Academics/Education/Field-Experience/>

*“The Mission of the School of Education is to prepare competent, confident,  
and caring professionals.”*

# INTRODUCTION

The Professional Teacher Preparation Program at Black Hills State University is designed to provide a variety of field experiences for BHSU students. These field experiences, coordinated with university coursework, help give BHSU students the education and experience necessary to develop as caring, confident, and competent educators. There are three primary field experiences: 1) Pre-Admission Teaching Practicum, 2) Pre-Student Teaching Practicum, and 3) Student Teaching Internship. These experiences are sequential and incremental.

The **Pre-Admission Teaching Practicum** is designed to: 1) provide BHSU students with opportunities to observe classrooms from a teacher's perspective, 2) acquaint the BHSU student with students in a PK-12 school environment, and 3) enable BHSU students to determine for themselves whether teaching is the profession they choose to enter. The Pre-Admission Teaching Practicum requires BHSU students to spend a total of 40 hours at two levels to observe classroom practices as assigned by the clinical educator.

**The Pre-Student Teaching Practicum is designed to involve the BHSU student with basic teaching duties/responsibilities with diverse PK-12 students. During that time, they observe, assist the clinical educator, and tutor PK-12 students as assigned by the clinical educator. BHSU students plan and teach lessons in all core content. The Pre-Student Teaching Practicum usually occurs during the semester immediately preceding the student teaching internship.**

The **Student Teaching Internship** is the culminating field experience activity. It is designed to provide BHSU students with an opportunity to assume the full responsibilities of a classroom teacher under the supervision of a clinical educator and a university supervisor. This experience varies depending upon major(s). In most instances, the Student Teaching Internship is 16 weeks (600 hours) in duration. During this time, the BHSU student will gradually assume all duties/responsibilities of the clinical educator. (BHSU students with more than one major must do at least 10 weeks of student teaching in each major area to be certified in South Dakota.)

The Professional Teacher Preparation Program at Black Hills State University is designed to provide a variety of field experiences for you, as a prospective teacher. These experiences, coordinated with course work, provide you with the education and experience necessary to develop as a competent, confident, and caring educator.

	GLOSSARY
<i>Clinical Educator</i>	PK-12 Classroom Teacher; previously known as Clinical Faculty or Cooperating Teacher
<i>PK-12 Students</i>	All students/learners in PK-12 classrooms
<i>PPAT</i>	Praxis Performance Assessment for Teachers

# BLACK HILLS STATE UNIVERSITY

## PROFESSIONAL TEACHER PREPARATION PROGRAM

**The Mission of the School of Education is to prepare competent, confident, and caring professionals.**

*Competent graduates demonstrate broad knowledge and apply research-based instructional practices; they reflect and think critically to impact all students.*

*Graduates exhibit confidence in their ability to positively affect student learning, behavior, and motivation.*

*Caring graduates establish relationships in an environment of mutual respect and rapport as evidenced by all students feeling valued and safe.*

### GENERAL INSTRUCTIONS

This field experience requires you to complete a series of activities. These activities are focused around observation, interpersonal relations, lesson planning and teaching. You need to keep track of your field experience hours and document them on the Field Experience Hours Documentation Form. You will not receive credit for your field experience hours unless they are documented on this form. Also, upon completion of your Pre-Student Teaching Practicum, your clinical educator must complete an evaluation form that indicates your performance (see Clinical Educator Handbook). This form must be returned to the instructor, who will in turn forward it to the Office of Field Experiences. ***You will only be allowed to student teach when all course requirements are successfully completed and when all forms are in your file in the Office of Field Experiences.***

### BACKGROUND CHECK AND LIABILITY INSURANCE

All BHSU Pre-Student Teaching Practicum students will need to submit to criminal background checks. It is your responsibility to obtain the background check, pay for the criminal background check and forward the background check to the school district in which the field experience is being completed. The exact procedure will vary from school district to school district. It is your responsibility to find out what the procedure is for your school district. This procedure should be started immediately after finding out where you are placed for this practicum. Criminal background checks typically take 7 – 10 days to process.

All BHSU Pre-Student Teaching Practicum students will also be responsible for having a \$1,000,000 personal liability insurance policy. It may be purchased from your insurance agent or through SDEA/NEA simply by joining the organization at [www.neastudents.org](http://www.neastudents.org). It is your responsibility to obtain this liability insurance and provide documentation to the SEED 495 instructor and the Office of Field Experiences.

## PRE-STUDENT TEACHING PRACTICUM PROSPECTIVE TEACHER'S RESPONSIBILITIES

**During the first visit, you should share the contents of this handbook with your clinical educator.** During this experience you must meet the following requirements:

1. **OBSERVING:** You should observe the classroom, lessons, technology use, and discipline techniques. During the semester, you will also observe family conferences to learn how to plan, prepare, conduct, and reflect about conferences with families.
2. **ASSISTING:** When you are not teaching a lesson, tutoring, or observing, you should work as a teacher's assistant to develop a sense of the duties and responsibilities of a teacher. Move and Help!
3. **TUTORING:** When you are not teaching a lesson, working as a teacher's assistant, or observing, you should be working with PK-12 students who need extra assistance, during class, before or after school.
4. **TEACHING:** You will develop and present (at minimum) three lessons for evaluation by your Clinical Educator and your professor. Your Clinical Educator will use the T-Charts found in their handbook for evaluation. Two of your three lessons must incorporate technology. The evaluation process, lesson plan development, teaching, and reflection are to prepare you for student teaching and your future as an educator.
5. **REFLECTING:** You will work alongside the Clinical Educator to debrief and reflect on the following: lesson planning, content knowledge, instructional delivery, learning activities, student engagement, assessment of learning goals and targets, differentiation, classroom management, relationship building, and professionalism. There may be more opportunities for reflection, but the above elements of teaching represent critical areas for reflection during this semester. You are required to complete (at minimum) 3 self-reflections after you teach a lesson. A template is included in this handbook and on D2L.
6. **DOCUMENTING HOURS:** You are required to document the weeks you spend completing your Pre-Student Teaching Practicum using the forms found in this handbook. ***The clinical educator must initial and sign this form to verify the number of hours spent in the classroom.***
7. **OTHER DUTIES:** You should complete other duties as assigned by the clinical educator. Other duties required by the clinical educator **may** include some of the following:
  - Observe the administration of a test and help score the tests
  - Attend faculty meetings
  - Discuss professional organizations and the benefits of becoming a member
  - Discuss discipline problems and solutions/strategies
  - Complete a "mock" job interview with the building principal

- Discuss lesson plan format used in school and how the lesson plans are monitored/evaluated
- Acquire and study the school's handbooks for both faculty and the PK-12 students
- Discuss individual learning styles and the needs of PK-12 students
- Discuss assessment (portfolios/grades) practices with the clinical educator
- Discuss the teaching and administrative uses of technology
- Assist clinical educator or PK-12 students with technology-based projects

8. SEED 495 Checklist (most completed in supporting classes such as a methods class or 408):

- \_\_\_\_\_ Practicum Placement Packet & Resume
- \_\_\_\_\_ Liability Insurance
- \_\_\_\_\_ Background Check
- \_\_\_\_\_ Mandatory Reporting Video & Upload Certificate
- \_\_\_\_\_ Code of Ethics
- \_\_\_\_\_ Initial Clinical Educator Interview
- \_\_\_\_\_ Classroom Observation Assignment
- \_\_\_\_\_ Who Are You? Assignment
- \_\_\_\_\_ Lesson Plan and Eval #1
- \_\_\_\_\_ Lesson Plan and Eval #2
- \_\_\_\_\_ Lesson Plan and Eval #3
- \_\_\_\_\_ Self Reflection #1
- \_\_\_\_\_ Self Reflection #2
- \_\_\_\_\_ Self Reflection #3
- \_\_\_\_\_ Extension (Optional) – Record and Reflect
- \_\_\_\_\_ Time Log
- \_\_\_\_\_ Formal Evaluation by CE
- \_\_\_\_\_ PDA Self
- \_\_\_\_\_ PDA CE

## COURSE SYLLABUS

<b>Course Number &amp; Title:</b> SEED 495 Practicum	<b>Semester:</b> Spring 2024	<b>Meeting Days &amp; Time:</b> Tuesdays 11 – 11:50 a.m. January 9 <sup>th</sup> February 20 <sup>th</sup> March 19 <sup>th</sup> April 9 <sup>th</sup> April 30 <sup>th</sup>
<b>Instructor &amp; Contact Information:</b> Dr. Johanna Sailor, Assistant Professor Black Hills State University 1200 University; Unit 9004 Spearfish, SD 57799-9004 Office: Jonas 221 Phone: 605-642-6196 Email: Johanna.Sailor@bhsu.edu	<b>Office Hours:</b> M/F – 10 – 11 a.m. (Virtual) T/TH – 11 – 12:30 p.m. OR You may schedule an appointment (in-person or Zoom) by contacting me through our course D2L email or BHSU email	<b>Meeting Location:</b> BJA-110  <b>Credit Hours:</b> 1

Census Date: Last day to add/drop course without transcript entry – January 17, 2024
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Last day to drop course with an automatic “W” – April 2, 2024
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IDEA Surveys Administered – April 8 – April 26, 2024
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**Availability:** I will try to answer your questions within 24 hours during the week or within 48 hours over the weekend.

**Emergency Alert Communication:** In the event of an emergency arising on campus under BOR Policy 7:3, your Regental Home Institution will notify the campus community via the emergency alert system. It is the responsibility of the student to ensure that their information is updated in the emergency alert system. The student’s cell phone will be automatically inserted if available and if not, their email address is loaded. Students can at any time update their information in the student alert system.

If we are unable to come to campus to meet for class, please check your email immediately. D2L and Zoom will be used for class meetings and class discussion will take place on the discussion board. If BHSU is in session, your attendance and participation will be expected regardless of method course delivery.

**Catalog Description:** Applied, monitored, and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study. A higher level of supervision is provided by the instructor in these courses than is the case with field experience courses.

**Course Description:** This supervised field experience provides the BHSU student intern with forty-five hours of direct experience in the classroom. The experience includes observation and co-teaching. BHSU interns will co-plan and co-teach a minimum of three (3) lessons to be reflected upon during this practicum.

Upon completion of the SEED 495 Pre-Student Teaching Practicum, clinical educators will complete an evaluation of the intern's performance. Interns must successfully complete all SEED 408 and SEED 495 course requirements and pass their Content Praxis before they can proceed to the student teaching internship. The BHSU Office of Field Experiences staff compile and review documentation to determine if the intern is prepared to continue to a student teaching placement.

**Course Prerequisite(s):** Admission to the Professional Teacher Preparation Program.

**Course Co-Requisite:** SEED 408 Planning, Managing, and Assessing the 7-12 Diverse Classroom (except Physical Education majors).

**Required Textbooks:** None. Texts and course materials will be provided in class and through D2L.

**Technology Requirements:** This course is in-person and online. We will use the learning management software Desire2Learn to review materials and submit assignments. All participants will need:

- Regular access to a personal computer and Internet
- Current User ID and Password for Desire2Learn (D2L). Information on obtaining these will be sent to your BHSU student mail account when you are registered in the course.
- Word processing program: Microsoft Office is available free of charge to students: <https://www.bhsu.edu/IITS/Services/Office-365>

Technical Assistance Points of Contact

If you have difficulties connecting with the D2L server for any reason, you may contact:

- Anne Stevens, Instructional Technology & Student Support Coordinator (605-642-6064)
- Your instructor: Dr. Johanna Sailor; [Johanna.Sailor@bhsu.edu](mailto:Johanna.Sailor@bhsu.edu)

**Acceptable Use of Information Technology Resources:** While Regental Institutions strive to provide access to computer labs and other technology, it is the student's responsibility to ensure adequate access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), webcam, internet, adequate bandwidth, etc. While utilizing any of the information technology systems students, faculty and staff should observe all relevant laws, regulations, BOR Policy 7.1, and any institutional procedural requirements.

**Methods of Instruction:** The course includes five class sessions at BHSU and 45 hours of field experience in a school setting. During the field experience, student interns will assist, co-plan and co-teach at least three lessons with their clinical educators. One of the three lessons must incorporate students using technology. In addition, student interns will collect artifacts to prepare for completing the Praxis Preparation Assessment for Teachers (PPAT). The PPAT is completed during student teaching. It is required for graduation and certification. During the five class sessions, students will use their field experience to study and prepare to fulfill the requirements of the PPAT.

### **Class and Practicum Field Experience Attendance Requirements:**

Regular attendance for the five university sessions is essential. If you are unable to attend class, it is the teacher candidate's responsibility to communicate in advance with Dr. Sailor. Students are required to make up the missed course work. If a student regularly misses the in-person course meetings and/or does not make up work when they miss a course, they will need to withdraw from the course. This will delay student teaching and graduation.

Forty-five (45) hours of field experience are required. All hours must be completed on or before the final day of the semester. You are expected to adhere to a mutually agreed upon schedule, developed in conjunction with your clinical educator (CE). You must notify your CE and submit a "Leave of Absence" form online for any absence. When notifying the clinical educator, students must contact someone by directly speaking to him or her. It is essential to acquire the clinical educator's phone (cell) and the school's phone number as well. If the student is unable to contact the clinical educator, the student must continue calling the school until someone is reached. Leaving a phone message, email, and/or text message is not considered notifying the clinical educator.

BHSU classes are not to be missed because of your practicum. Evidence of schedule conflicts must be documented and signed by the CE, BHSU course professor, and SEED 495 professor.

### **Background Check:**

All Pre-Student Teaching Practicum students must submit to a criminal background check. It is your responsibility to 1) obtain the criminal background check, 2) pay for the criminal background check, and 3) forward the background check to the school district where the field experience will be completed. Contact your field experience school to find out their procedure as it varies by the school district. *This procedure should be started immediately after you are placed for your field experience. Criminal background checks take 7 – 10 days to process.*

### **Liability Insurance:**

All Pre-Student Teaching Practicum students are responsible for having a \$1,000,000 personal liability insurance policy. The policy may be purchased from your insurance agent or through SDEA/NEA at [NEA - Student Enrollment Form Page](#). It is your responsibility to obtain liability insurance. Once you have your insurance upload verification to D2L and email it to [Kellie.Hatch@bhsu.edu](mailto:Kellie.Hatch@bhsu.edu) in the Field Experiences office.

### **Course Goals:**

This course is designed to prepare BHSU TCs for success in their pre-student teaching practicums with final preparatory experiences prior to their student teaching internship. Class sessions conducted at the university provide the opportunity to prepare for their field visits and the opportunity to discuss those same experiences. The SEED 495 Pre-Student Teaching Practicum provides BHSU TCs the opportunity to acquire knowledge relative to co-planning, co-teaching, and classroom practice through experiential learning.

**Course Learning Activities, Assignments, and Point Values:** All coursework must be completed by the due dates posted on the course outline. A description and grading criteria will be provided by the instructor for each assignment listed below.



## Course Evaluation

- SDBOR guideline - As a general rule, an equivalent of forty-five (45) hours of work by a typical student is required for each credit hour. <https://www.sdbor.edu/policy/Documents/2-32.pdf>
- You should be prepared to spend the required time for this course during the week to complete readings, interact with digital content, and complete assignments.

Assignments:	Point Values:
Class Participation	125 points
Liability Insurance	10 points
Background Check	10 points
Mandatory Reporting Certificate	10 points
Interview Clinical Educator	10 points
Classroom Observation Assignment	25 points
Who Are You? Assignment	25 points
Lesson Plan 1 & Reflections	50 points
Lesson Plan 2 & Reflections	50 points
Lesson Plan 3 & Reflections	50 points
Time Log	15 points
Final Evaluation	15 points
PDA – Self	10 points
PDA - CE	10 points
	415 points

**Feedback and Grades:** You will receive feedback and grades within two weeks of the assignment due date.

**Assignments Due/Make-up Work:** This course is an opportunity for our students to gain invaluable real-world experience as an educator. *All assignments must be completed and completed in a satisfactory manner. If assignments are not completed or completed in a satisfactory manner, the student will need to retake the course the following semester.* This will may delay student teaching and as such graduation.

To be eligible to receive full credit, assignments must be turned in by the assigned due date. If a student is falling behind, they will be recommended for to withdrawal from the course and reenroll the following semester. Please contact me if you have a problem or concern about a late or missed assignment.

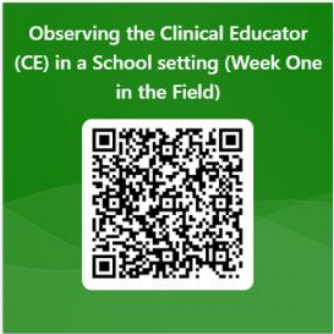
**Tentative Course Outline/Schedule:** The instructor may need to make alterations throughout the course of the semester. All changes will be announced through email. Students are responsible for adhering to any of the changes made.

Checklist:


- \_\_\_\_\_ Practicum Placement Packet & Resume
- \_\_\_\_\_ Liability Insurance
- \_\_\_\_\_ Background Check

- \_\_\_\_\_ Mandatory Reporting Video & Upload Certificate
- \_\_\_\_\_ Code of Ethics
- \_\_\_\_\_ Initial Clinical Educator Interview
- \_\_\_\_\_ Classroom Observation Assignment
- \_\_\_\_\_ Who Are You? Assignment
- \_\_\_\_\_ Lesson Tasks #1
- \_\_\_\_\_ Lesson Tasks #2
- \_\_\_\_\_ Lesson Tasks #3
- \_\_\_\_\_ Extension (Optional) – Record and Reflect
- \_\_\_\_\_ Time Log
- \_\_\_\_\_ Formal Evaluation by CE
- \_\_\_\_\_ PDA Self
- \_\_\_\_\_ PDA CE

Assignments	How to Submit and Receive Credit for the Assignment	Due Dates
Practicum Placement Packet & Resume	This form is submitted to the Field Experience Office.	January 12th
Background Check	Complete a background check with your placement school district.	February 2nd
Liability Insurance	Once you have your insurance upload verification to D2L and email it to <a href="mailto:Kellie.Hatch@bhsu.edu">Kellie.Hatch@bhsu.edu</a> in the Field Experiences office. Link to NEA/SDEA: <a href="#">Liability Insurance</a>	January 19th

Mandatory Reporting Training Video & Certificate	Upload a copy of the “mandatory reporting certificate” to D2L	January 19th
<a href="#">Initial Interview with Clinical Educator</a>	Complete this form with your CE: <a href="#">CE Interview Form</a>  Upload a screenshot or confirmation email to D2L.	February 2nd
<a href="#">Observing the Clinical Educator in a School Setting - Week One in the Field</a>	Observe your CE and complete the Observing clinical Educator in a School Setting form. The form can be accessed with this <a href="#">link</a> or QR code.  	Due February 9th

<a href="#">Who Are You? Assignment</a>	Details and scoring rubric are on D2L and linked <a href="#">here</a> .	Due February 16th
Lesson Tasks #1	<p>With your CE, you will design and deliver 3 lessons. You will upload your lesson plans using the “BHSU Lesson Plan Fillable Word Document” to D2L. Following the lesson, your CE completes an online reflection that identifies strengths and areas for improvement. You will also complete an online self-reflection identifying strengths and next steps.</p> <p style="text-align: center;"><a href="#">Lesson Plan Fillable Word Document</a></p> <p>Clinical Educator (CE) Observation Form <a href="#">link</a> OR QR Code:</p> <div style="text-align: center;">  </div> <p>Student Intern Lesson Reflection form <a href="#">link</a> OR QR Code:</p> <div style="text-align: center;">  </div>	March 8th
Lesson Tasks #2	Same as lesson plan #1.	April 9th
Lesson Tasks #3	Same as lesson plan #1.	April 9th
Extension: Record and Reflect (Optional)	Record at least 15 minutes of a lesson and complete self-evaluation of the lesson	April 26th
<a href="#">Time Log (signed)</a>	Upload a copy of the completed Time Log (signed by your CE) to D2L. (A fillable word document is also available on D2L.)	April 26th

Final Teaching Evaluation by Clinical Educator Form	<p>Completed by your Clinical Educator online &amp; reviewed with you by the Clinical Educator.</p> <p>Clinical Educator (CE) Observation Form <a href="#">link</a> OR QR Code:</p> <div data-bbox="631 338 1040 743" style="text-align: center;">  <p>Final Evaluation by Clinical Educator</p> </div>	April 26th
<a href="#">Professional Dispositions Assessment</a> (PDA)	Both you and your Clinical Educator complete the Professional Dispositions Assessment. The form is online. Upload a screenshot or confirmation email to D2L when you have completed a PDA for yourself.	April 26th

**Accessibility Statement:** Black Hills State University strives to ensure that physical resources, as well as information and communication technologies, are accessible to users in order to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services, (contact Jennifer Lucero, Coordinator, at [Jennifer.Lucero@bhsu.edu](mailto:Jennifer.Lucero@bhsu.edu) or by phone at (605) 642-6099), who will work to resolve the issue as quickly as possible. The office is in the E.Y. Berry Library, Second Floor, Room #240.

Additional information can also be found at:

<http://www.bhsu.edu/Student-Life/Student-Services/Disability-Services>

*Please note:* if your home institution is not the institution you are enrolled at for a course (host institution), then you should contact your home institution's Office of Disability services. The disability services at the home and host institution will work together to ensure your request is evaluated and responded.

**Freedom in Learning:** Under Board of Regents and Regental Institutions policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Discussion and debate are critical to education and professional development. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact their home institution to initiate a review of the evaluation.

**Academic Dishonesty and Misconduct:** Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. The Regental Institution's policy and procedures on cheating and academic dishonesty can be found in your home institutions Student Handbook and the governing Board of Regents policies can be found in BOR Policy 2:33 and BOR Policy 3:4. The consequences for cheating and academic dishonesty are outlined in policy.

**Artificial Intelligence:** As technology continues to evolve at an unprecedented pace, you may find yourself interested in utilizing AI tools like ChatGPT to enhance your learning experience. While I welcome the use of technology in this course, you must not engage in any form of academic misconduct such as plagiarism, cheating, or misrepresentation of work. Any use of AI tools in this class should be appropriately cited and acknowledged. AI is not a substitute for critical thinking or academic rigor; rather, it should be used as a tool to complement and enhance one's analytical skills.

Be mindful that AI tools have their limits:

- AI tools use pre-existing data to make predictions and decisions, but their accuracy is not guaranteed.
- AI tools may be biased due to algorithms, which can result in perpetuating prejudices.
- AI tools may pose privacy risks, therefore refrain from uploading PHI or other personal content to such platforms due to their inadequate safety measures.

Ultimately, it is your responsibility to ensure the accuracy and completeness of any work produced using AI tools. Any errors or omissions resulting from the use of these tools are your responsibility. Therefore, it is important to always review and verify the output generated by AI tools and to use your own critical thinking skills and judgment in interpreting and utilizing the results.

If you have any questions or concerns about the appropriate use of ChatGPT or any other AI tools in this class, please don't hesitate to reach out to me for guidance.

This syllabus is tentative and subject to change. © 2023, Black Hills State University.