

ENGAGED TO
learn

EQUIPPED TO
teach

Teachers Prepared
at Grand View

EMPOWERED TO
lead

Information for Student Teachers

DR. LINDSAY GROW, DEPARTMENT CHAIRPERSON

- *WELCOME*
- *VISION*

GV EDUCATION DEPARTMENT VISION:

GRAND VIEW'S TEACHER EDUCATION PROGRAM

EMPOWERS TEACHERS, THROUGH VIBRANT LEARNING

COMMUNITIES AND SELF-REFLECTION, TO BE

INNOVATIVE, CULTURALLY RESPONSIVE, AND

RESOURCEFUL LEADERS

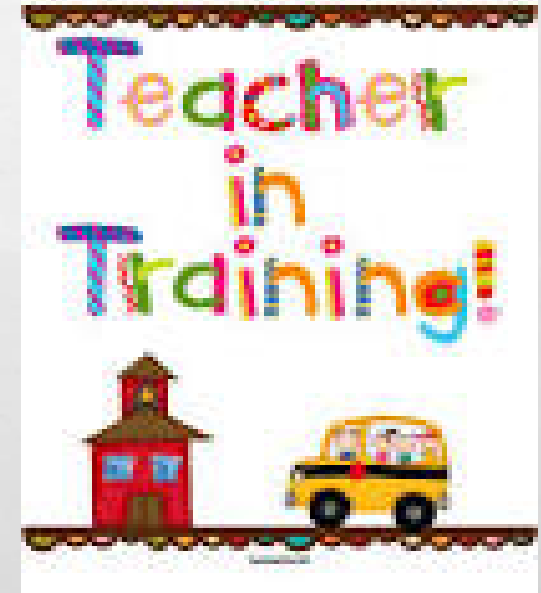
WHO ARE EMPOWERED TO RESPOND TO THE

DYNAMIC NEEDS OF LEARNERS FOR A GLOBAL SOCIETY.

WHY STUDENT TEACHING?

THIS WILL BE A TRANSFORMATIONAL EXPERIENCE AS YOU TRANSITION FROM *STUDENT TO TEACHER* SO THAT YOU WILL MORE EFFECTIVELY...

- APPLY KNOWLEDGE, SKILLS AND EXPERIENCE TO PRACTICE
- DEVELOP IN THE AREA OF PROFESSIONALISM AND ETHICAL BEHAVIOR
- UNDERSTAND YOUR ROLE IN THE LARGER WHOLE OF THE PROFESSION





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**"I give the same advice to all new teachers.
Pretend you know what you are doing."**

10 THINGS STUDENT TEACHERS NEED TO DO

1-BE OPEN FOR SUGGESTIONS AND TAKE CONSTRUCTIVE FEEDBACK

2-BE PROFESSIONAL-APPEARANCE, LANGUAGE, INTERACTIONS, SOCIAL MEDIA

3-LOOK FOR LEARNING OPPORTUNITIES

4-LISTEN, LISTEN, LISTEN

5- BE REFLECTIVE ABOUT EVERYTHING

6-BE A TEAM PLAYER AND JOIN IN THE COLLABORATION

7-BUILD A GOOD WORKING RELATIONSHIP WITH COOPERATING TEACHER AND OTHERS

8-BE ENGAGED EVEN WHEN YOU ARE NOT TEACHING

9- USE APPROPRIATE HUMOR AND AVOID THE USE OF SARCASM

10- HAVE FUN!

STUDENT TEACHER RESPONSIBILITIES

- READ THE SYLLABUS AND HANDBOOK (SENT ELECTRONICALLY AND DISCUSSED IN SEMINAR ON JANUARY 8TH)
- READ/CHECK YOUR **GRAND VIEW EMAIL** DAILY!! WE KEEP YOU POSTED ABOUT LICENSURE DEADLINES, EVENTS YOU NEED TO ATTEND, AND FORMS YOU NEED TO FILL OUT.
- STUDENT TEACHING WORK AGREEMENT STUDENT TEACHING EXPECTATIONS (SIGN TODAY)
- STUDENT TEACHING EXPECTATIONS (SIGN TODAY)

IMPORTANT TO REMEMBER

- YOU ARE ASSIGNED TO A SCHOOL AND THEIR CALENDAR.
- FOLLOW THEIR TIME SCHEDULE AND DAYS
- IF THERE IS AN EMERGENCY AND YOU MUST BE ABSENT
 1. CONTACT COOPERATING TEACHER
 2. CONTACT YOUR SUPERVISOR
 3. IF YOU MISS MORE THAN FOUR DAYS YOU WILL NEED TO
EXTEND YOUR PLACEMENT ONE WEEK.
- YOU ARE A PROFESSIONAL EDUCATOR-PLEASE MAKE SURE YOU ARE POSITIVELY REPRESENTING YOUR SCHOOL, YOURSELF, AND GRAND VIEW UNIVERSITY
- COMMUNICATE, COMMUNICATE, COMMUNICATE!



DATES/SCHEDULE



- ✓ START ON THE SAME DAY IN JANUARY THAT YOUR CT STARTS BACK TO SCHOOL (WEEK 0)
- ✓ WEEK 1 – 8 AT THE FIRST PLACEMENT, THE 2ND PLACEMENT STARTS ON MARCH 4TH.
- ✓ FOLLOW SPRING BREAK OF THE SCHOOL YOU ARE PLACED IN.

SEMINARS ARE HELD ON THE FOLLOWING MONDAYS FROM 4:15 P.M. – 5:30 P.M. IN RASM 119

ATTENDANCE IS REQUIRED.

JANUARY 8, 29

FEBRUARY 12, 26

MARCH 5, 19

APRIL 2

ROSE CEREMONY IS MONDAY, APRIL 23RD AT 4:30 P.M.



EXPECTATIONS - WEEK 1 AND 2

STUDENT TEACHER

- BECOME FAMILIAR WITH CURRICULUM STANDARDS, TEXTS, AND MATERIALS
- BECOME FAMILIAR WITH PROCEDURES, ROUTINES EXPECTATIONS
- LEARN STUDENT NAMES
- REVIEW SPECIFIC POLICIES (SCHOOL HANDBOOK)
- REVIEW YOUR INTASC STANDARDS
- WORK WITH STUDENTS IN SMALL GROUP SETTINGS

COOPERATING TEACHER

- REVIEW MATERIALS PROVIDED BY GV
- PROVIDE A WORK AREA FOR STUDENT TEACHER
- DISCUSS EXPECTATIONS (TIME, DRESS CODE, DISCIPLINE PHILOSOPHY)
- PROVIDE TOUR AND INTRODUCE THEM TO COLLEAGUES
- DETERMINE TEACHING SCHEDULE INCLUDING TOPICS AND DATES
- SET EXPECTATIONS FOR PLANNING AND SUBMITTING PLANS FOR APPROVAL

EXPECTATIONS - WEEK 3 AND 4

STUDENT TEACHER

- PREPARE MATERIALS FOR UPCOMING LESSONS
- TEACH A PORTION OF A LESSON OR TEAM TEACH WITH COOPERATING TEACHER
- CO-PLAN AND TEACH THOSE LESSONS
- CONTINUE TO WORK WITH SMALL GROUPS
- BEGIN TRANSITION FOR BELL TO BELL TEACHING
- ATTEND EXTRACURRICULAR ACTIVITIES
- ATTEND PROFESSIONAL DEVELOPMENT

COOPERATING TEACHER

- MODEL EFFECTIVE TEACHING AND PLANNING AND DISCUSS YOUR STRATEGIES
- OBSERVE AND PROVIDE FEEDBACK
- PROVIDE A GRADUAL TRANSITION TO BELL TO BELL
- PREPARE FOR MID-TERM EVALUATION (SENT VIA EMAIL)
- COMMUNICATE WITH GVV SUPERVISOR

EXPECTATIONS - WEEK 5 AND 6

STUDENT TEACHER

- TEACH BELL TO BELL WITH ALL RESPONSIBILITIES
- ADJUST UNIT PLAN AS NEEDED
- IMPLEMENT ASSESSMENT TOOLS
- CONTINUE TO ATTEND PROFESSIONAL DEVELOPMENT
- DISCUSS A TRANSITION PLAN FOR COOPERATING TEACHER TO RESUME TEACHING

COOPERATING TEACHER

- CONDUCT BOTH FORMAL AND INFORMAL OBSERVATIONS AND PROVIDE VAST FEEDBACK
- REVIEW LESSON PLANS AND HELP IN GUIDING OF TIMING AND IMPLEMENTATION AS NEEDED
- CONTINUE TO COMMUNICATE WITH GUV SUPERVISOR
- HELP CREATE STUDENT TEACHING EXIT PLAN

EXPECTATIONS - WEEK 7 AND 8

STUDENT TEACHER

- IMPLEMENT TRANSITION PLAN
- COMPLETE ANY GRADING
- WORK WITH SMALL GROUPS AND ASSIST AS NEEDED IN CO-TEACHING EXPERIENCES
- COMPLETE THE COOPERATING TEACHER EVALUATION
- ROSE CEREMONY AT THE END OF THE SEMESTER

COOPERATING TEACHER

- TRANSITION BACK INTO THE CLASS
- HELP STUDENT TEACHER WITH RESUME OR LETTER OF APPLICATIONS
- REVIEW THE IOWA TEACHING STANDARDS
- COMPLETE THE EVALUATION AND DISPOSITIONS

OTHER RESPONSIBILITIES OF STUDENT TEACHER:

- **PRIMARY RESPONSIBILITY IS TO THE STUDENTS AND THE CLASS**
- **SECONDARY IS THE PORTFOLIO REQUIREMENTS FOR GRAND VIEW**
 - ❖ **VIDEO REFLECTION**
 - ❖ **UNIT PLAN**
 - ❖ **REFLECTIVE JOURNALS**
 - ❖ **DEMOGRAPHICS**
 - ❖ **HIGHER ORDER THINKING SKILLS AND CREATIVITY**
 - ❖ **CLASSROOM MANAGEMENT**
 - ❖ **RESULTS OF ASSESSMENT**
 - ❖ **SPECIFIC EXAMPLES OF PROFESSIONAL BEHAVIOR**

WHAT'S NEXT:

- PLEASE CONTACT YOUR COOPERATING TEACHER THIS WEEK OR TODAY IN PERSON.
- WE RECOMMEND A QUICK VISIT TO THE SCHOOL.
- CONFIRM SCHOOL LOCATION AND TIMES.
- ENSURE YOU HAVE COOPERATING TEACHER'S AND THE SCHOOL'S CONTACT NUMBERS IN CASE YOU NEED TO CALL IN AN EMERGENCY.

INTRODUCTIONS



LOCATE YOUR CT/STUDENT:

- ✓ STUDENTS WILL SHARE A MEMORY OF THEIR FAVORITE TEACHER
- ✓ CT'S WILL SHARE THEIR EXPERIENCE (YEARS IN THE FIELD, GRADE/SUBJECT TAUGHT)
- ✓ MAKE PLANS FOR THE FIRST VISIT

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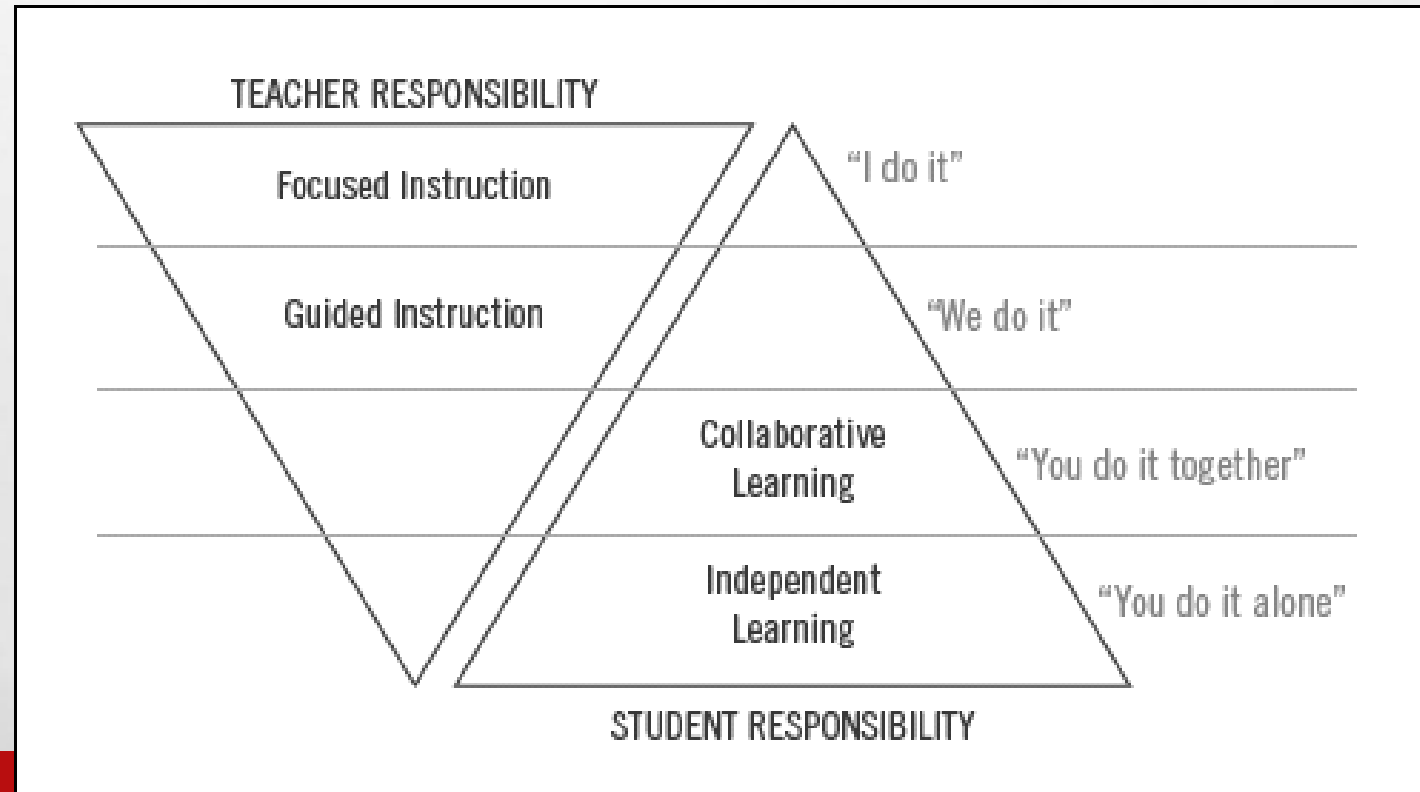
RESOURCEFUL LEADERS

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THE ROLES AND RESPONSIBILITIES

- WE PATTERN OUR EXPERIENCES AFTER DOUG FISHER'S GRADUAL RELEASE OF RESPONSIBILITY-



MENTORING

- MENTORING IS A SUPPORTIVE, LONG-TERM RELATIONSHIP BETWEEN AN EXPERIENCED MENTOR AND THEIR LESS EXPERIENCED MENTEE. THE IDEA IS THAT THE MORE SENIOR MENTOR PASSES ON KNOWLEDGE AND GUIDANCE AS THE MENTEE FINDS THEIR FEET IN A NEW ROLE.
- **ANDREW JONES** IS HEAD OF RELIGIOUS STUDIES AND SOCIOLOGY AT [GOFFS SCHOOL](#) IN CHESHUNT, HERTFORDSHIRE. FIND HIS [DEPARTMENT WEBSITE](#) AND ON TWITTER AS [@GOFFSRS](#).

HOWARD PITLER'S 10 TIPS...

- SET EXPECTATIONS FOR BOTH YOU AND YOUR STUDENT TEACHER
- TREAT THEM AS A COLLEAGUE AND EXPECT THEM TO ACT LIKE A COLLEAGUE
- MAKE THEM A PART OF THE PLANNING PROCESS (DON'T ASSUME THEY KNOW HOW)
- DEBRIEF, DEBRIEF, DEBRIEF-
- USE CLEAR AND USEFUL FEEDBACK WITH A BALANCE OF ENCOURAGEMENT AND DIFFICULT CONVERSATIONS
- DISCIPLINE- "LET THEM HANDLE IT"
- LET THEM SEE YOU TRULY CARE ABOUT YOUR STUDENTS

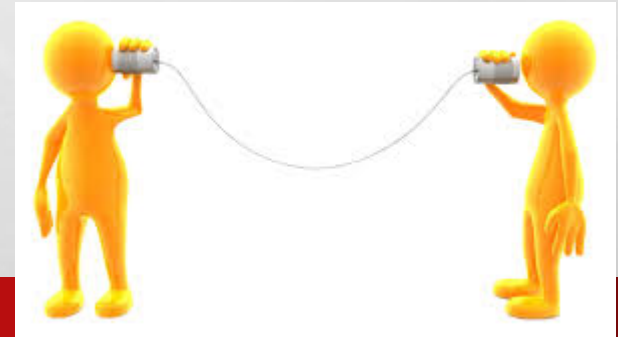
HOWARD PITLER IS A DYNAMIC FACILITATOR, SPEAKER, AND INSTRUCTIONAL COACH WITH A PROVEN RECORD OF SUCCESS SPANNING FOUR DECADES. PITLER IS AN ASCD FACULTY MEMBER AND THE AUTHOR OF SEVERAL ASCD PUBLICATIONS.

COMMUNICATION

- COMMUNICATION BETWEEN YOU AND THE STUDENT TEACHER – **FREQUENT, ONGOING, HONEST AND POSITIVE**
- COMMUNICATION BETWEEN YOU AND THE SUPERVISOR – **DURING THEIR 4 VISITS (MIDTERM AND FINAL EVAL CONVERSATIONS) AND ANYTIME YOU NEED THEIR INPUT OR HAVE QUESTIONS**
- COMMUNICATION BETWEEN YOU AND GRAND VIEW – **CONTACT MELISSA OSTREM ABOUT PAPERWORK, ELECTRONIC EVALUATIONS, ETC.**
- PLEASE EMAIL BOTH OF US ASAP TO ENSURE YOUR COMPUTER WILL IDENTIFY US AND EMAILS HOPEFULLY WON'T GO INTO SPAM.

NVANWYK@GRANDVIEW.EDU, 515-499-2318 (CELL)

MOSTREM@GRANDVIEW.EDU, 515-263-2844 (OFFICE)



CT RESPONSIBILITIES AND EXPECTATIONS

- SEE HANDOUT
- WHEN YOU COMPLETE THE MID-TERM AND FINAL (WILL BE SENT AS A GOOGLE DOC VIA EMAIL), PLEASE SAVE/PRINT A COPY TO DISCUSS WITH THE SUPERVISOR AND STUDENT (ALL 3 TOGETHER).
- **MID-TERM** EVALUATIONS WILL BE EMAILED TO YOU ON JANUARY 30TH (DUE FEB. 2ND) AND/OR MARCH 26TH (DUE MARCH 30TH)
- **FINAL** EVALUATIONS WILL BE EMAILED TO YOU ON FEBRUARY 20TH (DUE FEB. 26TH) AND/OR APRIL 20TH (DUE APRIL 26TH)

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DISCUSSION OF THE COOPERATING TEACHER ROLE

- **ADVISE FROM EXPERIENCED COOPERATING TEACHERS**
- **PAIR/SHARE – WHAT ARE YOU MOST NERVOUS ABOUT?**
- **WHAT QUESTIONS DO YOU HAVE?**



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FAQ'S

- HOW OFTEN CAN I EXPECT GUV SUPERVISOR TO OBSERVE? **MINIMUM OF 4 TIMES WHICH CAN INCLUDE THE MIDTERM AND FINAL DISCUSSIONS.**
- CAN I LEAVE THE ROOM WHILE THEY ARE TEACHING? **THIS DEPENDS ON HOW COMFORTABLE YOU FEEL WITH THE STUDENT TEACHER'S CAPABILITIES AT ANY GIVEN TIME.**
- HOW OFTEN DO I PROVIDE FEEDBACK? **FEEDBACK SHOULD BE PROVIDED DAILY AT A MINIMUM...POSITIVES AND SUGGESTIONS.**
- WHEN SHOULD I CONTACT THE UNIVERSITY SUPERVISOR WITH CONCERNS? **DON'T WAIT!**

FAQ'S

- DO THEY NEED TO VIDEO A LESSON AND SHOULD WE CONTACT PARENTS? **A VIDEO LESSON IS REQUIRED DURING THE 1ST PLACEMENT. FOLLOW YOUR SCHOOL'S GUIDELINES. HOWEVER, THE TAPING CAN HAPPEN WITHOUT THE STUDENTS FACES BEING SHOWN.**
- SHOULD THE BUILDING PRINCIPAL OBSERVE THE STUDENT TEACHER? **ABSOLUTELY! IT IS ANOTHER SET OF EYES AND FEEDBACK FOR THE STUDENT!**
- WHAT ARE THE EXPECTATIONS OF DETAILS IN LESSON PLANNING? **THIS IS A GREAT DISCUSSION TO HAVE WITH THE SUPERVISOR.**

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Grand View University
Says THANK YOU for your
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