

STETSON UNIVERSITY

Handbook for Student Teachers, Cooperating Teachers, and University Supervisors

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INTRODUCTION

The student teaching phase of the Stetson experience is intended to provide interns an opportunity to develop their abilities, to clarify and test theoretical concepts, and to increase their understanding and skill in a practical situation. This experience is designed to help student teachers view situations as challenges rather than problems and to equip them with alternatives for making improved, positive change. The result should provide student teachers with the knowledge, skills, and disposition needed to begin a professional career in teaching.

PURPOSE OF HANDBOOK

This purpose of this handbook is to explain the roles and responsibilities of the student teacher, cooperating teacher, and the university supervisor. Included in the handbook are a variety of forms and important information regarding the student teaching program. Reading it carefully will help all parties become familiar with many aspects of student teaching.

DEFINITIONS OF TERMS

The **student teacher** or **intern** is an undergraduate, post-bac, or graduate education student who is practicing under the guidance of a fully certified and experienced teacher.

The **cooperating teacher** is an experienced classroom teacher who is responsible for working with the student teacher on a daily basis. The cooperating teacher collaborates with the university supervisor in the development and professional growth of the student teacher.

The **university supervisor** is a representative of the university who works closely with the cooperating teacher in the supervision and evaluation of the student teacher.

COURSES FOR COOPERATING TEACHERS

As a means of thanking teachers for their cooperation and supervision of our student teachers, Stetson University invites them to take, without charge, a three-hour course. At the conclusion of the term, and upon receipt of the cooperating teacher's evaluation of the intern's performance, Stetson will send each cooperating teacher a voucher for a free course. Cooperating teachers must present the **original** voucher letter when they register for a course. (No duplicates will be issued at the time of registration.) In some districts, this voucher is sent to the district's staff development office, per the district's policy. Please note that the voucher expires three years from the date of issue.

Professional Education Unit

We believe that becoming a teacher is a dynamic process extending from initial preparation over the course of an entire career. Through its program of study, the Department of Education at Stetson University has made a strong commitment to quality teacher education for the 21st century - striving to prepare a common series of courses and experiences that provide knowledge, skills, and attitudes that will enable candidates to meet the needs of students within culturally diverse educational settings in a rapidly changing world.

Professional Commitments and Dispositions

Building on Stetson University's commitment to infuse programs with the values of ethical decision making, human diversity and commonality, gender equity, community service, and environmental responsibility, we expect that all candidates will:

- show evidence of behaviors that exemplify the ethics of the teaching profession.
- develop awareness, appreciation, and understanding of diverse populations.
- value a questioning and analytic attitude (e.g., utilize critical analysis of data and behavior to initiate change).
- seek articles in professional journals about teaching, learning, educational management, and reform.

- reflect on and formulate a personal philosophy with respect to learning and teaching.

Commitment to Diversity

The unit's commitment to diversity is evident in the strand of *Responders to Diversity*, which is woven throughout initial teacher preparation programs and advanced programs. The design, delivery, and evaluation of the unit's courses and field experiences reflect this commitment.

Specifically, we expect that candidates will:

- have knowledge of issues involving teaching and schooling in a complex and culturally diverse society.
- have knowledge of unique learning characteristics, needs, and capabilities of students of different ages, cultural, language and socio-economic backgrounds, and exceptionalities.
- demonstrate the ability to bridge theory to practice in a variety of educational settings.
- plan and implement strategies in cultural diversity and nurture human relations with pupils, peers, teachers, and other stakeholders.

Commitment to Technology

The unit's commitment is shown in faculty use of technology in their teaching and monitoring of students' progress in the use of technology throughout the programs. Candidates demonstrate competence in the use of educational technology through an ability to utilize technology personally and professionally in their teaching in order to help all students learn. The use of technology has been integrated across the curriculum, instruction, field experiences, clinical practice, assessments, and evaluations.

Philosophy

Throughout all our professional programs, there is an underlying commitment to the following beliefs:

1. All candidates must understand their own culture and the cultures of others. As educators, they must accept all students and teach in an atmosphere that honors the unique cultural differences and fosters in each student respect and appreciation for human and cultural diversity in a democratic society. See Unit Strands: *Responders to Diversity* and *Collaborative Instructional Leaders*.
2. Educational leaders influence students towards inherent possibilities of human development by using multiple instructional strategies in high performing learning environments that facilitate the academic achievement of each K-12 student and the importance of the individual's commitment toward living a meaningful life. See Unit Strands: *Collaborative Instructional Leaders* and *Facilitative Change Agents*.
3. Educators -- beyond their responsibility to transmit knowledge -- have the mission to transform practices in schools so that all students may learn to their fullest potential and participate fully in our democratic society. See Unit Strands: *Reflective Practitioners* and *Facilitative Change Agents*.

These four organizing strands - *Reflective Practitioner*, *Collaborative Instructional Leader*, *Responder to Diversity*, and *Facilitative Change Agent* - were established to create a sense of unity across all programs at both the initial and advanced levels.

Reflective Practitioners

The consensus among the Department of Teacher Education faculty is that our intention is to create reflective practitioners who continually evaluate the effects of their choices and actions on others (students, parents, and other professionals in the learning community) and who actively seek out opportunities to grow professionally. This perspective is consistent with a view that candidates should become active learners capable of reflecting upon their experience and implementing appropriate changes in their education. This view is consistent with a philosophy that places responsibility for learning with the individual, and it views learning as an active interaction between teacher and learner. Historically, this view can be linked to the work of John Dewey. In contemporary views, it is connected with constructivist philosophic perspectives and cognitive psychology. This view describes intelligence as thought in action and that to reflect on one's experience is a method that allows for growth. As Dewey described in his *Experience and Education* (1938) growth occurs through "reconstruction of experience" (p.87). In general, the approach that department members advocate is consistent with

Dewey's problem solving model, which describes five steps: feeling a need to solve a problem, analyzing the difficulty, suggesting alternatives, choosing among the various alternatives, and implementing and evaluating the results.

We believe that learning is an active and collaborative process. Teachers must view knowledge as constructed by learners rather than transmitted by teachers. Candidates should be involved in a classroom community where they will learn to ask questions, share, debate, construct, modify, and develop ideas and ways to solve problems (Johnson & Johnson, 1999; Slavin, 2006).

We believe that teachers and other educators need to ask hard questions about conventional practice (Barazangi, 2006; Reagan, 1993; Goodlad, 1983; Leahy & Corcoran, 1996). Continuous reflection on one's set of beliefs and assumptions about teaching and learning make the process of becoming a teacher a conscious effort of developing a "conscience of craft" (Bush, 1987; Green, 1985). We agree with Reagan's (1993) work relating to reflection-in-action, reflection-on-action, and reflection-for-action. His view offers ways to consider proactive approaches to education -particularly the concept of reflection-for-action. Reflection-for-action describes an approach that prepares candidates to anticipate what to do in the schools (based on reflection of past action) while planning for subsequent action. Finally, we believe reflective practice can be enhanced through use of reflective journals, seminars, portfolios, action research and emphasis on teaching as decision-making. The ultimate goal of reflective practice is continuous improvement.

Collaborative Instructional Leaders

Schools today need a collaborative effort between administrators and teachers (Birky, Shelton, & Headley, 2006; Bogan, 2006). According to Barth (2006), educators who become leaders experience personal and professional satisfaction, a reduction in isolation, a sense of instrumentality, and a new learning about schools and the process of change - all of which are reflected in curriculum development and instructional practice. We believe that schools that have strong, effective principals and empowered teacher-leaders tend to be high performing learning organizations (Blasé & Blasé, 2001; Ervay, 2006).

As teacher educators, we prepare future educators to become educational leaders who are open to different perspectives, whose instructional decisions are based on multiple sources of information, and who develop instruction that is responsive to the capabilities and needs of diverse learners. Because assessment is critical to effective instruction, it is important for educators to know how to evaluate students' progress. We believe that if we encourage prospective educators to reflect on their instructional decisions, K-12 student learning will increase.

The primary focus of an instructional leader is to enhance the learning of the students in the classroom. Like Schmoker (2006), we encourage candidates to become "learning leaders." He believes that learning leaders should spend more time discussing and supporting learning. He believes that learning leaders need to focus on monitoring and supporting student success, and teams of teachers must work together to enhance student learning. We believe that teaching pedagogy should address the higher levels of Bloom's taxonomy. Both teachers and leaders should work toward the evaluation and synthesis level of knowledge. As instructional leaders we must synthesize student performance data, adjust teaching strategies, and evaluate and monitor student progress. We should ask no less of our K-12 students. Tucker and Stronge (2005) state that "these emphases combined with purposeful collaboration have resulted not only in sizable achievement gains, but also in higher levels of teacher satisfaction and a feeling of professionalism.

As a unit, we believe an educated leader is an individual who can influence people within an organization towards continuous improvement and change. There is no one best way to influence people. Leaders, however, must lead according to the readiness level of the people in the organization that they are attempting to influence (Blanchard, Zigarmi, & Zigarmi, 1985). We believe one must have the ability to analyze a situation, determine the appropriate leadership style the situation warrants, and take action. We believe people have the potential to grow and given an opportunity, can and will respond. Part of this equation, however, is that leaders must first have high expectations of themselves. As educators, we know the impact of teacher expectations on candidate behavior and achievement (Murphy & Alexander, 2006).

Responders to Diversity

Unit members recognize the importance regarding issues of diversity within the educational setting. We believe that teachers must move beyond tolerance to acceptance, and they must accomplish this through demonstrating competence that they can recognize, accommodate, and value students' 'cultural capital' (Banks, 2003; Bordieu, 1977). Diversity issues include an understanding of age (developmental readiness, human growth and development); gender; socioeconomic status; academic ability (ESE, exceptional student education, gifted); language (English as a second language); race and ethnicity;

and culture - and how each of these concepts presents a multitude of challenges for educators. The challenges that face candidates are not limited to *how* they teach students of diversity; candidates must also teach *about* diversity so that their students will ultimately be able to interact and thrive in a diverse world. Such complex issues require delicate handling as well as substantial preparation.

We believe candidates must develop a repertoire of skills and knowledge that compliment education reform as they endeavor to respond to these issues of diversity (Abedi, 2004). A holistic view of development from novice to advanced practitioner is necessary. Competency-based approaches, in which educators' knowledge, skills, and experiences are considered assets, help educators understand and respond to the diverse needs of today's changing K-12 populations. Reflective and analytical learning must also be emphasized. Societal issues (e.g., crime, drug and alcohol abuse, poverty, homelessness, etc.) require greater collaboration between educators, families, and social service providers (Slocumb & Payne, 2000).

Facilitative Change Agents

Educators must be competent in both content and pedagogy to challenge learners' thinking and facilitate change in schools. It has become increasingly necessary for educators to extend the classroom into the community and become a change agent for educational reform. Fullan (2003), recognized as an international authority on educational reform, links moral purpose and change. We believe, through reflective practice, educational change can occur. Candidates must be prepared with the knowledge, skills, and dispositions to strive for teaching and learning authenticity as they face complex educational challenges such as heightened accountability and curriculum redesign. To think on a critical level, candidates must be able to look at multiple perspectives of a situation as well as the broader social, political, moral, and economic contexts of a problem.

Necessary for one to become a skillful change agent, candidates participate in personal vision building, inquiry, mastery, and collaboration (Fullan, 1999; Fullan, 1993; Senge, 1990). We strive to prepare candidates to practice responsibly and become critical thinkers who can challenge the status quo, effect change, and sustain that change (Fullan, 2005).

Personal vision building entails the candidate to examine one's purpose for wanting to be an educator and the ability to articulate a platform for future action. Closely related to, and necessary for the construction of a personal vision, is the disposition of inquiry. Skillful inquiry is directed at examining information and ideas in the external environment and requires the internalization of norms and habits, which support continuous learning. As change agents, we believe educators must be continuous learners in order to respond in a proactive manner to an increasingly complex and changing world and to use changes such as those in technology and research on best practices to bring appropriate change to our classrooms.

Mastery is necessary for developing an effective change agent. Pedagogical content knowledge is essential for effectiveness in our profession and must be addressed. We believe mastery moves beyond the skillful practice of pedagogy in relation to subject matter. This requires educators to nurture a disposition of personal expertise in order to achieve a deeper understanding of existing conditions, proposed innovations, and potential futures.

Collaboration is also needed to foster one's capacity as a change agent. Through collaboration, educators extend exponentially the power of their personal mastery through the cultivation of group mastery.

STUDENT TEACHING REQUIREMENTS

Admission to Student Teaching Requirements

To be considered for admission to Student Teaching, a candidate must:

1. Be admitted into the Approved Education Program;
2. Complete Student Teaching application;
3. Complete Student Teaching county application;
4. Receive passing scores on **all** of the Florida Teacher Certification Examinations (FTCE): General Knowledge (GK), Professional Educators (PE), and Subject Area Exam (SAE) in teaching major;
5. Achieve a grade of C or better in professional education courses;

6. Achieve a GPA of 2.5 or better in major content area and overall;
7. Demonstrate satisfactory progress in each of the following: Danielson Domains, Reading Competencies, ESOL Domains;
8. Demonstrate professional dispositions in all coursework and field experiences as outlined by the program;
9. Receive a satisfactory behavior recommendation from Stetson's Office of Community Standards;
10. Complete fingerprinting clearance as required by county school boards: Fingerprint clearance occurs following an in-depth criminal background check. Background checks include information regarding any criminal offenses other than a minor traffic violation. The results of these mandatory background checks may result in the inability to secure final internship placement and removal from the program.

All requirements must be met prior to student teaching. *There is no appeal for admission to the approved program.*

Exit from Student Teaching Requirements

Exit requirements for approved program candidates include:

1. Cumulative grade point average of 2.5 or better;
2. Grade of C or better in professional education courses;
3. Grade point average of 2.5 or better in major content teaching area;
4. Demonstrated Satisfactory performance in each of the following: Danielson Domains, Reading Competencies, ESOL Domains;
5. Demonstrated professional dispositions in all coursework and field experiences as outlined by the program;

Continuous program review and revision may invalidate the above statement requirements. Consultation with the Office of Teacher Education Programs is necessary to ensure fulfillment of program requirements.

Student Teaching Placements

1. The student teaching placement is a joint responsibility of the university and district school personnel. (It is not desirable to assign student teachers to schools that they attended, where immediate relatives teach, or where their children attend.)
2. The university and the district school systems develop policies and procedures which are mutually understood and respected and which encompass the guidelines presented herein regarding the placement of student teachers.
3. The cooperating school is staffed by a principal, teachers, and auxiliary personnel who have an interest in and an understanding of the student teaching program and are willing to contribute to the professional development of student teachers.
4. The cooperating school is accredited by an appropriate agency.
5. The school program and physical facilities are adequate to provide the student teacher with profitable experiences in the teaching field.
6. Student teachers are assigned at the levels and in the subject areas in which they will be certified.
7. Provisions should be made in elementary schools for student teachers to teach in a minimum of four basic subject areas of the elementary curriculum, one of which must be reading.

Criteria for Selecting Cooperating Teachers

To work with a senior intern, cooperating teachers must meet certain requirements. These requirements are listed below:

- Successful completion of Clinical Educator Training
- Full certification for assigned teaching area
- Currently teaching in field
- A minimum of three years of instructional experience, one of which was completed in current count
- A minimum of at least one year of teaching experience within the last three years in the grade level in which the intern is placed (elementary education majors)
- “Proficient” on evaluations with no areas requiring improvement for the past two years
- Effective classroom management skills
- Consistent student academic success
- ESOL endorsement or certification (requirement for elementary education placements)
- Currently teaching in a classroom with a diverse population, including ELL students (latter is a requirement for elementary education placements)

These are the generally accepted guidelines for most districts. For the few interns placed outside of Volusia County, please see the Director of Student Teaching for any variations in the requirements.

Coursework

Student teachers are required to complete two courses (EDUC 429 and EDUC 474) concurrently with student teaching. The course topics are designed to help interns interpret their experiences more fully and promote professional development in various areas. This block requires all interns to be at Stetson by 3 p.m. on Wednesdays; therefore, students may need to leave school early on class days.

EDUC 429 - Senior Intern Seminar in the Elementary/Secondary Schools (1 unit)

The letter grade for EDUC 429 is based upon the intensive classroom work done during the two weeks prior to arriving in classrooms full time, and continues with weekly seminars during the internship. Other sources of assessment include, but are not limited to, text assignments, weekly schedules, student teaching notebooks, microteach lessons, units, reading projects, professional growth plans, portfolios, and email reflections.

EDUC 430 - Student Teaching (2 units)

The intern receives a Pass/Fail grade for this course. The formative and summative evaluations of the university supervisor and cooperating teacher are the basis for this grade. It is important to note that the "real" grade is not the "P," but the strength of the recommendation written by the university supervisor and the cooperating teacher.

EDUC 474 - Educational Management of Exceptional Students (1 unit)

This course is taught with the senior seminar and incorporates aspects of management with general methods. Student teachers examine the various assumptions and research regarding classroom management, implement techniques for dealing with misbehavior, and discuss current management challenges.

Student Teaching Timeline

The student teaching semester is divided into three phases as follows:

1. **Pre-Intern Phase** (approximately 2 weeks)

During this phase, the intern attends class at the university for approximately two weeks developing strategies for the purpose of accomplishing instructional goals in the classroom. Interns also visit in the assigned schools during this period to become acquainted with the teaching environment. Interns have specific assignments to complete; therefore, most visits will involve observation and data collection.

At this time, the cooperating teacher should provide the intern with the following materials:

- county and/or school curriculum guides
- set of textbooks with teacher's guide, if possible
- other instructional materials as necessary
- faculty and pupil handbooks, specifically information on:
school rules, pertinent school/county policies, school hours, extra-curricular activity information and dress codes
- description of the class(es)
- "briefing" on work completed prior to student teacher's arrival and future goals

During this phase, the interns will use the texts/materials that have been loaned to prepare a lesson that they will teach. This lesson will be recorded so the student teacher and university supervisor can critique the performance.

2. **Intern Phase** (approximately 13 weeks)

This phase includes field experience in a public or private school of central Florida. This suggested plan may be modified to meet the needs of an individual situation with the agreement of the cooperating teacher and the university supervisor. In some instances, the school administrator and the Director of Student Teaching are consulted. The intern phase has three components: Phasing In, Full Responsibility, and Phasing Out.

Phasing In - Week 1

The major activities during the first week for the intern are:

- assess students through observation, cumulative records, and informal measures
- observe the cooperating teacher extensively
- begin to plan for units, reading projects, and other teaching responsibilities
- pick students up from lunch, walk them to special areas, etc, (elementary majors)

During this week, the cooperating teacher should:

- make appropriate introductions
- give a "tour" of the environment and discuss the regulations governing its use and care
- provide a personal space (a desk area if possible) for the intern
- review with the intern the material given on the initial visit
- establish the intern's status as a teacher firmly in the eyes of the students
- discuss discipline and developmental characteristics of age group
- discuss lesson planning procedures to be used as required by Stetson University

Phasing In – Week 2

The intern takes over one class in secondary schools (or two with the same prep). The intern takes over one or two subjects in elementary schools (or two groups of the same subject).

Phasing In – Weeks 3 and 4

The intern continues "phasing in" until the intern has full responsibility. The phase-in time varies due to number of preparations, type of class, intern readiness, etc. If the intern does not have full teaching responsibilities by the **beginning** of the 5th week, the university supervisor should be notified.

Full Responsibility – Week 5

The intern continues teaching full time until the final supervisory visit from Stetson, which is determined for each intern on an individual basis. Again, the length of this phase varies for each intern, but as a general rule is about seven weeks of full responsibility. We encourage cooperating teachers to periodically remove themselves from the classroom so the students will have to engage the intern as the class authority.

Phasing Out – Last Two Weeks

This is usually handled in a similar manner as “phasing in”. This means reducing responsibility gradually rather than abruptly ending full responsibility. One to two weeks is the usual amount of time dedicated to phasing out. Many cooperating teachers have found that team-teaching is an excellent way to begin the transition during phase out. During planning or times when the cooperating teacher is teaching, the intern is encouraged to observe other teachers in similar disciplines and/or other grade levels at the assigned school.

STUDENT TEACHING ROLES AND RESPONSIBILITIES

Student Teachers

Many studies have indicated that the internship is the single most important element of the teacher preparation program. The student teacher must assume the major responsibility for success during the internship. It is important to recognize that improvement in the ability to teach is in direct proportion to the amount of effort that is expended.

The intern's role is two-fold. In the relationship with the cooperating teacher, principal, faculty, and staff, the intern is both a learner and a teacher. As an intern, the student teacher has certain responsibilities.

The student teacher will:

- plan at least one week in advance and have the plans approved by the cooperating teacher (lesson plans must be ready to submit to the cooperating teacher each Monday morning unless requested earlier by the cooperating teacher).
- turn in to the university supervisor a schedule of teaching responsibilities by Wednesday afternoon for the following week. This is used to schedule supervisory visits. All off-campus trips, team teaching, guest speakers, special programs, and tests must be indicated on this schedule. The time the student teacher will be teaching must be indicated. All classes taught by the intern will be highlighted. If there is a change in schedule that could interfere with an unannounced supervisory visit, the intern must call the university supervisor as soon as the intern is aware of the change. (It is not necessary to call if the intern is teaching different content during the time indicated on the schedule.)
- if **absent**, notify the Undergraduate Office, the university supervisor, and the school. The only valid excuse for an absence is personal illness or death in the immediate family. Student teachers will be required to make up **all** time lost during the student teaching period. The nature and method of makeup work will be determined by the university supervisor.
- adhere to the school calendar, not the university calendar, during student teaching. The intern will observe the school holidays, not the university holidays.
- arrive and leave at the appointed times. Tardiness will not be tolerated!
- follow school policy as found in the school handbook or as established by the principal.
- participate in the required meetings at Stetson during the internship.
- bring any problems or concerns to the university supervisor.
- show initiative and accept constructive criticism.

Cooperating Teachers

The cooperating teacher plays a crucial role in the growth of the student teacher. The cooperating teacher will work with the student teacher as a professional mentor, help the student teacher demonstrate and document the Accomplished Practices required by Stetson University and the State of Florida, and cooperate with the university in matters related to the student teacher's performance.

The cooperating teacher will:

- have materials ready for the intern on the day of the initial visit.
- complete a phase-in schedule with the intern. Cooperating teachers may want to discuss the section on Practical Suggestions for Classroom Control with the interns.

- complete four formal observations with the intern (two Assessment C, one Reading Assessment C, and one ESOL Assessment C). Cooperating teachers should encourage and praise interns for a job well done. On the other hand, cooperating teachers should not hesitate to tell an intern about perceived weaknesses. If warranted, cooperating teachers may choose one or two areas for improvement and work on those. Small successes enhance the intern's confidence and esteem.
- check all lesson plans prior to the intern teaching the lessons and offer supportive suggestions (student teachers must have lesson plans ready for cooperating teachers to review each Monday morning unless requested earlier).
- allow the intern ample opportunity to carry your full load. Gradually give the intern some freedom so that he/she will have a feeling of independence. If the intern is making satisfactory progress, you can leave the room for brief intervals when the intern is teaching (cooperating teacher should stay close by in case any problems arise). It is also acceptable for the cooperating teacher to pull small groups for remedial or accelerated help. In some schools, interns may work in a co-teach situation with the cooperating teacher. In this situation, we would prefer the intern take the lead (both planning and teaching) as soon as possible. See Legal Status for Student Teachers in this handbook.
- complete a midterm evaluation and ESOL midterm with the university supervisor.
- complete a final evaluation, ESOL final evaluation and the professional disposition assessment. These forms must be completed before the student completes the post-intern phase.
- complete a **Cooperating Teacher Demographics Form**.
- be ready to resume classroom responsibilities on Wednesday afternoons when the student teacher returns to Stetson for class.
- stay in close communication with the university supervisor.
- provide feedback to the intern on a regular basis.
- complete the **Cooperating Teacher Survey** at the end of the semester.

Should the intern be doing work of such poor quality and performance that it seems unlikely the intern can successfully complete student teaching, the university supervisor should be notified **immediately** by the cooperating teacher. A conference will follow with all appropriate supervisory personnel.

University Supervisors

The university supervisors act as the liaison between the college and the schools. University supervisors are present to assist the student teachers with any problems, to counsel with the cooperating teachers and the school district administration, and to provide feedback on observations. Supervisors gather and interpret evaluative information concerning the progress of the intern, confer with the cooperating teacher and write formative and summative evaluations. Most importantly, university supervisors work with cooperating teachers in planning and carrying out the intern's required program.

The university supervisor will:

- visit the intern a minimum of four times during the internship. The observations may be announced or unannounced. Each observation will be followed by a verbal conference with the intern as soon as possible following the visit. The conference will have three components: 1) reflective self-evaluation, 2) review of the student's performance by the observer, and 3) collaborative discussion for future teaching. If there are concerns at any time, the intern will be put on a success plan. The university supervisor will complete four Assessment Cs, one Reading Assessment C, and one ESOL Assessment C. The fourth observation includes the Volusia County Schools evaluation cycle (VSET).

- work with the cooperating teacher in planning the intern's phase-in and phase-out schedule.
- discuss with the cooperating teacher a plan for moving the intern to modified lesson plans (when appropriate).
- approve format for short lesson plans.
- check and grade the student teaching notebook during each observation. The notebook should include weekly schedules, lesson plans, and other teaching materials.
- discuss the intern's professional growth plan at each observation.
- discuss and approve unit topics with interns.
- read and respond to the intern's email reflections. This is an efficient way for supervisors to communicate with interns.
- complete a mid-term evaluation and ESOL evaluation with the cooperating teacher. Additionally, the supervisor will complete a final evaluation, ESOL evaluation, and professional disposition assessment at the end of the internship.
- assess assignments and complete various activities with interns throughout the semester.
- stay in close contact with the cooperating teacher and student teacher and serve as a guide, mentor, resource person, and advisor.
- consult with the Director of Student Teaching concerning any problems that arise.

Director of Student Teaching

The Director of Student Teaching oversees and directs the student teaching experience. This includes representing the university and explaining the internship program to the consuming public. This also involves conducting seminars for cooperating teachers, conferring with principals, providing leadership in the development of programs for student teaching, and developing in-service programs for cooperating teachers and school officials.

The Director of Student Teaching will:

- work with receiving districts in the placement of student teachers and the selection of cooperating teachers.
- facilitate regular supervisor meetings.
- plan a meeting with cooperating teachers at the beginning of each semester to discuss the student teaching program.
- work closely with university supervisors in the assessment of interns.

STUDENT TEACHING POLICIES

Attendance

All interns must attend school every day and observe the hours and schedules of the cooperating teacher (this includes attending faculty meetings and other school related activities). Interns can only leave their school placements to return to Stetson on Wednesday afternoons for class. The teacher holidays, in-service days, and work days should be observed as well. There are no automatic "sick days" built into the program. Student teachers need to be prepared to make up any missed time. If absences are extensive, it will be necessary to withdraw and begin again the following term. During the internship, student teachers will follow the school calendar rather than that of the university with regard to holidays.

Conduct

Student teachers are to conduct themselves as professionals in accordance with the Code of Ethics.

Dress

Stetson interns may not enter schools without appropriate dress/appearance. The Department of Education has strict expectations for professional dress for interns representing Stetson in the public/private schools. The examples listed below are considered inappropriate dress or appearance. This list is a guide and does not necessarily represent all circumstances in which the school or our department may consider inappropriate dress:

- body piercing such as nose/naval/tongue rings
- unconventional hair styles such as coloring/spikes
- blouses that show midriff when arms are raised
- shorts, tight pants, and short skirts that are immodest
- “sports attire” – sweat pants and muscle shirts, jeans, pajama bottoms
- low cut sweaters and blouses

If the school calls the university concerning an intern’s attire, the intern cannot return to the classroom until he/she conferences with the Director of Student Teaching.

Lesson Plans

Planning should be a collaborative endeavor in the beginning of the internship. The intern should be given a reasonable amount of independence in planning for teaching as time goes on.

The key to success in any occupation is preparation. Good teachers plan and do not rely on the inspiration of the moment. Student teachers should never appear before any class poorly or inadequately prepared. Interns need to be prepared to take over the class at any time during the teaching experience in case the cooperating teacher is unexpectedly absent. It is important to remember that success in student teaching is influenced by the carefulness and thoroughness of the intern’s preparation. Excellent preparation translates to on-task student learning and good behavior.

Substitute Teaching

Stetson does not permit interns to serve as paid substitutes during their internship, even though they may hold a substitute certificate. If the cooperating teacher is absent, the student teacher may assume full teaching responsibilities for his/her class(es) only. A certified substitute should be appointed as the temporary supervising teacher. Districts may have their own written substitute teaching policies regarding interns that we will honor. Please check with supervisors for more information. See Legal Status for Student Teachers.

Identification Badges

Student teachers must wear their Stetson identification badges at all times.

Outside Commitments

The student teaching block is a full load. During student teaching, interns will not be excused from any student teaching responsibilities in order to work, take additional classes, or participate in college activities. Student teachers are discouraged from assuming outside employment if at all possible during their internship. Interns making marginal or unsatisfactory progress may be required to cease all other employment or withdraw from the internship.

School Policies

It is imperative that school policies be followed. Routines for signing in, parking, etc. should be strictly observed by interns.

Teaching Evaluations

All students will receive a final evaluation from their supervisors at the end of the semester as well as a final evaluation from their cooperating teachers.

FCAT Proctoring

We allow our interns to act as proctors on a limited basis. We prefer that interns stay with their classes as much as possible during testing weeks. Please check with supervisors for more information

EVALUATION OF STUDENT TEACHERS

During the internship, the student teacher's progress will be monitored by a minimum of four visits from the university supervisor. The visits most likely will be unannounced except for any visit when the supervisor plans to observe using a standardized instrument. The cooperating teacher will also observe lessons and give feedback to the student teacher and the university supervisor. At mid-term, the cooperating teacher and the university supervisor will jointly assess the intern's progress as it relates to the Danielson Framework/Accomplished Practices. At the mid-term point, any score of "needs improvement" will require the supervisor and cooperating teacher to complete a student teaching performance plan. At the end of the semester, the cooperating teacher will again assess the Danielson Framework/Accomplished Practices. The university supervisor will also assess the student teacher's progress toward the demonstration of the Accomplished Practices at the end of the semester.

Remediation of Unsuccessful Students

At any point during the internship, any student teacher who is having difficulty reaching an acceptable level of overall performance, as measured by the cooperating teacher, university supervisor, and/or the school administrator, will be put on a success plan.

Remediation Procedure:

1. A success plan is to be completed by the university supervisor and cooperating teacher for each student teacher who does not make satisfactory progress. The form is to be signed by the student teacher, cooperating teacher, university supervisor, and the Director of Student Teaching. The form is filed in the Undergraduate Education office.
2. The student teacher will complete the success plan under the direction of an assigned university supervisor. The time line for completing the plan is determined by the intern's needs.

If the success plan is successfully completed, the student teacher will be back on track. If the success plan is not successfully completed, the intern will be counseled by the university supervisor and advised of several options:

1. The student teacher may withdraw from student teaching with a grade of WF or WP as determined by the university supervisor, and retain the option of re-enrolling in another term at a different location.
2. The student teacher may be reassigned to another placement having been advised that the lack of progress to date has placed the student teacher in a marginal position. Such a reassignment most likely will necessitate extended student teaching time and is at the discretion of the university personnel. Reassignment does not guarantee successful completion.
3. The student teacher, with the consent of the cooperating teacher and the university supervisor, may continue in the same placement having been advised of the limitations and difficulties, but choosing to remain. This decision may require extending the internship. If the student fails student teaching, the student may repeat student teaching only once with the approval of the Director of Student Teaching.

Repeating Student Teaching Policy

The student teacher may repeat the internship only once with the approval of the Director of Student Teaching. The unsuccessful elementary student teacher may petition the Undergraduate Council for approval to change his/her major to General Students in Education, which is a non-teaching degree. The unsuccessful music student teacher will graduate with a music non-certification degree.

STARTING A PROFESSIONAL CAREER

The completion of an approved teacher education program is the means by which school districts can be assured that the individuals they hire to influence and teach children are duly qualified with a minimum level of standards or competencies. The steps for securing a teaching certificate begin with filing application with the State Department of Education in the area in which you want to teach. This application form for Florida is available from the Florida Department of Education website www.fldoe.org. See the Florida Department of Education website for information about the application process.

OBTAINING A PROFESSIONAL TEACHING CERTIFICATE

When you graduate from Stetson's State and CAEP approved program you may apply for a Florida certificate (www.fldoe.org/edcert/level2.asp#01). Details for application are explained in detail during the internship block.

If you wish to see information concerning employment in Florida schools, go to www.teachinflorida.com.

LEGAL STATUS FOR STUDENT TEACHERS

Legal Status, according to Florida State Legislation, is as follows:

Liability Protection - Florida Statute 1012.39 (formerly 231.1725) states:

A student who is enrolled in a state-approved teacher preparation program in an institution of higher education which is approved by rules of the State Board of Education and who is jointly assigned by the institution of higher education and a school board to perform a clinical field experience under the direction of a regularly employed and certified educator shall, while serving such supervised clinical field experience, be accorded the same protection of law as that accorded to the certified educator except for the right to bargain collectively as an employee of the school board.

Substitution - Florida Statute 1012.55 (formerly 231.15) states:

Interns are considered developing novices under the supervision and guidance of certified professionals and the university. Under Florida School Laws (231.15, 1996, p.107), "Each person employed or occupying a position as school supervisor, helping teacher, principal teacher, library media specialist, school counselor, adjunct instructor, athletic coach, or substitute teacher, or other position in which the employee serves in an instructional capacity, in any public school of any district of this state shall hold the certificate required by law and by rules of the state board in fulfilling the requirements of the law for the type of service rendered." If the directing teacher is absent from school, a certified substitute should be appointed as temporary supervising teacher even though the intern is directing and teaching the class. **An intern may not serve as a regular substitute teacher during internship even though the intern may hold a substitute teaching certificate.**

Legally the intern possesses the same status, rights, and protections as a regularly employed teacher.

The intern's legal status is not always matched by the competency level, however, and planned supervision is, of course, necessary during the early days of the internship. The cooperating teacher should be on call at all times when not in the room or have appropriate "back up" person available in case of an emergency. The intern, on the other hand, should not be used in place of a substitute in the absence of another teacher. Asking the intern briefly "to cover" another teacher's class is, of course, reasonable, but these instances should be carefully controlled.

At times the cooperating teacher's schedule or the intern's desire to work in a related area in the school leads to a dual placement with two cooperating teachers. In other instances, the intern may teach a short unit in another course within the department. These combinations are planned to enhance the intern's experience and develop from discussions among cooperating teachers, principals, and the college coordinator. Since most interns are over twenty-one, it is proper that they be asked to perform limited chaperon duties. The intern does not have wide acquaintance with the student body, however, and should not be asked to assume major responsibility for student groups.

Student teachers can purchase liability insurance policies from professional associations and insurance companies.

PROFESSIONAL ETHICS

A close examination of The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida should be made by all interns. Violation of any of these principles shall subject the individual to disciplinary action by the Professional Practices Commission and could lead to suspension or revocation of the individual educator's certificate.

Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, FAC)

- (1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- (2) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- (3) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Principles of Professional Conduct of the Education Profession in Florida (State Board of Education Rule 6B-1.006, FAC)

- (1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.
- (2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
- (3) Obligation to the student requires that the individual:
 - a) Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c) Shall not unreasonably deny a student access to diverse points of view.
 - d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f) Shall not intentionally violate or deny a student's legal rights.
 - g) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h) Shall not exploit a relationship with a student for personal gain or advantage.
 - i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
- (4) Obligation to the public requires that the individual:
 - a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c) Shall not use institutional privileges for personal gain or advantage.
 - d) Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e) Shall offer no gratuity, gift, or favor to obtain special advantages.
- (5) Obligation to the profession of education requires that the individual:
 - a) Shall maintain honesty in all professional dealings.
 - b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e) Shall not make malicious or intentionally false statements about a colleague.
 - f) Shall not use coercive means or promise special treatment to influence professional

- judgment of colleagues.
- g) Shall not misrepresent one's own professional qualifications.
- h) Shall not submit fraudulent information on any document in connection with professional activities.
- i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m) Shall self-report within 48 hours to appropriate authorities (as determined by the district) any arrest/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585 (4)(c) and 943.059 (4)(c), Florida Statutes.
- n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- o) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- p) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

STUDENT TEACHER CODE OF ETHICS

Student Teacher and Pupils

1. Keep all information about children confidential.
2. Maintain the dignity necessary to gain the respect of pupils. Always act like an adult.
3. Show high regards for each child; show enthusiasm for each area of the curriculum that you teach.
4. Be sympathetic and courteous toward all pupils.
5. Consider yourself a member of the community in which you are teaching and act accordingly.
6. Disciplinary measures used by the student teacher should be conformed to the policies and instructions of the cooperating/ supervising teacher.
7. Be a good example to your pupils in every way, physically, mentally, and ethically.
8. Be just as interested in and just as ready to assist with improvement of the class as if it were your own.
9. Recognize that each child is an individual, and take into consideration individual abilities, interests, and capacities for learning.
10. Be impartial in dealing with pupils, and strive to be fair while judging a pupil's actions.
11. Refrain from imposing your own religious or political views upon pupils; exhibit a broad-minded, tolerant attitude toward other groups of individuals.

Student Teacher and Cooperating Teacher

1. Consider a cooperating/supervising teacher as one who is helping you to become a competent teacher.
2. Have your lesson plans checked by the teacher in accordance with policies that have been made.
3. When the class begins, concentrate upon the lesson and forget that you are being observed by the teacher.
4. Provide time in which you and the teacher may have a conference in order to discuss any problems or questions you have about teaching.

5. The teacher is eager to help; be appreciative of criticism and seek suggestions.
6. Remember that the teacher is in legal control of the class and is legally responsible for it.
7. You and the teacher should respect one another's professional rights and personal dignity.
8. Accept the teacher's decision concerning the material to be covered and the method of presentation.
9. Assume no authority that has not been specifically delegated by the teacher.
10. Know definitely what is expected of you by the teacher.
11. Complete cooperation should be established between you and the teacher; conferences should be held as scheduled.
12. Support the teacher in matters of school discipline.
13. Cheerfully do any task which will aid the teacher in conducting the class. Be imaginative and creative in making suggestions and in planning.
14. Give due credit to the teacher for all assistance given to you.
15. If you feel you are having difficulty in a situation, you should first consult the teacher. If the results are not satisfactory, you should talk to the university supervisor(s).

Personal Attributes and Professional Growth

1. Respect those with whom you work - cooperating/supervising teacher, supervisors, administrators, and fellow student teachers.
2. Remember that student teaching is a learning situation, be willing and eager to receive suggestions and carry them out.
3. Adapt your behavior and practices to the situation in which you do your student teaching. Be guided by what is considered acceptable in your particular room, school, and district.
4. Acquaint yourself with the professional organizations, read professional literature in education and in special fields.
5. Be an active member of a recognized local, state, or national educational organization.
6. Manifest genuine pride in the teaching profession.
7. Consider yourself a member of the profession and act in all matters according to its Code of Ethics.
8. Know the legal responsibilities of teachers in your district.
9. Strive always to broaden your knowledge and be well informed on current events.
10. Attend and participate in the non-classroom school duties of the cooperating/supervising teacher, such as lunch and playground duty.
11. Be well groomed and practice sound principles of hygiene and good morals.
12. Display a democratic attitude toward all the teachers in the school in which you are placed.

Security and Emergency Information for Schools

The following emergency codes are standard throughout Volusia County. You need to be familiar with these prior to entering the schools.

CODE RED – Lockdown/hostage/weapon

All students and staff are locked in their room(s)/building. Teachers shall continue with the teaching activity, or otherwise engage the students, to promote a calm atmosphere. Students and teachers shall stay away from windows and doors or take a position of cover if necessary.

CODE BLUE: Bomb Threat

All students and staff evacuate areas and leave the classroom doors open. No phone, electronic devices can be used. Do not touch lockers, light switches, suspicious objects. Teacher in charge must take roll and notify security team if a student is missing.

CODE YELLOW: Hazardous Material/Chemical

All students and staff in unlocked rooms/buildings. Do not attempt to assist with any cleanup. This procedure is done by trained personnel.

CODE GREEN: Severe Weather/Tornado

Remain in classrooms/buildings. Students in portables will have instructions where they are to assemble in the main building.

Fire or Explosives Evacuation:

This requires swift evacuation to a predestinated area. In leaving, doors are to be closed, but not locked. Roll must be taken at the evacuation site and missing students reported immediately. Teachers must remain with their class until relieved by a member of the security team. Fire drill are a common practice in schools. Accompany your class to evacuation site.

Visitor Sign-In

All visitors to a campus must report to the office before entering classrooms. Each school will have a procedure that you must follow without fail. Even if you are working regularly in a classroom you must sign in each time you are on campus.

Student Sign-Out

Never release a student to anyone who comes to your classroom or play area – not even to a parent. All students must be released through the office.

Clinic Health Issues

Never give any medication to a student or allow a student to self-medicate. This includes cough drops, aspirin etc.

Never perform any invasive procedure—do not take out splinters or specks in eyes. Send the students to the clinic.

In a medical emergency, the teacher must remain with the injured student and send or call for help. Teachers must administer first aid until help arrives in a medical emergency.

If a child says he/she is hurt, send the student to the clinic. Do not assume the role of medical personnel. In an accident, fill out the required forms. Remember: **When in doubt, fill it out!**

Be aware of all health issues related to your students, including allergies and medications.

FIELD DEMOGRAPHICS – CLASSROOM LEVEL

Section One:

Name _____ Semester _____

School _____ Title I Yes No

Course _____ Grade Level/Subject _____

Number of students in class: _____

Female _____ Male _____

Section Two:

A. Indicate the total number of students in your classroom by racial/ethnic description.

White Non Hispanic	Hispanic/Latino	Black or African American	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
_____	_____	_____	_____	_____	_____	_____

B. Indicate the total number of students in your class identified as having a disability.

C. Indicate the total number of students in you class identified as English language learners.

D. Indicate the WIDA scores for each English language learner (ELL) in your class.

Name	Overall Score	Listening Score	Speaking Score	Reading Score	Writing Score
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Section Three (this section must be word-processed):

Describe additional characteristics of the classroom learning community. This information will be available from your cooperating teacher and other school personnel. **You will use this information as you plan for differentiated instruction.**

The report is not limited to, but should include, the following information:

- Description of all ELLs' first language and other pertinent background information
- Description of students with 504 plans
- Description of students with special needs and the resource support available (check IEPs for specifics)
- Description of students with allergies and medications
- Description of students with glasses, hearing aids, etc.
- Description of the ability level of students in the class
- Other important information not listed above, but pertinent to the make-up of the class

THE EDUCATOR ACCOMPLISHED PRACTICES

Purpose and Foundational Principles

(a) Purpose.

The Educator Accomplished Practices are set forth in rule as Florida's core standards for effective educators. The Accomplished Practices form the foundation for the state's teacher preparation programs, educator certification requirements and school district instructional personnel appraisal systems.

(b) Foundational Principles.

The Accomplished Practices are based upon and further describe three (3) essential principles:

- The effective educator creates a culture of high expectations for all students by promoting the importance of education and each student's capacity for academic achievement.
- The effective educator demonstrates deep and comprehensive knowledge of the subject taught.
- The effective educator exemplifies the standards of the profession.

The Educator Accomplished Practices

Each effective educator applies the foundational principles through six (6) Educator Accomplished Practices. Each of the practices is clearly defined to promote a common language and statewide understanding of the expectations for the quality of instruction and professional responsibility.

(a) Quality of Instruction.

1. **Instructional Design and Lesson Planning** - Applying concepts from human development and learning theories, the effective educator consistently:
 - a. Aligns instruction with state-adopted standards at the appropriate level of rigor;
 - b. Sequences lessons and concepts to ensure coherence and required prior knowledge;
 - c. Designs instruction for students to achieve mastery;
 - d. Selects appropriate formative assessments to monitor learning;
 - e. Uses diagnostic student data to plan lessons; and
 - f. Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.
2. **The Learning Environment** - To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:
 - a. Organizes, allocates, and manages the resources of time, space, and attention;
 - b. Manages individual and class behaviors through a well-planned management system;
 - c. Conveys high expectations to all students;
 - d. Respects students' cultural linguistic and family background;
 - e. Models clear, acceptable oral and written communication skills;
 - f. Maintains a climate of openness, inquiry, fairness and support;
 - g. Integrates current information and communication technologies;
 - h. Adapts the learning environment to accommodate the differing needs and diversity of students; and
 - i. Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.

3. **Instructional Delivery and Facilitation** - The effective educator consistently utilizes a deep and comprehensive knowledge of the subject taught to:
 - a. Deliver engaging and challenging lessons;
 - b. Deepen and enrich students' understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
 - c. Identify gaps in students' subject matter knowledge;
 - d. Modify instruction to respond to preconceptions or misconceptions;
 - e. Relate and integrate the subject matter with other disciplines and life experiences;
 - f. Employ higher-order questioning techniques;
 - g. Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
 - h. Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
 - i. Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
 - j. Utilize student feedback to monitor instructional needs and to adjust instruction.

4. **Assessment** - The effective educator consistently:
 - a. Analyzes and applies data from multiple assessments and measures to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process;
 - b. Designs and aligns formative and summative assessments that match learning objectives and lead to mastery;
 - c. Uses a variety of assessment tools to monitor student progress, achievement and learning gains;
 - d. Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
 - e. Shares the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s); and
 - f. Applies technology to organize and integrate assessment information.

(b) Continuous Improvement, Responsibility and Ethics

1. **Continuous Professional Improvement** - The effective educator consistently:
 - a. Designs purposeful professional goals to strengthen the effectiveness of instruction based on students' needs;
 - b. Examines and uses data-informed research to improve instruction and student achievement;
 - c. Uses a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
 - d. Collaborates with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
 - e. Engages in targeted professional growth opportunities and reflective practices; and
 - f. Implements knowledge and skills learned in professional development in the teaching and learning process.

2. **Professional Responsibility and Ethical Conduct** - Understanding that educators are held to a high moral standard in a community, the effective educator adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida, pursuant to Rules 6B-1.001 and 6B-1.006, F.A.C., and fulfills the expected obligations to students, the public and the education profession.

Rulemaking Authority 1004.04, 1004.85, 1012.225, 1012.34, 1012.56 FS. Law Implemented 1004.04, 1004.85, 1012.225, 1012.34, 1012.56 FS. History—New 7-2-98, Amended 2-13-11.



Departmental Goals Alignment with FEAP/Danielson

Departmental Goals Alignment with Accomplished Practices			
Reflective Practitioner	Responder to Diversity	Collaborative Instructional Leader	Facilitative Change Agent
FEAP b1: Continuous Professional Improvement FEAP b2: Professional Responsibility and Ethical Conduct	FEAP a1: Instructional Design and Lesson Planning FEAP a2: The Learning Environment FEAP b2: Professional Responsibility and Ethical Conduct	FEAP a1: Instructional Design and Lesson Planning FEAP a2: The Learning Environment FEAP a3: Instructional Delivery and Facilitation FEAP a4: Assessment	FEAP a3: Instructional Delivery and Facilitation FEAP b1: Continuous Professional Improvement
Alignment with Danielson Domains			
Domain 1: Planning and Preparation Domain 3: Instruction Domain 4: Professional Responsibilities	Domain 2: The Classroom Environment	Domain 1: Planning and Preparation Domain 2: The Classroom Environment Domain 3: Instruction	Domain 2: The Classroom Environment Domain 4: Professional Responsibilities
Alignment with Interstate Teacher Assessment and Support Consortium (InTASC) Categories			
The Learner and Learning Professional Responsibility Instructional Practice	The Learner and Learning Instructional Practice Professional Responsibility	The Learner and Learning Content Knowledge Instructional Practice	The Learner and Learning Instructional Practice Professional Responsibility

Danielson Framework

Domain 1: Planning and Preparation
Component 1. a. Demonstrating Knowledge of Content and Pedagogy
Element 1.a.1. Knowledge of Content and the Structure of the Discipline
Element 1.a.2. Knowledge of Prerequisite Relationships
Element 1.a.3. Knowledge of Content-Related Pedagogy
Component 1. b. Demonstrating Knowledge of Students
Element 1.b.1. Knowledge of Child and Adolescent Development
Element 1.b.2. Knowledge of the Learning Process
Element 1.b.3. Knowledge of Students' Skills, Knowledge, and Language Proficiency
Element 1.b.4. Knowledge of Students' Interests and Cultural Heritage
Element 1.b.5. Knowledge of Students' Special Needs
Component 1. c. Setting Instructional Outcomes
Element 1.c.1. Value, Sequence, and Alignment

Element 1.c.2. Clarity
Element 1.c.3. Balance
Element 1.c.4. Suitability for Diverse Learners
Component 1. d. Demonstrating Knowledge of Resources
Element 1.d.1. Resources for Classroom Use
Element 1.d.2. Resources to Extend Content Knowledge and Pedagogy
Element 1.d.3. Resources for Students
Component 1. e. Designing Coherent Instruction
Element 1.e.1. Learning Activities
Element 1.e.2. Instructional Materials and Resources
Element 1.e.3. Instructional Groups
Element 1.e.4. Lesson and Unit Structure
Component 1. f. Assessing Student Learning
Element 1.f.1. Congruence with Instructional Outcomes
Element 1.f.2. Criteria and Standards
Element 1.f.3. Design of Formative Assessments
Element 1.f.4. Use for Planning

Domain 2: The Classroom Environment
Component 2. a. Creating an Environment of Respect and Rapport
Element 2.a.1. Candidate Interaction with Students
Element 2.a.2. Student Interactions with One Another
Component 2. b. Establishing a Culture for Learning
Element 2.b.1. Importance of the Content
Element 2.b.2. Expectations for Learning and Achievement
Element 2.b.3. Student Pride in Work
Component 2. c. Managing Classroom Procedures
Element 2.c.1. Management of Instructional Groups
Element 2.c.2. Management of Transitions
Element 2.c.3. Management of Materials And Supplies
Element 2.c.4. Performance of Non-Instructional Duties
Element 2.c.5. Supervision of Volunteers And Paraprofessionals

Component 2. d. Managing Student Behavior
Element 2.d.1. Expectations
Element 2.d.2. Monitoring of Student Behavior
Element 2.d.3. Response to Student Misbehavior
Component 2. e. Organizing Physical Space
Element 2.e.1. Safety and Accessibility
Element 2.e.2. Arrangement of Furniture and Use of Physical Resources

Domain 3: Instruction
Component 3. a. Communicating with Students
Element 3.a.1. Expectations for Learning
Element 3.a.2. Directions and Procedures
Element 3.a.3. Explanations of Content
Element 3.a.4. Use of Oral and Written Language
Component 3. b. Using Questioning and Discussion Techniques
Element 3.b.1. Quality of Questions
Element 3.b.2. Discussion Techniques
Element 3.b.3. Student Participation
Component 3. c. Engaging Students in Learning
Element 3.c.1. Activities and Assignments
Element 3.c.2. Grouping of Students
Element 3.c.3. Instructional Materials and Resources
Element 3.c.4. Structure and Pacing
Component 3. d. Using Assessment in Instruction
Element 3.d.1. Assessment Criteria
Element 3.d.2. Monitoring of Student Learning
Element 3.d.3. Feedback to Students
Element 3.d.4. Student Self-Assessment and Monitoring of Progress
Component 3. e. Demonstrating Flexibility and Responsiveness

Element 3.e.1. Lesson Adjustment
Element 3.e.2. Response to Students
Element 3.e.3. Persistence

Domain 4: Professional Responsibilities
Component 4. a. Reflecting on Teaching
Element 4.a.1. Accuracy
Element 4.a.2. Use in Future Teaching
Component 4. b. Maintaining Accurate Records
Element 4.b.1. Student Completion of Assignments
Element 4.b.2. Student Progress in Learning
Element 4.b.3. Non-Instructional Records
Component 4. c. Communicating with Families
Element 4.c.1. Information about the Instructional Program
Element 4.c.2. Information about Individual Students
Element 4.c.3. Engagement of Families in the Instructional Program
Component 4. d. Contributing to the School and District
Element 4.d.1. Relationships with Colleagues
Element 4.d.2. Involvement in a Culture of Professional Inquiry
Element 4.d.3. Service to the School
Element 4.d.4. Participation in School and District Projects
Component 4. e. Growing and Developing Professionally
Element 4.e.1. Enhancement of Content Knowledge and Pedagogical Skill
Element 4.e.2. Receptivity to Feedback from Colleagues
Element 4.e.3. Service to the Profession
Component 4. f. Demonstrating Professionalism
Element 4.f.1. Integrity and Ethical Conduct
Element 4.f.2. Service to Students
Element 4.f.3. Advocacy
Element 4.f.4. Decision Making
Element 4.f.5. Compliance With School and District Regulations

9 Power Components of Charlotte Danielson's Framework

1c	•Setting Instructional Outcomes Instructional outcomes are stated as goals that can be assessed, reflecting rigorous learning and curriculum standards. They represent different types of content, offer opportunities for both coordination and integration, and take account of the needs of individual students.
1f	•Assessing Student Learning The teacher's plan for student assessment is fully aligned with the instructional outcomes, with clear criteria and standards that show evidence of student contribution to their development. Assessment methodologies may have been adapted for individuals, and the teacher intends to use assessment results to plan future instruction for individual students.
2a	•Creating an Environment of Respect and Rapport Classroom interactions between the teacher and individual students are highly respectful, reflecting genuine warmth and caring and sensitivity to students' culture and levels of development. Students themselves ensure high levels of civility among members of the class.
2b	•Establishing a Culture for Learning High levels of student energy and teacher passion for the subject create a culture for learning in which everyone shares a belief in the importance of the subject and all students hold themselves to high standards for performance-for example, by initiating improvements to their work.
3b	•Using Questioning and Discussion Techniques Questions reflect high expectations and are culturally and developmentally appropriate. Students formulate many of the high level questions and ensure that all voices are heard.
3c	•Engaging Students in Learning Students, throughout the lesson, are highly intellectually engaged in significant learning, and make material contributions to the activities, student groupings, and materials. The lesson is adapted as necessary to the needs of individuals, and the structure and pacing allow for student reflection and closure.
3d	•Using Assessment in Instruction (Formatively) Assessment is used in a sophisticated manner in instruction, through student involvement in establishing the assessment criteria, self -assessment by students, monitoring of progress by both students and teacher, and high-quality feedback to students from a variety of sources.
4a	•Reflecting on Teaching The teacher's reflection on the lesson is thoughtful and accurate, citing specific evidence. The teacher draws on an extensive repertoire to suggest alternative strategies and predicts the likely success of each.
4b	•Maintaining Accurate Records The teacher's systems for maintaining both instructional and noninstructional records are accurate, efficient, effective, and students contribute to its maintenance.

Florida Teacher Standards for ESOL Endorsement 2010

Domain 1: Culture (Cross-Cultural Communications)

Standard 1: Culture as a Factor in ELLs' Learning

Teachers will know and apply understanding of theories related to the effect of culture in language learning and school achievement for ELLs from diverse backgrounds. Teachers will identify and understand the nature and role of culture, cultural groups, and individual cultural identities.

Performance Indicators

1.1. a. Understand and apply knowledge about cultural values and beliefs in the context of teaching and learning of ELLs, from diverse backgrounds and at varying English proficiency levels.

1.1.b. Understand and apply knowledge of concepts of cultural competence, particularly knowledge about how cultural identities affect learning and academic progress for students from diverse backgrounds and at varying English proficiency levels.

1.1.c. Use a range of resources in learning about the cultural experiences of ELLs and their families to guide curriculum development and instruction.

1.1. d. Understand and apply knowledge about the effects of racism, stereotyping, and discrimination in teaching and learning of ELLs from diverse backgrounds and at varying English proficiency levels.

1.1.e. Understand and apply knowledge about home/school connections to build partnerships with ELLs' families (e.g., Parent Leadership Councils (PLC)).

1.1.f. Understand and apply knowledge about concepts related to the interrelationship between language and culture for students from diverse backgrounds and at varying English proficiency levels.

Domain 2: Language and Literacy (Applied Linguistics)

Standard 1: Language as a System

Teachers will demonstrate understanding of language as a system, including phonology, morphology, syntax, semantics and pragmatics; support ELLs' acquisition of English in order to learn and to read, write, and communicate orally in English.

Performance Indicators

2.1.a. Demonstrate knowledge of the components of language and understanding of language as an integrative and communicative system.

2.1.b. Apply knowledge of phonology (the sound system), morphology (the structure of words), syntax (phrase and sentence structure), semantics (word/sentence meaning), and pragmatics (the effect of context on language) to support ELLs' development of listening, speaking, reading, and writing (including spelling) skills in English.

2.1.c. Demonstrate knowledge of rhetorical and discourse structures as applied to second language and literacy learning.

2.1.d. Demonstrate proficiency in English and model for ELLs the use of appropriate forms of English for different purposes.

2.1.e. Identify similarities and differences between English and other languages reflected in the ELL student population.

Standard 2: Language Acquisition and Development Teachers will understand and apply theories and research on second language acquisition and development to support ELLs' learning.

Performance Indicators

2.2.a. Demonstrate understanding of current and past theories and research in second language acquisition and bilingualism as applied to ELLs from diverse backgrounds and at varying English proficiency levels.

2.2.b. Recognize the importance of ELLs' home languages and language varieties, and build on these skills as a foundation for learning English.

2.2.c. Understand and apply knowledge of sociocultural, sociopolitical, and psychological variables to facilitate ELLs' learning of English.

2.2.d. Understand and apply knowledge of the role of individual learner variables in the process of learning English as a second language.

Standard 3: Second Language Literacy Development Teachers will demonstrate an understanding of the components of literacy, and will understand and apply theories of second language literacy development to support ELLs' learning.

Performance Indicators

2.3.a. Understand and apply current theories of second language reading and writing development for ELLs from diverse backgrounds and at varying English proficiency levels.

2.3.b. Demonstrate understanding of similarities and differences between L1 (homelanguage) and L2 (second language) literacy development.

2.3.c. Demonstrate understanding of how L1 literacy influences L2 literacy development and apply this to support ELLs' learning.

2.3.d. Understand and apply knowledge of sociocultural, sociopolitical, and psychological variables to facilitate ELLs' L2 literacy development in English.

2.3.e. Understand and apply knowledge of how principles of phonology, morphology, syntax, semantics, and discourse affect L2 reading and writing development.

Domain 3: Methods of Teaching English to Speakers of Other Languages (ESOL)

Standard 1: ESL/ESOL Research and History Teachers will demonstrate knowledge of history, public policy, research and current practices in the field of ESL/ESOL teaching and apply this Knowledge to improve teaching and learning for ELLs.

Performance Indicators

3.1.a. Demonstrate knowledge of L2 teaching methods in their historical context.

3.1.b. Demonstrate awareness of current research relevant to best practices in second language and literacy instruction.

3.1.c. Demonstrate knowledge of the evolution of laws and policy in the ESL profession, including program models for ELL instruction.

Standard 2: Standards-Based ESL and Content Instruction Teachers will know, manage, and implement a variety of teaching strategies and techniques for developing and integrating ELLs' English listening, speaking, reading, and writing skills. The teacher will support ELLs' access to the core curriculum by teaching language through academic content.

Performance Indicators

3.2. a. Organize learning around standards-based content and language learning objectives for students from diverse backgrounds and at varying English proficiency levels.

3.2.b. Develop ELLs' L2 listening skills for a variety of academic and social purposes.

3.2.c. Develop ELLs' L2 speaking skills for a variety of academic and social purposes.

3.2.d. Provide standards-based instruction that builds upon ELLs' oral English to support learning to read and write in English.

3.2.e. Provide standards-based reading instruction appropriate for ELLs from diverse backgrounds and at varying English proficiency levels.

3.2.f. Provide standards-based writing instruction appropriate for ELLs from diverse backgrounds and at varying English proficiency levels.

3.2. g. Develop ELLs' writing through a range of activities, from sentence formation to expository writing.

3.2. h. Collaborate with stakeholders to advocate for ELLs' equitable access to academic instruction (through traditional resources and instructional technology).

3.2.i. Use appropriate listening, speaking, reading, and writing activities in teaching ELLs from diverse backgrounds and at varying English proficiency levels.

3.2.j. Incorporate activities, tasks, and assignments that develop authentic uses of the second language and literacy to assist ELLs in learning academic vocabulary and content-area material.

3.2. k. Provide instruction that integrates listening, speaking, reading, and writing for ELLs of diverse backgrounds and varying English proficiency levels.

Standard 3: Effective Use of Resources and Technologies

Teachers will be familiar with and be able to select, adapt and use a wide range of standards-based materials, resources, and technologies.

Performance Indicators

3.3.a. Use culturally responsive/sensitive, age-appropriate and linguistically accessible materials for ELLs of diverse backgrounds and varying English proficiency levels.

3.3.b. Use a variety of materials and other resources, including L1 resources, for ELLs to develop language and content-area skills.

3.3.c. Use technological resources (e.g., Web, software, computers, and related media) to enhance language and content-area instruction for ELLs of diverse backgrounds and varying English proficiency levels.

Domain 4: ESOL Curriculum and Materials Development

Standard 1: Planning for Standards-Based Instruction of ELLs Teachers will know, understand, and apply concepts, research, best practices, and evidenced-based strategies to plan classroom instruction in a supportive learning environment for ELLs. The teacher will plan for multilevel classrooms with learners from diverse backgrounds using a standards-based ESOL curriculum.

Performance Indicators

4.1.a. Plan for integrated standards-based ESOL and language sensitive content instruction.

4.1.b. Create supportive, accepting, student-centered classroom environments.

4.1.c. Plan differentiated learning experiences based on assessment of students' English and L1 proficiency and integrating ELLs' cultural background knowledge, learning styles, and prior formal educational experiences.

4.1.d. Plan learning tasks for particular needs of students with limited formal schooling (LFS).

4.1.e. Plan for instruction that embeds assessment, includes scaffolding, and provides re-teaching when necessary for individuals and small groups to successfully meet English language and literacy learning objectives.

Standard 2: Instructional Resources and Technology Teachers will know, select, and adapt a wide range of standards-based materials, resources, and technologies.

Performance Indicators

4.2.a. Select and adapt culturally responsive/sensitive, age-appropriate, and linguistically accessible materials.

4.2.b. Select and adapt a variety of materials and other resources including L1 resources, appropriate to ELLs' developing English language and literacy.

4.2.c. Select technological resources (e.g., Web, software, computers, and related media) to enhance instruction for ELLs of diverse backgrounds and at varying English proficiency levels.

Domain 5: Assessment (ESOL Testing and Evaluation)

Standard 1: Assessment Issues for ELLs Teachers will understand and apply knowledge of assessment issues as they affect the learning of ELLs from diverse backgrounds and at varying English proficiency levels. Examples include cultural and linguistic bias; testing in two languages; sociopolitical and psychological factors; special education testing and assessing giftedness; the importance of standards; the difference between formative and summative assessment; and the difference between language proficiency and other types of assessment (e.g., standardized achievement tests). Teachers will also understand issues around accountability. This includes the implications of standardized assessment as opposed to performance-based assessments, and issues of accommodations in formal testing situations.

Performance Indicators

5.1.a. Demonstrate an understanding of the purposes of assessment as they relate to ELLs of diverse backgrounds and at varying English proficiency levels.

5.1.b. Identify a variety of assessment procedures appropriate for ELLs of diverse backgrounds and at varying English proficiency levels.

5.1.c. Demonstrate an understanding of appropriate and valid language and literacy assessments for ELLs of diverse backgrounds and at varying English proficiency levels.

5.1.d. Demonstrate understanding of the advantages and limitations of assessments, including the array of accommodations allowed for ELLs of diverse backgrounds and at varying English proficiency levels.

5.1.e. Distinguish among ELLs' language differences, giftedness, and special education needs.

Standard 2: Language Proficiency Assessment Teachers will appropriately use and interpret a variety of language proficiency assessment instruments to meet district, state, and federal guidelines, and to inform their instruction. Teachers will understand their uses for identification, placement, and demonstration of language growth of ELLs from diverse backgrounds and at varying English proficiency levels. Teachers will articulate the appropriateness of ELL assessments to stakeholders.

Performance Indicators

5.2.a. Understand and implement district, state, and federal requirements for identification, reclassification, and exit of ELLs from language support programs, including requirements of the LULAC Consent Decree.

5.2.b. Identify and use a variety of assessment procedures for ELLs of diverse backgrounds and varying English proficiency levels.

5.2.c. Use multiple sources of information to assess ELLs' language and literacy skills and communicative competence.

Standard 3: Classroom-Based Assessment for ELLs

Teachers will identify, develop, and use a variety of standards- and performance-based, formative and summative assessment tools and techniques to inform instruction and assess student learning. Teachers will understand their uses for identification, placement, and demonstration of language growth of ELLs from diverse backgrounds and at varying English proficiency levels. Teachers will articulate the appropriateness of ELL assessments to stakeholders.

Performance Indicators

5.3.a. Use performance-based assessment tools and tasks that measure ELLs' progress in English language and literacy development.

5.3.b. Understand and use criterion-referenced assessments appropriately with ELLs from diverse backgrounds and at varying English proficiency levels.

5.3.c. Use various tools and techniques to assess content-area learning (e.g., math, science, social studies) for ELLs at varying levels of English language and literacy development.

5.3.d. Prepare ELLs to use self- and peer-assessment techniques, when appropriate.

5.3.e. Assist ELLs in developing necessary test-taking skills.

5.3.f. Assess ELLs' language and literacy development in classroom settings using a variety of authentic assessments, e.g., portfolios, checklists, and rubrics.

READING ENDORSEMENT COMPETENCIES 2011

Guiding Principle: Teachers will understand and teach reading as an ongoing strategic process resulting in students comprehending diverse text. Teachers will understand how writing, listening, and speaking support the teaching of reading, and how family involvement supports student achievement in reading. Teachers will understand that all students have instructional needs and apply the systematic problem solving process: use data to accurately identify a problem, analyze the problem to determine why it is occurring, design and implement instruction/interventions, and evaluate the effectiveness of instruction/interventions. Teachers will understand that the problem solving process is recursive and ongoing, utilized for effective instructional decision making.

Competency 1: Foundations of Reading Instruction

Teachers will develop substantive understanding of six components of reading as a process: comprehension, oral language, phonological awareness, phonics, fluency, and vocabulary. The total inventory of Performance Indicators (A-G) satisfies Competency 1.

Performance Indicator A: Comprehension

- 1.A.1 Understand that building oral and written language facilitates comprehension.
- 1.A.2 Understand the importance of learning syntax, semantics, pragmatics, vocabulary, and text structures required for comprehension of formal written language of school, often called “academic language.”
- 1.A.3 Understand the impact of text upon reading comprehension (e.g., genre, readability, coherence, text structure, and text complexity).
- 1.A.4 Understand how the interaction of reader characteristics, motivation, purpose of reading, and text elements impacts comprehension and student engagement.
- 1.A.5 Identify cognitive targets (e.g., locate/recall; integrate/interpret; critique/evaluate) and the role of cognitive development in the construction of meaning of literary and informational texts.
- 1.A.6 Understand reading as a process of constructing meaning from a wide variety of print and digital texts and for a variety of purposes.
- 1.A.7 Understand the reading demands posed by domain specific texts.
- 1.A.8 Understand that effective comprehension processes rely on well-developed language, strong inference making, background knowledge, comprehension monitoring and self-correcting.
- 1.A.9 Understand how English language learners’ linguistic and cultural background will influence their comprehension.
- 1.A.10 Understand the role of formal and informal assessment of comprehension in making instructional decisions to meet individual student needs.

Performance Indicator B: Oral Language

- 1.B.1 Understand how the students’ development of phonology, syntax, semantics, and pragmatics relates to comprehending written language.
- 1.B.2 Understand the differences between social and academic language.
- 1.B.3 Understand that writing enhances the development of oral language.
- 1.B.4 Understand that the variation in students’ oral language exposure and development requires differentiated instruction.
- 1.B.5 Recognize the importance of English language learners home languages, and their significance for learning to read English.
- 1.B.6 Understand the role of formal and informal oral language assessment to make instructional decisions to meet individual student needs.

Performance Indicator C: Phonological Awareness

- 1.C.1 Understand phonology as it relates to language development and reading achievement (e.g., phonological processing, phonemic awareness skills, phonemic analysis and synthesis).

- 1.C.2 Recognize the phonological continuum beginning with sensitivity to large and concrete units of sound (i.e., words & syllables) and progressing to small and abstract units of sound (onset-rimes and phonemes).
- 1.C.3 Understand that writing, in conjunction with phonological awareness, enhances reading development.
- 1.C.4 Distinguish both phonological and phonemic differences in language and their applications in written and oral discourse patterns (e.g., language & dialect differences).
- 1.C.5 Understand how similarities and differences in sound production between English and other languages affect English language learners' reading development in English.
- 1.C.6 Understand the role of formal and informal phonological awareness assessment to make instructional decisions to meet individual student needs.

Performance Indicator D: Phonics

- 1.D.1 Understand that phonological units (words, syllables, onset-rimes, and phonemes) map onto orthographic units (words, rimes, letters) in alphabetic languages.
- 1.D.2 Understand sound-spelling patterns and phonics (grapheme-phoneme correspondence rules).
- 1.D.3 Understand structural analysis of words.
- 1.D.4 Understand that both oral language and writing can be used to enhance phonics instruction.
- 1.D.5 Understand the role of formal and informal phonics assessment to make instructional decisions to meet individual student needs.

Performance Indicator E: Fluency

- 1.E.1 Understand that the components of reading fluency are accuracy, expression, and rate which impact reading endurance and comprehension.
- 1.E.2 Understand that effective readers demonstrate flexibility by adjusting their reading rate to accommodate the kinds of texts they are reading in order to facilitate comprehension.
- 1.E.3 Understand the relationships among fluency, word recognition, and comprehension.
- 1.E.4 Understand that both oral language and writing enhance fluency instruction.
- 1.E.5 Understand the role of formal and informal fluency assessment to make instructional decisions to meet individual student needs.

Performance Indicator F: Vocabulary

- 1.F.1 Understand the goal of receptive and expressive vocabulary instruction is the application of a student's understanding of word meanings to multiple oral and written contexts.
- 1.F.2 Understand morphology as it relates to vocabulary development (e.g., morphemes, inflectional and derivational morphemes, morphemic analysis).
- 1.F.3 Identify principles of semantics as they relate to vocabulary development (e.g., antonyms, synonyms, figurative language, etc.).
- 1.F.4 Understand the domain specific vocabulary demands of academic language.
- 1.F.5 Understand that writing can be used to enhance vocabulary instruction.
- 1.F.6 Understand the role of formal and informal vocabulary assessment to make instructional decisions to meet individual student needs.

Performance Indicator G: Integration of the reading components

- 1.G.1 Identify language characteristics related to social and academic language.
- 1.G.2 Identify phonemic, semantic, and syntactic variability between English and other languages.
- 1.G.3 Understand the interdependence between each of the reading components and their effect upon reading as a process for native speakers of English and English language learners.
- 1.G.4 Understand the impact of oral language, writing, and an information intensive environment upon reading development.
- 1.G.5 Understand the importance of comprehension monitoring and self-correcting to increase reading proficiency.
- 1.G.6 Understand the role of formal and informal reading assessment to make instructional decisions to meet individual student needs.

Competency 2: Application of Research-Based Instructional Practices

Teachers will scaffold student learning by applying the principles of research-based reading instruction and integrating the six components of reading. Teachers will engage in the systematic problem solving process. The total inventory of Performance Indicators (A-G) satisfies Competency 2.

Performance Indicator A: Comprehension

- 2.A.1 Apply intentional, explicit, and systematic instructional practices for scaffolding development of higher order thinking, comprehension skills, comprehension monitoring and self-correcting (e.g., reciprocal teaching, “think aloud,” etc.).
- 2.A.2 Use both oral language and writing experiences to enhance comprehension.
- 2.A.3 Apply appropriate instructional practices determined by the student’s strengths and needs, text structure, and the reading demands of domain specific text.
- 2.A.4 Provide opportunities for student extended text discussion to enhance comprehension, promote motivation and student engagement.
- 2.A.5 Select narrative or informational print or digital texts that are appropriate to the comprehension instruction to be provided.
- 2.A.6 Provide comprehension instruction that supports students’ ability to read multiple print and digital texts and to synthesize information within, across and beyond those texts.
- 2.A.7 Scaffold discussions to facilitate the comprehension of text and higher order thinking skills for students with varying English proficiency levels.
- 2.A.8 Model a variety of strategic activities students can use to foster comprehension monitoring and self-correcting.
- 2.A.9 Recognize, describe, and incorporate appropriate comprehension assessments to guide instruction.

Performance Indicator B: Oral Language

- 2.B.1 Apply intentional, explicit, and systematic instructional practices for scaffolding development of oral/aural language skills (e.g., language experience approach, Socratic questioning).
- 2.B.2 Create an environment where students practice appropriate social and academic language to discuss diverse texts.
- 2.B.3 Recognize and apply an English language learner’s home language proficiency as a foundation and strength to support the development of oral language in English.
- 2.B.4 Use writing experiences to enhance oral language (e.g., interactive writing, student to teacher sentence dictation).
- 2.B.5 Recognize, describe, and incorporate appropriate oral language assessments to guide instruction.

Performance Indicator C: Phonological Awareness

- 2.C.1 Apply intentional, explicit, systematic instructional practices to scaffold development of phonological awareness. (e.g., blending and segmenting syllables, onset-rimes, and phonemes).
- 2.C.2 Provide opportunities for students to use oral/aural language to enhance phonological awareness (e.g., rhyming and alliteration).
- 2.C.3 Understand and apply knowledge of how variations in phonology across languages affect English language learners’ reading and writing development.
- 2.C.4 Use writing experiences, in conjunction with phonological instruction, to enhance reading achievement (e.g., Elkonin boxes or magnetic letters, individual response whiteboards).
- 2.C.5 Recognize, describe, and incorporate appropriate phonological awareness assessments to guide instruction.

Performance Indicator: D: Phonics

- 2.D.1 Apply intentional, explicit, systematic instructional practices for scaffolding phonics development on a continuum from the individual phoneme-grapheme level through the multi-syllabic word level.
- 2.D.2 Recognize and apply an English language learner’s home language as a foundation and strength to support the development of phonics in English.
- 2.D.3 Use oral/aural language and writing experiences to enhance phonics instruction (e.g., sentence strip words, phrases, and pocket charts).
- 2.D.4 Recognize, describe, and incorporate appropriate phonics assessments to guide instruction.

Performance Indicator E: Fluency

- 2.E.1 Apply intentional, explicit, systematic instructional practices to scaffold accuracy, expression, rate, and reading endurance (e.g., paired reading, repeated reading, echo reading, reader's theater, etc.).
- 2.E.2 Use oral/aural language and writing experiences to enhance fluency (e.g., poetry charts, song lyrics).
- 2.E.3 Recognize, describe, and incorporate appropriate fluency assessments to guide instruction.

Performance Indicator F: Vocabulary

- 2.F.1 Apply intentional, explicit, systematic instructional practices to scaffold vocabulary and concept development (e.g., shared reading, semantic mapping, etc.).
- 2.F.2 Provide for continual integration, repetition, and meaningful use of domain specific vocabulary to address the demands of academic language.
- 2.F.3 Incorporate vocabulary instruction through analogies (e.g., cognates, Greek and Latin roots).
- 2.F.4 Provide an environment that supports wide reading of print and digital texts, both informational and literary, to enhance vocabulary.
- 2.F.5 Incorporate instructional practices that develop authentic uses of English to assist English language learners in learning academic vocabulary and content.
- 2.F.6 Use oral/aural language and writing experiences to enhance vocabulary (e.g., interactive word walls, word sorts, word charts for secondary).
- 2.F.7 Use multiple methods of vocabulary instruction (e.g. multiple contexts, examples and non-examples, elaborations, etc.).
- 2.F.8 Recognize, describe, and incorporate appropriate vocabulary assessments to guide instruction.

Performance Indicator G: Integration of the reading components

- 2.G.1 Apply comprehensive instructional practices, including writing experiences, that integrate the reading components.
- 2.G.2 Identify instructional practices to develop students' metacognitive skills in reading (e.g., text coding such as INSERT, two column notes).
- 2.G.3 Use resources and research-based practices that create information intensive environments (e.g., diverse classroom libraries, inquiry reading).
- 2.G.4 Use research-based guidelines for selecting literature and domain specific print and digital text appropriate to students' age, interests and reading proficiency (e.g., young adult literature, informational texts).
- 2.G.5 Demonstrate understanding of similarities and differences between home language and second language reading development.
- 2.G.6 Triangulate data from appropriate reading assessments to guide instruction.

Competency 3: Foundations of Assessment

Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem solving process.

Performance Indicators

- 3.1 Understand and apply measurement concepts and characteristics of reading assessments.
- 3.2 Understand the purposes of various informal assessments (e.g., informal reading inventories, analyzing writing samples) including an emphasis on matching reader to text.
- 3.3 Understand the purpose of various formal assessments including the differences between norm-referenced and criterion-referenced assessments and how to interpret data reports.
- 3.4 Understand the meaning of test reliability, validity, and standard error of measurement and describe major types of derived scores from standardized tests.
- 3.5 Demonstrate knowledge of the characteristics, administration, and interpretation of both quantitative and qualitative instructional assessments (to include each of the following: screening, progress monitoring, diagnosis and outcome measures).
- 3.6 Analyze data to identify trends that indicate adequate progress in student reading development.

- 3.7 Understand how to use data within a systematic problem solving process to differentiate instruction, intensify intervention and meet the needs of all students. (e.g., grouping practices, appropriate curriculum materials).
- 3.8 Identify appropriate criteria for selecting materials to include in portfolios for monitoring student progress over time.
- 3.9 Identify interpretive issues that may arise when assessments in English are used to measure reading proficiency in English language learners.
- 3.10 Identify appropriate assessments and accommodations for monitoring reading progress of all students.
- 3.11 Identify and implement appropriate and allowable accommodations as specified in the Individual Education Plan or 504 Plan when assessing students with disabilities in the area of reading.

Competency 4: Foundations and Applications of Differentiated Instruction

Teachers will have a broad knowledge of students from differing profiles in order to understand and apply research-based instructional practices by differentiating process, product, and context. Teachers will engage in the systematic problem solving process.

Performance Indicators

- 4.1 Understand and apply knowledge of socio-cultural, socio-political and psychological variables to differentiate reading instruction for all students.
- 4.2 Understand the stages of English language acquisition for English language learners and differentiate reading instruction for students at different levels of English language proficiency.
- 4.3 Understand and apply current theories of second language acquisition to differentiate instruction for English language learners of diverse backgrounds and various levels of prior education.
- 4.4 Identify factors impeding student reading development in each of the reading components or the integration of these components.
- 4.5 Recognize how characteristics of both language and cognitive development impact reading proficiency.
- 4.6 Recognize the characteristics of proficient readers to more effectively differentiate instruction.
- 4.7 Compare language, cognitive, and reading acquisition of different age groups (primary, intermediate, secondary levels) and abilities.
- 4.8 Select and use developmentally appropriate materials that address sociocultural and linguistic differences.
- 4.9 Plan for instruction that utilizes increasingly complex print and digital text, embeds assessment, includes scaffolding, and provides re-teaching when necessary for individuals and small groups.
- 4.10 Differentiate reading instruction for English language learners with various levels of first language literacy.
- 4.11 Scaffold instruction for students having difficulty in each of the components of reading.
- 4.12 Implement a classroom level plan for monitoring student reading progress and differentiating instruction.
- 4.13 Monitor student progress and use data to differentiate instruction for all students.
- 4.14 Implement research-based practices in comprehension, oral language, phonological awareness, phonics, fluency and vocabulary to differentiate instruction for all students.
- 4.15 Implement research-based instructional practices for developing students' higher order thinking.
- 4.16 Implement research-based instructional practices for developing students' ability to read critically.
- 4.17 Implement research-based instructional practices using writing to develop students' comprehension of text.
- 4.18 Implement appropriate and allowable instructional accommodations as specified in the Individual Education Plan or 504 Plan when differentiating instruction for students with disabilities.
- 4.19 Modify assessment and instruction for students with significant cognitive disabilities while maintaining high expectations for achievement that reflect appropriate levels of access to general education instruction.

Competency 5: Demonstration of Accomplishment

Teachers will, through a culminating practicum, demonstrate knowledge of the components of reading, as well as assessments and data analysis, to implement a comprehensive research-based reading plan of instruction for all students. Teachers will engage in the systematic problem solving process.

Performance Indicators

- 5.1 Use assessment and data analysis to monitor student progress and guide instruction over time to ensure an increase in student learning.
- 5.2 Demonstrate research-based instructional practices for facilitating reading comprehension.
- 5.3 Demonstrate research-based instructional practices for developing oral/aural language development.
- 5.4 Demonstrate research-based instructional practices for developing students' phonological awareness.
- 5.5 Demonstrate research-based instructional practices for developing phonics skills and word recognition.
- 5.6 Demonstrate research-based instructional practices for developing reading fluency and reading endurance.
- 5.7 Demonstrate research-based instructional practices for developing both academic and domain specific vocabulary.
- 5.8 Demonstrate research-based instructional practices to facilitate students' monitoring and self-correcting in reading.
- 5.9 Demonstrate research-based comprehension instructional practices for developing students' higher order thinking to enhance comprehension.
- 5.10 Demonstrate research-based instructional practices for developing students' ability to read critically.
- 5.11 Demonstrate differentiation of instruction for all students utilizing increasingly complex print and digital text.
- 5.12 Demonstrate skill in assessment and instruction with English language learners from diverse backgrounds and at varying English proficiency levels.
- 5.13 Create an information intensive environment that includes print and digital text.
- 5.14 Use a variety of instructional practices to motivate and engage students in reading.
- 5.15 Demonstrate intentional, explicit, systematic writing instruction as it relates to the ability to read written language.

Sample Elementary Weekly Schedule

Student Teacher: Ms. Ima Example

School: Caring Elementary

Cooperating Teacher: Mrs. Cooperation

Principal: Dr. Dersheimer

Week No. 3

Dates: **Feb 6 – Feb 10**

Grade/Level: 2

Room	Hour	Monday	Tuesday	Wednesday	Thursday	Friday
410	9-9:20	Observe	Observe	Observe	Observe	Observe
	9:25-9:45	Reading	Reading	Reading	Unit Test	Reading
	9:50-10:10	Unit Test	Reading	Reading	Reading	Reading
	10:10-10:20	Recess	Recess	Recess	Recess	Recess
410	10:20-10:30	Story time	Story time	Story time	Story time	Story time
410	10:30-11:00	Language Arts	Test	Language Arts	Language Arts	Leave for field trip at 10:45
	11:03-11:35	Lunch	Lunch	Lunch	Lunch	Field trip
410	11:35-11:45	Journal Writing	Journal Writing	Journal Writing	Journal Writing	to
410	11:45-12:00	Directed Handwriting	Book Exchange	Directed Handwriting	Observe (Positive Action by Guidance Dept.)	the
410	12:01-1:00	Math	Math	Math	Math	Post
410	1:01-1:40	Planning Time Students in Art	Planning Time Students in PE	Planning Time Students in Music	Planning Time Students in PE	Office (until 2:00)
410	1:45-2:20	Reading	Social Studies Film	Science – will do a major experiment from my unit	Social Studies	_____
						2:00-2:30
410	2:20-2:30	Summary	Summary	Summary	Summary	Journal Writing & Summary

Sample Secondary Weekly Schedule

Student Teacher: Michael Musician

School: Central High School

Cooperating Teacher: Miss J. Goode

Principal: Mr. B. Principal

Week No. 3

Dates: Feb 6 – Feb 10

Grade/Level: 10 - 12

Period	Room	Hour	Monday	Tuesday	Wednesday	Thursday	Friday
1 st	Band	7:20 8:19	Percussion Ensemble	Percussion Ensemble	Percussion Ensemble	Percussion Ensemble	Percussion Ensemble
2 nd	Band	8:25 9:29	A.P. Theory	A.P. Theory	A.P. Theory	A.P. Theory	A.P. Theory
3 rd	Band	9:35 10:34	Planning	Planning	Planning	Indian Trails Middle School	
		10:34 11:04	Lunch	Lunch	Lunch	Lunch	Lunch
4 th	Band	11:10 12:10	Symphonic Band	Symphonic Band	Symphonic Band	Symphonic Band	Symphonic Band
5 th	Band	12:16 1:15	A.P. Theory	A.P. Theory	A.P. Theory	A.P. Theory	A.P. Theory
6 th	Band	1:21 2:20	Wind Ensemble	Wind Ensemble	Wind Ensemble	Wind Ensemble	Wind Ensemble

Student Teaching Phase-In Schedule

Name: _____ School: _____ Grade: _____

Timeline	Teaching (include when unit will be taught)	Other Responsibilities
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
*Week 14		
*Week 15		

*Phase-Out will be determined by your university supervisor and cooperating teacher and will occur during the last two weeks of internship.

Cooperating Teacher

Student Teacher

University Supervisor

Date

APPENDIX H

Name:		Date:	Time:
Big Idea/Topic		Grade/ Subject	
CPALMS/ Resource link			
Lesson Structure:			
Standards: (CCSS/NGSSS)			
Instructional outcomes/objectives(s): (Clear objectives written in the form of student learning)			
Language Objective(s): (Must include language skill/domain and function, may contain grammar, where appropriate)			
Key Vocabulary (academic/content-defined in kid friendly terms)		Instructional Materials/Resources/Technology (include hyperlinks to videos & websites)	
<p align="center">H.O.T.S. Bloom's Taxonomy http://www.edpsycinteractive.org/topics/cognition/bloom.html</p>		<p align="center">Graphic Organizer/Thinking Map: http://www.enchantedlearning.com/graphicorganizers/</p>	
Lesson Portions:		Pacing	ESOL Support
<ul style="list-style-type: none"> • How will you introduce the lesson, assess or activate prior knowledge, motivate students to learn? • How will the lesson develop or proceed? What steps will you follow? What are the students expected to do? ➤ <i>Highlight</i> differentiated strategies. ➤ <u>Box</u> Higher Order/High Quality Questions in lesson. 			For each level EL at <u>each</u> instructional step. (Add additional rows with Tab)
<u>Introduction/Building Background:</u> (Link to Prior Knowledge)			B: I: A:
<u>Instructional Steps:</u>			B: I: A:

Closures	Pacing	ESOL Support
<p><u>Content:</u></p> <p><u>Procedural:</u></p>		<p>B:</p> <p>I:</p> <p>A:</p>
<p>ESE Modifications CPLAMS Access Points http://www.cpalms.org/Standards/AccesspointSearch.aspx (identify access point, if needed)</p> <p>Independent:</p> <p>Supported:</p> <p>Participatory:</p>		<p>ESE Accommodations (content, product, process, environment)</p>
<p><u>Assessment of Student Learning:</u> (congruent with instructional objectives)</p> <p>Objective 1:</p> <p>Objective 2:</p>		
<p>Post Lesson Analysis</p>		
<p>Lesson Adjustment: (How are you re-teaching objectives for mastery based on formative assessment? Include evidence.)</p>		
<p>Reflection on Teaching: (Analyze and evaluate your lesson and class management.)</p>		
<p>Addressing Pre-PGP: INTEGRATED BLOCK ONLY (Using the <i>three</i> Pre-PGP goals completed in EDUC 393, describe how you progressed, or not, toward improving your practice within those Domains. Include a statement on how your efforts impacted, or not, students' learning experiences.) <i>Complete this box after the 2nd social studies lesson, the 2nd math lesson, the 2nd reading lesson, and one lesson within the science unit.</i></p> <ol style="list-style-type: none"> 1. 2. 3. 		
<p>Response to Feedback: INTEGRATED BLOCK ONLY To be completed after post-observation meeting: Review and consider provided feedback. Describe how you will implement next steps going forward. Explain how these next steps will impact students' learning experiences.)</p>		

Content Summary: Detail the **learning trajectory** associated with this standard. A **learning trajectory** consists of set of instructional tasks, matched to each of the levels of thinking in the developmental progression. These tasks are designed to help students learn the ideas and skills needed to achieve that level of thinking by grade level. *Include each standard for grade levels below & one above from CPALMS, the VCS curriculum maps, or another resource.*

Name:		Date:	Period:
Ensemble or Class: <i>Which ensemble or class is this lesson plan for? Second grade Mrs. Smith, Beginning Band 1, Accabells</i>		Lesson Topic: <i>If you're running a rehearsal, enter "Rehearsal: (rep. titles)" If you're running a portion of the rehearsal, enter what activity you're doing ie: "warm-up", "sectional", "individual lesson"? If you're teaching Theory, what is today's topic? If you're teaching piano or guitar individually, then indicate that here as well.</i>	
Standards: (CCSS/NGSSS) <i>What standards are being taught today. These might repeat often during a rehearsal cycle or general music unit.</i>			
Long Term Goal: <i>What's the end goal of this lesson? Winter Concert? Solo & Ensemble? Candlelight? MPA? AP Theory Test? Piano/Guitar Recital? Increased music literacy and appreciation? Increase frequency of active listening skills? For what reason are you teaching/rehearsing this lesson?</i>			
Instructional objectives(s): <i><u>Students will</u> rehearse "Stetson Fight Song" and perform the rhythms at 80% accuracy. <u>Students will</u> rehearse "Ode to Stetson" and perform indicated phrase markings 95% of the time. <u>Student will</u> answer teacher prompted Theory questions with 100% accuracy. <u>These are not your procedures</u>, just your overall objective for the rehearsal or class. What's your main focus for each of today's activities and how accomplished do you want them to be by the end of the period? Use these objectives to guide your procedures and your assessments.</i>			
Key Vocabulary <i>(are you using any new or important musical vocabulary terms today?)</i>		Instructional Materials/Resources/Technology: <i>List any out of the ordinary items/technology you plan to use for today's rehearsal or class? Are you playing a recording? Include hyperlinks to videos & websites</i>	
Critical Thinking: <i>Each rehearsal or lesson must have at least two Critical Thinking (CT) tasks or questions. Tasks or questions must be from the categories of Analyze, Evaluate, or Create to be considered CT. Refer to pdf provided (email). List/describe those questions or tasks here.</i>		Lesson Structure: <i>For example...Announcements, warm-up, sight-reading, and repertoire. What overall structure is today's class or rehearsal?</i>	
Pacing:	Lesson/Rehearsal Procedures:	Assessment:	
<i>How long will you spend on each procedure?</i>	<i>List every step of your lesson/rehearsal. How will you introduce the repertoire or lesson? Assess or activate prior knowledge, motivate students to learn? How will the rehearsal or lesson develop and proceed? What steps will you follow? What are the students expected to do?</i>	<i>Explain briefly how you'll assess each step of the rehearsal or lesson. I'm looking for more than... "observe" or "listen" How do you "know" the trombones are tuning with the tubas? What are you listening for? "Listening for beats between the open P5"</i>	
Post Rehearsal or Lesson Reflections			

Content Adjustment: Based on diagnostic and formative assessments during today's lesson/rehearsal, list any repertoire or activities that were omitted from the plan. Why? Will the omitted items need to be included in tomorrow's lesson/rehearsal?

Rehearsal or Lesson Adjustment: If you were going to re-teach today's lesson/rehearsal, how would you have done it differently.

Reflection on Teaching: Analyze and evaluate your lesson/rehearsal and classroom management.

Modified Lesson Plan

Name _____

Grade Level _____

Subject _____

Week _____

Monday

- I. Objective(s) and Standards (NGSSS, CCSS) and materials
 - II. Brief description of lesson (including scripted higher-level questions and ESOL modifications)
 - III. Assessment
 - IV. Lesson Differentiation
 - V. Lesson Reflections
-

Tuesday

- I. Objective(s) and Standards (NGSSS, CCSS) and materials
 - II. Brief description of lesson (including scripted higher-level questions and ESOL modifications)
 - III. Assessment
 - IV. Lesson Differentiation
 - V. Lesson Reflections
-

Wednesday

- I. Objective(s) and Standards (NGSSS, CCSS) and materials
 - II. Brief description of lesson (including scripted higher-level questions and ESOL modifications)
 - III. Assessment
 - IV. Lesson Differentiation
 - V. Lesson Reflections
-

Thursday

- I. Objective(s) and Standards (NGSSS, CCSS) and materials
 - II. Brief description of lesson (including scripted higher-level questions and ESOL modifications)
 - III. Assessment
 - IV. Lesson Differentiation
 - V. Lesson Reflections
-

Friday

- I. Objective(s) and Standards (NGSSS, CCSS)
- II. Brief description of lesson (including scripted higher-level questions and ESOL modifications)
- III. Assessment
- IV. Lesson Differentiation
- V. Lesson Reflections

Modified Lesson Plan

Name:		Week:		
Subject:		Grade Level:		
Monday	Tuesday	Wednesday	Thursday	Friday
Objective/Standards (NGSS.CCSS)	Objective/Standards (NGSS.CCSS)	Objective/Standards (NGSS.CCSS)	Objective/Standards (NGSS.CCSS)	Objective/Standards (NGSS.CCSS)
Lesson Description: (including higher-level questions and lesson differentiation)				
Assessment:	Assessment:	Assessment:	Assessment:	Assessment:
ESOL Modifications:				
Lesson Reflections:				
Weekly Routines:		Materials and Resources:		

Modified Lesson Plan

Name _____

Grade Level _____

Day: M T W Th F

Date: _____ / _____

Subject:

Time:

Objective/Standards (NGSSS/CCSS)

Materials

Lesson Description with scripted higher-level questions and ESOL Modifications

Assessment

Lesson Differentiation

Lesson Reflections

Subject:

Time:

Objective/Standards (NGSSS/CCSS)

Materials

Lesson Description with scripted higher-level questions and ESOL Modifications

Assessment

Lesson Differentiation

Lesson Reflections

Subject:

Time:

Objective/Standards (NGSSS/CCSS)

Materials

Lesson Description with scripted higher-level questions and ESOL Modifications

Assessment

Lesson Differentiation

Lesson Reflections

Subject:

Time:

Objective/Standards (NGSSS/CCSS)

Materials

Lesson Description with scripted higher-level questions and ESOL Modifications

Assessment

Lesson Differentiation

Lesson Reflections

Your written critique will include the following items:

1. **Cover Sheet** – Name, school, title of lesson, university supervisor, date
2. **Description of the Class**
 - Grade level:
 - Subject:
 - Age of students:
 - Sex distribution: girls/boys
 - Estimate the ability level of the students
 - Socio-economic background
 - Race distribution and ethnic diversity
 - English language learners (background and levels)
 - Students with special needs including 504 plans
 - Other factors that might influence your lesson
3. **Lesson Plan** – Develop a **20 minute** lesson plan using the Stetson University Lesson Plan with extreme detail. You will most likely want to address only one or two objectives in a short lesson. Record your lesson and bring it and your lesson plan with you to the critique session.
4. **Assessment C** (self-assessment) – Evaluate your lesson using the Assessment C observation form (include scores and comments for each Danielson component). For each component, write a paragraph explaining your scores. Which were your lowest and highest scores? Why? Refer to the Danielson rubric for this section.
5. **Assessment C** (peer assessments) - How did your peers score you on each component on Assessment C? Were there any discrepancies among scores? What are your lowest scores? Highest scores? Refer to the Danielson rubric for this section.
6. **Commendations and Recommendations** – List favorable comments from your group. Which do you think are valid and why? List recommendations from your group for improvement. Which (if any) would you not implement and why?
7. **Reflection** – Reflect on your own teaching by answering the following questions:
 - (a) Were your teaching objectives appropriate? Did you meet your objectives? How do you know?
 - (b) Were your teaching strategies effective or ineffective? Explain.
 - (c) Were your assessment strategies effective or ineffective (think formative assessment)? Explain.
 - (d) How did you differentiate your lesson for diverse learners (think content, process, product, and environment)? Were the differentiation strategies effective? Explain how you used section 2 to plan instruction?
 - (e) Were your questions high quality and higher-order? Explain. How did you facilitate students' responses?
 - (f) Explain the impact your teaching strategies had on student learning. What evidence proves the impact on student learning?
 - (g) How will you reteach any part of this lesson, if needed?
 - (h) How would change your lesson if you were to teach it again?
8. **Summary** – Write a summary paragraph for the entire critique. What have you concluded about your planning, teaching, etc. based on this experience? Which Danielson components should you focus on? What can you do to improve in those areas?

Name _____

Date _____

**Microteach Critique
Scoring Sheet**

	Acceptable	Instructor Comments
Description of Student Population	Description is thorough and accurate; describes factors that may influence lesson implementation	/10
Lesson Plan	Appropriate/comprehensive plan; sequential plan; appropriate adaptations included for all stated student diversities (in description of student population) correct format; includes identifying state standards; materials listed and provided where necessary; lesson assessment appropriate for objective(s)	/20
Assessment C	Assessment C is thoroughly completed and explained. Peer scores are summarized and discrepancies among scores are described.	/20
Commendations/ Recommendations	Group recommendations and commendations are analyzed	/10
Reflection	All questions are thoroughly addressed	/20
Summary	Summary paragraph is clearly written	/10
Written Report	Spelling and grammar errors eliminated; report is professional in appearance and content. Cover sheet is included. All sections are included.	/10

TOTAL POINTS: /100

**STETSON UNIVERSITY
DEPARTMENT OF EDUCATION
UNIT PLANNING GUIDE
Senior Level Fall 2019**

1. COVER SHEET

The candidate will provide a cover sheet that includes her/his name, name of class, unit topic, length of unit (minimum 10 lessons), dates of unit instruction, course prefix and number, university supervisor, and date.

2. DESCRIPTION OF STUDENT POPULATION

The candidate will describe the student population include/ng grade level, age, gender, race, ESOL distribution (including English language proficiency levels), estimate of ability level, socio-economic background, students with an IEP and/or a 504 plan, and other factors that might influence teaching of the unit. Information should mirror data input in GraphMaker.

3. RATIONALE

The candidate will provide a rationale for selecting this unit topic based on students’ developmental levels and academic appropriateness as reflected on the district curriculum map (identify prerequisite and expected skills). You must include the Next Generation Sunshine State Standards or Florida Standards in your rationale. Standards from other professional organizations or districts may be used to support your reason for teaching this unit. You must explain why it is important for the students to study this topic. **No more than 3 content standards that address your unit topic should be included.**

4. DIFFERENTIATING INSTRUCTION TO MEET THE NEEDS OF ALL STUDENTS (FEAP - 2a3d) (Danielson - 2a, 2b, 3a, 3b, 3c, 3d, 3e) (ESOL - 1.1.b, 1.1.f, 3.3.a, 3.3.b, 4.1.c, 5.2.b, 5.3.c)

- A. The candidate will describe how the unit and lessons incorporate the ethnic/cultural/socioeconomic backgrounds of the students into lessons in a brief narrative. The candidate should show awareness of how the backgrounds of the children are integrated into class learning and explain how he/she educated himself/herself to teach this group of students.
- B. In addition to discussing how the students’ personal background may impact instruction, discuss several (2-3) ways you will alter your instruction throughout the unit based on the needs of the students. For example, if a child is excelling in a particular lesson, how will you provide an enrichment activity? Conversely, if a child is struggling to understand, how will you remediate? To adequately show this, you must anticipate students’ needs and be prepared to act on them during the course of the lesson. Remember that you can differentiate instruction through content, process, product, and learning environment.
- C. Identify how you will differentiate in each lesson and complete the chart below. This table will be inserted on the differentiation page below the narrative paragraph.

Table 1: Lesson Differentiation Chart

Lesson	Type of Differentiation	Brief Description of Strategy
Lesson 1	Product	Students will select an end of lesson activity- make a movie, create a commercial or write an expository essay.
Lesson 2		

5. STANDARDS, GOALS, AND OBJECTIVES (FEAP - 2a1a, 2a3e) (Danielson - 1a) (ESOL - 3.2.a, 4.1.a)

The following components will be detailed in a table. Title the page, ‘Standards, Goals and Objectives’. Insert table 2 into the body of the unit. The table must contain:

- A. The candidate will list state standards (Next Generation Sunshine State Standards or Florida Standards) that are appropriate for the unit topic and based on an analysis of the student population being taught (the complete standards must be written out).
- B. The candidate will describe unit goals (3-5 goals) and align each goal with appropriate standards. Remember that goal statements should align with the ‘Big Idea’ as stated in district curriculum map. Goals are not ‘measurable’

as objectives must be. Goals are ‘umbrella’ terms and must be student centered.

- C. ALL unit objectives that appear in lesson plans must be included. **Each objective must be aligned with identified standards.**

Table 2: Standards, Goals and Objectives Alignment

Unit Title		
Unit Topic		
Unit Goals	Standards (code & full text)	Objectives

6. PLANNING FOR INSTRUCTION (FEAP - 2a1a, 2a1b, 2a1c, 2a1e, 2a1f, 2a3e, 2a3f, 2a3g, 2a3h) (Danielson - 1a, 1b, 1c, 1d, 1e, 1f, 2a, 2b, 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e) (ESOL - 3.2.a, 3.2.j, 3.3.c, 4.1.a, 4.1.e) (Reading - 1.F.4, 1.G.1, 2.A.1, 2.A.5, 2.G.3, 3.7)

- A. The candidate will describe diagnostic data including formal reading inventories and prerequisite content skills as outlined in the district curriculum map (e.g. district assessments, FSA data, pretest data, teacher checklists) used to plan instruction in a succinct, but detailed narrative paragraph. The candidate will discuss how the diagnostic data supports unit planning.
- B. Learning Trajectory. The learning trajectory normally placed at the end of the lesson plan template, will be written on the first page of the ‘Planning for Instruction’ section, beneath the Diagnostic data. It will use the heading, ‘Learning Trajectory’ and will detail the learning trajectory associated with the selected standard and include *at least* the previous and upcoming grade level content standards. The Learning Trajectory will NOT appear on any lesson plan in the unit.
- C. The unit will include a minimum of 10 content lessons, 1 motivational activity to engage students in the entire unit, 1 unit-based culminating activity, and a pre and post-test. These lessons must be constructed on the Stetson lesson plan template. Lesson activities must be at the appropriate levels of rigor and developmentally appropriate. Lessons must be sequenced to ensure coherence and incorporate strategies to activate prior knowledge (each lesson must include specifics regarding the building of background knowledge). All lessons must be complete with special attention to include the following:
 - a. Anticipated use of time allocated to each activity.
 - b. H.O.T Questions. **Each lesson must include higher-level questions.** Write those questions on the lesson plan, draw a box around each question, and include the questions on Table 3. Identify other methods of diversifying instruction (concept maps or graphic organizers) on the lesson plan.
 - c. Differentiated instruction- beyond ELL and ESE modifications/accommodations.
 - d. All materials, (including handouts, quizzes, PowerPoint presentations) must be directly behind each respective lesson. Resources/texts selected must be appropriate to the instruction provided and identified for each lesson (texts must be appropriate to students’ age, interests, and reading proficiency).
 - e. There must be a minimum of three different types of learning experiences (e.g. whole group, small group, direct instruction, cooperative groups, projects, hand-on activities, experiments, simulations, inquiry, problem solving, learning centers. Each lesson must be labeled with the lesson number AND type of learning experience planned and each lesson and learning type must be recorded in **Table 3- Types of Learning Experiences.**
- D. The unit must begin with a motivational introductory lesson and end with a culminating experience. *The pretest and posttest cannot be used as the motivational/culminating experiences and are NOT considered to be part of the ten lessons but may be given on the same day as the motivational and culminating experiences.* The candidate will include a simple narrative describing the connection between the motivational activity and the application of the subject matter being taught. The candidate will also explain how the culminating experience ties the unit together. The introductory and culminating lessons must be labeled on the lesson plans **and included in Table 3.**
- E. Complete this table and insert into the body of the unit.

Table 3: Types of Learning Experiences

Lesson Number	Type of Learning Experience	Higher Order Questions to Support Learning	Succinctly explain how the H.O.T question extends students' learning	Bloom's Classification & Definition	Lesson Integration (art, technology, another content area)
1	Whole group	Keeping in mind Newton's Laws of Motion, how can a marble move through a track without being touched?	Employ the Laws of Motion to move a marble through a maze.	Application. Apply knowledge to actual situations.	
2					
3					

- F. Lessons must identify the ESE access points. All lessons must include modifications to meet the needs of the EL students' levels of English proficiency. These levels and points must be used in the context of the lesson preparation. The candidate will identify questions specifically designed to support the learning of ESOL students.
- G. At least one lesson must integrate the arts and one lesson must integrate another content area. You may have several of these within a unit, but you must have at least one for each. All integration lessons must be identified in the heading of lesson plans.
- H. At least one lesson must involve students using technology (e.g. iPads, student PowerPoints, interactive whiteboard, computers, digital texts, software applications, student/class response systems). The technology lessons must be identified in the heading of lesson plans.
- I. Student work samples must be included after two lessons. A total of three work samples per lesson are sufficient and should represent high, average, and low work (e.g. exit tickets, worksheets, checklists, drawings, lab reports, center product, mini-quizzes, quick writes). Work samples must be labeled in the upper right corner as *high, average, or low work*.
- J. In every lesson, the candidate will list the resources, including existing lesson plans found on-line, books, articles, teacher manuals, media, and online resources that were used in developing and implementing the unit. A minimum of one resource per lesson, equaling at least 10 resources for the unit must be identified in materials section of the lesson plan.

7. TECHNOLOGY INTEGRATION COMPONENT (FEAP - 2a2i, 2a3g) (Danielson – 1e) (ESOL - 3.3.c, 4.2.c)

- A. The candidate will describe the assistive technologies (e.g. voice amplification systems, voice over, books on tape, tape recorder, screen enlargement, touch screens) utilized to adapt instruction to assure high quality communication interactions.
- B. The candidate will develop and implement a lesson plan that involves students using technology (see section 6H). The candidate will write a description of how the technology was used by the students and provide student work samples.
- C. The cooperating teacher will observe and complete a TIM-O of the technology lesson.
- D. The candidate will attach the TIM-O form and compose a one paragraph narrative describing commonalities and discrepancies between the intended lesson (planned) and the teacher's TIM-O notes of the observation.

8. FAMILY COMMUNICATION (FEAP - 2a4e, 2b1d) (Danielson – 3a, 3d) (ESOL - 1.1.e)

- A. At the beginning of the unit, the candidate will write a letter to the family/caregivers explaining the unit of study to be taught and how the family can help at home or contribute at school. The letter will include specific invitations to participate and/or support the unit being taught (e.g. websites, fieldtrip chaperone, plays, performances, experiments) and in family friendly terms avoiding educational jargon. Address the letter to "Dear Family." *NOTE: Letters must be approved by the cooperating teacher before sending home.*
- B. The candidate will provide ESOL parents/families with letters in their native language, if feasible. *NOTE: Letters must be approved by the cooperating teacher before sending home.*

- C. At the end of the unit, the candidate will write a letter to the family/caregivers describing the learning outcomes based on results from pre-test, posttest and performance-based assessments conducted by the candidate. The letter will include an explanation of the alignment between the assessment, the standards taught and the level of proficiency achieved by the student in family friendly terms avoiding educational jargon.
- D. During the unit, the candidate will contact at least three parents/guardians via phone to discuss their child's progress. The candidate will include a record of phone conversations and a brief summary for each parent/guardian contact (include the date, time, duration, and outcome of conversation). These phone calls should be positive in nature.

9. ASSESSMENT STRATEGIES and DATA COLLECTION (FEAP - 2a1c, 2a1d, 2a1e, 2a3c, 2a3h, 2a4a, 2a4b, 2a4c) (Danielson - 1e, 1f, 3a, 3b, 3c, 3d, 3e) (ESOL - 5.1.b, 5.2.b, 5.3.b, 5.3.c)

****Do not send student work home until you are certain you have collected all relevant data. Sending work home without collecting needed information will result in an incomplete unit and you will earn a score no higher than 60% on the unit.**

- A. The candidate will identify and explain how each unit standard is assessed in the chart below. All standards must be included and matched to formative or summative assessments. Assessments, including those modified for ESOL and ESE students must be briefly, labeled and included in this section.
- B. Title this page of the unit, Assessment Strategies and Data Collection and complete this table on that page.

Table 4: Formative Assessment

Lesson Number	Standard (Write out full text)	Objective	Assessment Name	Assessment Description	What did you change in subsequent lessons based on this assessment?
1					
2					
3					

- C. The candidate will develop a pre-assessment. **This written pretest must be used as the unit posttest.** Be sure the pretest matches the objectives and standards you are teaching. **A minimum of 8 questions per standard must be included on the pre/post assessments** *K or early first grade can be an oral assessment. If an oral exam is given, the exact questions asked each student individually must be listed.*
- D. The candidate will describe student academic readiness based on the pretest and other diagnostic data in a brief narrative paragraph.
- E. The candidate will complete Table 5 and insert into the body of the unit.

Table 5: Standards and Test Question Alignment and Rigor

Standard (write out completely)	Test Question	Level of Question (at or above knowledge level)

- F. The candidate will develop formative assessments to be used throughout the unit. These assessments must be identified and included with the daily lesson plans. The candidate will complete **Table 4** to explain (describe) the formative assessments and show alignment with objectives and instructional strategies as appropriate to monitor learning.
- G. The candidate will develop **two summative assessments** for the unit of study. Both will be described in paragraph form, labeled, and included in this section. One summative assessment must be a cumulative performance task/assessment and the other must be a traditional paper-and-pencil assessment.

The performance-based summative assessment must include:

- description of the learning/performance task
- the assessment tool developed to score learning task (rating scale, checklist, rubric)
- sample or photo of student product or performance

The traditional summative assessment must include:

- a copy of the pretest and posttest (remember that these must be the same)
- answer key(s)

- H. All assessments must be modified to meet the needs of the ELL students’ levels of English proficiency and ESE students’ testing modifications as identified on IEPs. Copies of modified assessments must include the label, ‘ELL and/or ESE Modified Test’ and be included in the assessment section of the unit.
- I. The candidate will complete the item analysis for each item on the pre and posttest along with a paragraph summary for each (pre and posttest). An Excel spreadsheet has been created and is posted on Blackboard (Item Analysis Spreadsheet). Enter the data and analysis, then print and include the spreadsheet in this assessment section of the unit. You may elect to create a table in Microsoft Word and manually enter all data. Either is acceptable. Be sure to label the item, ‘Item Analysis Spreadsheet’.

The item analysis of the pretest must be emailed to the instructor within two days of administering the pretest along with the paragraph that describes how this data will inform your instruction throughout the unit. Place the paragraph on the same page as Table 4 and title the paragraph, ‘Pretest Item Analysis Summary’. The ‘Posttest Item Analysis Summary’ for the post test will be placed in the assessment section (10B). The candidate will enter pretest and posttest assessment data by standard into the Stetson Data Analysis Spreadsheet (GraphMaker).

The GraphMaker Excel spreadsheet is posted on Blackboard. This assessment tool will allow the candidate to examine her or his impact on student learning across subgroups. Therefore, the candidate is required to collect and enter the following data on each student in the Stetson Data Analysis Spreadsheet:

- School demographics (total population, gender, ethnicity, socioeconomic status, ELL, ESE)
- Student demographics (grade, gender, ethnicity, economically disadvantaged, ELL, ESE)

- J. The Stetson Data Analysis Spreadsheet (Graphmaker) provides multiple data for each standard by student, class, sub groups, learning gains and more. The candidate will print and attach all the associated graphs. Shrinking graphs to fit at least two per page is required. Below each graph write a brief analysis of the data presented assessment reflection (see 10A)
- K. A table must be presented that summarizes the impact of student learning based on posttest results (see **Table 6**).

Table 6: Impact on Student Learning Summary Table

Candidate Name	Grade Level	Unit Topic	Number of students in class	Standards Taught	Number and percent of students with learning gains per standard (any increase from pretest to posttest)	Number and percent of students at proficiency after post-test per standard	Number and percent of students at proficiency level after reteach & reassessment per standard	Categories of Concern per Standard If 50% or more of any subgroup fails to meet the benchmark, identify the subgroup here.

10. ASSESSMENT REFLECTION (FEAP - 2a3c, 2a3d, 2a4d) (Danielson - 3a, 3b, 3c, 3d, 3e) (ESOL - 5.1.a, 5.1.b, 5.1.d)

- A. The candidate will write a one/two sentence interpretation of the data in *each* GraphMaker chart. Insert this analytic statement beneath each GraphMaker graph.
- B. The candidate will complete an overall written reflection on how all the results of these data (traditional and performance task) will be used for instructional decision-making. This should be a succinct and detailed paragraph. Include a second paragraph summarizing the post-test item analysis summary.
- C. The candidate will analyze and address possible discrepancies among the formative, performance task, and traditional assessments in a succinct and detailed paragraph.

11. RETEACHING AND REASSESSMENT (FEAP - 2a1c, 2a3d, 2a3h) (Danielson - 1e, 3a, 3b, 3c, 3d, 3e) (ESOL - 4.1.e, 5.3.c)

- A. After the posttest, the candidate will identify which standards need to be retaught and which students need additional instruction. The candidate will reteach and reassess each standard not mastered. Data will be displayed in the Reteaching and Reassessment table (**see Table 7**). On that table, the candidate will *describe* what differentiated instructional strategies were used, how and why those strategies were used, and how successful were those strategies in improving students’ understanding of the standards. If reteaching is not permitted in the classroom, the table must detail how you *would have* retaught & reassessed if permitted. **Using this option must be approved by your university supervisor.**

Table 7: Reteaching and Reassessment Table

Standards needing reteaching (full code & text)	Name(s) of students needing additional instruction	Description of instructional strategy used to reteach	Justification of why particular strategies were employed	Explanation of how reteaching was scheduled (when/how was reteaching done)	How do you know reattaching was successful?

- B. If reteaching occurs, the candidate will update the Data Analysis Spreadsheet (GraphMaker). Create a new spreadsheet and save as ‘Reteach Analysis’ (use the original pretest scores and new posttest scores -- include only the students who were retaught and reassessed on the new spreadsheet) and update **Table 7 (column 7)** using the reteaching posttest scores and submit a written reflection of the effectiveness of the reteaching and how the results of the data will be used for instructional decision-making.
- C. Based on data generated in the unit and other classroom performance (reading/math/social studies) identify specific student(s), if any, showing a pattern of low academic achievement. Create a chart or paragraph detailing students’ pattern of low achievement and include at least one way you will continue to work with the student(s).

12. GRADING STRATEGIES (FEAP – 2a4e, 2a4f) (Danielson – 3d)

- A. The candidate will describe the grading procedures used throughout the unit in a brief paragraph. Include; what was graded, assignment weights, how were scores/grades used, etc. The candidate, in collaboration with the cooperating teacher, will identify the point values and weights for all assessments to be included.
- B. All grades given during the unit plus the overall unit grade for each student must be included on the Unit Grades table (**Table 8**).

Table 8: Unit Grades

Student	Pretest	Assignment 1: (Write name of assignment)	Assignment 2: (Write name of assignment)	Assignment 2: (Write name of assignment)	Posttest	Overall

13. DAILY AND OVERALL REFLECTIONS (FEAP 2a1c, 2a1e, 2b1e, 2b1f) (Danielson – 1e, 2d, 3a, 3e, 4a)

- A. The candidate will complete a daily reflection for each lesson taught as outlined in the lesson plan template. Reflections must be at least one detailed paragraph supported with evidence (facts).
- B. The candidate will include an end of the unit reflection titled, ‘End of Unit Reflections’ that includes direct references to daily lesson plan reflections. The reflection will identify the strengths and weaknesses of the unit and outline modifications for future use. The candidate will also reflect on the impact of classroom behavior on student learning. Further, the candidate will describe how the planning and teaching of the unit impacted his/her growth as a professional.
- C. The candidate will select one Danielson domain, one reading area, and one ESOL area from the summary statement completed in EDUC 394. Describe how you progressed, or not, toward improving your practice within the selected areas. Include a statement on how your efforts impacted, or not, students’ learning experiences.

14. QUALITY OF UNIT

The candidate will present the unit in a professional manner. Use one font style and size 10 on all parts of the every document. The unit should be free of spelling, capitalization, punctuation, and grammatical errors. Words must be written in formal English. For example, the word ‘be’ must be written out rather than using the letter ‘b’. Written components should be clear, cohesive and demonstrate reflection and *depth* of thinking. Items mentioned must be attached to each section in which they are referenced, even if that means the items are found in multiple sections.

Two forms of the unit will be completed. For grading, a hard copy, with ALL text in one font and using size 10, in a three ring binder will be submitted. Within the binder, each section must be divided by a labeled tab. A section heading will be **BOLDED** on the top center of the page on which the section begins. Each section begins on a new sheet of paper. **Do not put your unit in plastic protectors. Print and include a copy of the scoring rubric in the front cover of the binder. When uploading to LiveText, the entire unit must be in one word document.**

UNIT PLANNING GUIDE

Senior Level - Music Fall 2019

1. COVER SHEET

The candidate will provide a cover sheet that includes her/his name, name of class, unit topic, length of unit (minimum **4** lessons for elementary and **10** rehearsals for secondary), dates of unit instruction, course prefix and number, university supervisor, and date.

2. DESCRIPTION OF STUDENT POPULATION

The candidate will describe the student population including grade level, age, gender, race, ESOL distribution (including English language proficiency levels), estimate of ability level (including your observations of musical knowledge and skill), socio-economic background, students with an IEP and/or a 504 plan, and other factors that might influence teaching of the unit. Information should mirror data input in GraphMaker.

3. RATIONALE

The purpose of this Unit is to assess the individual musical achievement of students within a performance-based environment. As such, candidates interning in secondary schools will assess an entire ensemble at the individual level and candidates interning in the elementary school will assess an entire class at the individual level. The candidate will provide a rationale for selecting this unit topic based on students' developmental levels and musical appropriateness as reflected on the district curriculum map (where appropriate). You must include the Florida Music Standards from CPALMS in your rationale. Standards from other professional organizations or districts may be used to support your reason for teaching this unit. You must explain why it is important for the students to study, rehearse, and perform this topic. **No more than 3 content standards that address your unit topic should be included.**

4. STANDARDS, GOALS, AND OBJECTIVES (FEAP - 2a1a, 2a3e) (Danielson - 1a) (ESOL - 3.2.a, 4.1.a)

The following components will be detailed in a table. Title the page, 'Standards, Goals and Objectives'. Insert table 1 into the body of the unit. The table must contain:

- A. The candidate will list state standards (CPALMS) that are appropriate for the unit topic and based on an analysis of the student population being taught (the complete standards must be written out). All standards addressing the topic must be included in the Standards, Goals, and Objectives table (**see Table 1**).
- B. The candidate will describe unit goals (1-2 goals) and align each goal with appropriate standards. Remember that goal statements should align with the 'Big Idea' as stated in the Standards. Goals are not "measurable" as objectives must be. Goals are long-term aspirations for the class or ensemble.
- C. ALL unit objectives that appear in lesson plans must be included. Each objective must be aligned with identified standards.

Table 1: Standards, Goals, & Objectives Table

Unit Title		
Unit Topic		
Unit Goals	Objectives	Standards (code & full text)

5. PLANNING FOR INSTRUCTION (FEAP - 2a1a, 2a1b, 2a1c, 2a1e, 2a1f, 2a2a, 2a2f, 2a3b, 2a3e, 2a3f, 2a3g, 2a3h) (Danielson - 1a, 1b, 1c, 1d, 1e, 1f, 2a, 2b, 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e) (ESOL - 3.2.a, 3.2.j, 3.3.c, 4.1.a, 4.1.e) (Reading - 1.F.4, 1.G.1, 2.A.1, 2.A.5, 2.G.3, 3.7)

- A. The candidate will describe diagnostic data including observed musical knowledge and skill, individual practice and participation discipline behaviors, daily rehearsal or lesson preparedness, internal audition results, district and/or state honor ensemble audition results, and any relevant feedback from district or state Solo & Ensemble.
- B. The candidate will provide a detailed description of all relevant information that the students will need to demonstrate mastery of content knowledge and skills. This can be written in a *Program Notes* format but must be directed at student needs and outcomes rather than the needs of an audience. Include the following when completing this section:
 - a. Basic information of the piece: Include title, composer, arranger/transcriber/editor, publisher, grade, style, text = sacred or secular—textual theme, key(s), meter(s), tempo indication(s), performance time, instrumentation, voice parts, score = accompanied (what instrument(s))—a cappella, range concerns, unusual requirements, etc.
 - b. Formal Analysis for each piece (sections, key areas, scoring, etc.)
 - c. Glossary of Terms (include all terms and definitions for terms found in the music and related to the music)
 - d. Major concepts or skills required to perform the chosen work (e.g. vowel unification, transparency, etc.)—each paired with at least two appropriate teaching strategies.
 - e. Resources (include print and internet sources, recordings, and a list of similar works by the composers of your pieces and other composers)

Candidates in elementary schools are expected to complete an equally thorough description of the music, songs, and activities selected for their unit, however, not all points listed above will be applicable.

- C. The unit will include a minimum of **4 lessons** (elementary) or **10 rehearsals** (secondary). These lessons must be constructed on the Stetson lesson plan template. Lesson/rehearsal activities must be at appropriate levels of rigor and developmentally appropriate.
- D. Lessons or rehearsals must be sequenced to ensure coherence and incorporate strategies to activate prior knowledge (each lesson must include specifics regarding the building of background knowledge). Lessons must include the anticipated use of time allocated to each activity for both teachers and students. All materials, (including handouts, quizzes, PowerPoint presentations) must be directly behind each respective lesson plan. Resources/texts/music selected must be appropriate to the instruction provided and identified for each lesson. Each lesson plan must be labeled with the lesson number AND at least one type of learning experience planned (in heading of lesson plan) and each lesson and learning type must be recorded in **Table 2**.

Table 2: Types of Learning Experiences

Lesson Number	Type of Learning Experience	Objective during this Learning Experience
1		
2		
3		

ALL lessons must include a minimum of three types of learning experiences. Choose from: whole group, small group, cooperative groups, projects, hand-on activities, sectional, simulations, inquiry, problem solving, learning centers

- E. The unit must begin with a motivational introductory lesson (lesson/rehearsal one) and end with a culminating experience (lesson 4 or rehearsal 10). The pretest and posttest can be used as the motivational/culminating experiences and can be part of the 4 lessons or 10 rehearsals. The candidate will include a simple narrative describing the connection between the motivational activity and the application of the subject matter being taught. The candidate will also explain how the culminating experience ties the unit together. The introductory and culminating lessons must be labeled on the lesson plans.
- F. **Each lesson or rehearsal must script Critical Thinking questions or activities.** As outlined in the Stetson lesson plan, the candidate must include a minimum of two Critical Thinking (CT) questions or tasks in each lesson or rehearsal. Each CT experience must be directly related to one of the stated objectives for the lesson or rehearsal.
- G. Lessons and rehearsals must identify the ESE access points. All lessons must include modifications to meet the needs of the EL students' levels of English proficiency. These levels and points must be used in the context of the lesson preparation. The candidate will identify questions specifically designed to support the learning of ESOL students.
- H. At least one lesson or rehearsal must integrate technology (e.g. iPads, student PowerPoints, interactive whiteboard, computers, digital texts, software applications, student/class response systems) and one lesson must integrate another content area. You may have several of these within a unit, but you must have at least one. All integration of technology must be identified in the proper box of the lesson plan.

6. TECHNOLOGY INTEGRATION COMPONENT (FEAP - 2a2i, 2a3g) (Danielson – 1e) (ESOL - 3.3.c, 4.2.c)

- A. The candidate will describe the assistive technologies (e.g. voice amplification systems, voice over, metronome, tuners, pitch devices, tape recorder, screen enlargement, touch screens) utilized to adapt instruction to assure high quality communication interactions.
- B. The candidate will develop and implement a lesson plan that involves students using technology (see section 5). The candidate will write a description of how the technology was used by the students and provide student work samples.
- C. The candidate will describe how he/she used technology as a professional tool throughout the unit (e.g. student response systems, PowerPoint, Prezi, interactive whiteboard, streaming video).

7. FAMILY COMMUNICATION (FEAP - 2a2e, 2a4e, 2b1d) (Danielson – 3a, 3d) (ESOL - 1.1.e)

- A. At the beginning of the unit, the candidate will write a letter to the family/caregivers explaining the unit of study to be taught and how the family can help at home or contribute at school. The letter will include specific invitations to participate and/or support the unit being taught (e.g. websites, fieldtrip chaperone, plays, performances, experiments). Address the letter to “Dear Family.” *NOTE: Letters must be approved by the cooperating teacher before sending home.*
- B. The candidate will provide ESOL parents/families with letters in their native language, if feasible. *NOTE: Letters must be approved by the cooperating teacher before sending home.*
- C. At the end of the unit, the candidate will write a letter to the family/caregivers describing the learning outcomes based on results from pre-test, posttest and performance-based assessments conducted by the candidate. The letter will include an explanation of the alignment between the assessment, the standards taught, and the level of proficiency achieved by the student.
- D. During the unit, the candidate will contact at least three parents/guardians via phone to discuss their child’s progress. The candidate will include a record of phone conversations and a brief summary for each parent/guardian contact (include the date, time, duration, and outcome of conversation). These phone calls should be positive in nature.

8. ASSESSMENT STRATEGIES and DATA COLLECTION (FEAP - 2a1c, 2a1d, 2a1e, 2a3c, 2a3h, 2a4a, 2a4b, 2a4c) (Danielson - 1e, 1f, 3a, 3b, 3c, 3d, 3e) (ESOL - 5.1.b, 5.2.b, 5.3.b, 5.3.c)

****Do not send student work home until you are certain you have collected all relevant data. Sending work home without collecting needed information will result in an incomplete unit and you will earn a score no higher than 60% on the unit.**

- A. The candidate will identify and explain how each unit standard is assessed. All standards must be included and matched to formative or summative assessments. Assessments, including those modified for ESOL and ESE students must be briefly described in paragraph form, labeled and included in this section.
- B. The candidate will develop a pre-assessment. **This pretest should also be used as the posttest but can differ where appropriate.** Both tests will be performance based and can be given individually, in small groups, in sections, or to the entire class or ensemble. The candidate will describe student academic readiness based on the pretest and other diagnostic data. Be sure your pretest matches the standards you are teaching. **A minimum of 8 questions per standard must be included on pre/post assessments.** “Questions” in this case is option to interpretation and could include any of the following: measures, notes, rhythms, diction, releases, pitches, etc.
- C. The candidate will develop formative assessments to be used throughout the unit. These assessments, written or performance-based, are used to inform the candidate as to current level of achievement in the class or ensemble as related to the Unit. The Formative Assessment table (**see Table 3**) will be completed describing at least one formative assessment per lesson or rehearsal and explaining how the assessment informs teaching.

Table 3: Formative Assessment Table

Lesson Number	Objective (Write code and full text)	Assessment Name	Assessment Description	How does this assessment guide your teaching?
1				
2				

- D. All assessments must be modified to meet the needs of the ELL students’ levels of English proficiency and ESE students’ testing modifications as identified on IEPs. Copies of modified assessments must include the label, ‘ELL and/or ESE Modified Test’ and be included in the assessment section of the unit.
- E. The candidate will complete the item analysis for each item on the posttest. An Excel spreadsheet has been created for you and is posted on Blackboard (Item Analysis Spreadsheet). Enter your data and analysis, then print and include the spreadsheet in the assessment section of the unit. You may elect to create a table in Microsoft Word and manually enter all data. Either is acceptable. Be sure to label the item, ‘Item Analysis Spreadsheet’.
- F. The candidate will enter pretest and posttest assessment data by standard into the Stetson Data Analysis Spreadsheet (GraphMaker). The GraphMaker Excel spreadsheet is posted on Blackboard. This assessment tool will allow the candidate to examine her or his impact on student learning across subgroups. Therefore, the candidate is required to collect and enter the following data on each student in the Stetson Data Analysis Spreadsheet:

- School demographics (total population, gender, ethnicity, socioeconomic status, ELL, ESE)
- Student demographics (grade, gender, ethnicity, economically disadvantaged, ELL, ESE)

- G. The Stetson Data Analysis Spreadsheet provides data for each standard by student, class, subgroups, and learning gains. The candidate will print and attach the associated graphs.
- H. A table must be presented that summarizes the impact of student learning based on posttest results (see **Table 4**).

Table 4: Impact on Student Learning Summary Table

Candidate Name	Grade Level	Unit Topic	Number of students in class	Standards Taught	Number and percent of students with learning gains per standard (any increase from pretest to posttest)	Number and percent of students at proficiency after post-test per standard	Number and percent of students at proficiency level after reteach & reassessment per standard	Categories of Concern per Standard

9. ASSESSMENT REFLECTION (FEAP - 2a3c, 2a3d, 2a4d) (Danielson - 3a, 3b, 3c, 3d, 3e) (ESOL - 5.1.a, 5.1.b, 5.1.d)

- A. The candidate will write a narrative describing the data in *each* GraphMaker chart. Every graph created must be specifically addressed in a reflective narrative.
- B. The candidate will complete an overall written reflection on how all the results of these data (traditional and performance task) will be used for instructional decision-making.
- C. The candidate will reflect and address possible discrepancies among the formative, performance task, and any other traditional assessments.

10. RETEACHING AND REASSESSMENT (FEAP - 2a1c, 2a3d, 2a3h) (Danielson - 1e, 3a, 3b, 3c, 3d, 3e) (ESOL - 4.1.e, 5.3.c)

- A. After the posttest, the candidate will identify which standards need to be retaught and which students need additional instruction. The candidate will reteach and reassess each standard not mastered. Data will be displayed in the Reteaching and Reassessment table (**see Table 5**). On that table, the candidate will *describe* what differentiated instructional strategies were used, how and why those strategies were used, and how successful were those strategies in improving students’ understanding of the standards. If reteaching is not permitted in the classroom, the table must be detail how you *would have* retaught & reassessed if permitted.

Table 5: Reteaching and Reassessment Table

Standards needing reteaching (full code & text)	Name(s) of students needing additional instruction	Description of instructional strategy used to reteach	Justification of why particular strategies were employed	Explanation of how reteaching was scheduled (when/how was reteaching done)	How do you know reattaching was successful?

- B. The candidate will update the Data Analysis Spreadsheet (GraphMaker). Create a new spreadsheet and save as ‘Reteach Analysis’ (use the original pretest scores and new posttest scores -- include only the students who were retaught and reassessed on the new spreadsheet). Also, update Table 3 (column 8) using the reteaching posttest scores and submit a written reflection of the effectiveness of the reteaching and how the results of the data will be used for instructional decision-making.
- C. Based on data generated in the unit and other classroom performance (theory, scales, sight-reading, etc.) identify specific student(s), if any, candidates will identify students showing a pattern of low academic achievement.

11. GRADING STRATEGIES (FEAP – 2a4e, 2a4f) (Danielson – 3d)

- A. The candidate will describe the grading procedures used throughout the unit (what was graded, assignment weights, how were scores/grades used, etc.). The candidate, in collaboration with the cooperating teacher, will identify the point values and weights for all assessments to be included.
- B. All grades given during the unit plus the overall unit grade for each student must be included on the Unit Grades table (see **Table 6**).

Table 6: Unit Grades

Student	Pretest	Formative Assessment 1: (Write name of assignment)	Formative Assessment 2: (Write name of assignment)	Formative Assessment 3: (Write name of assignment)	Posttest	Overall

12. DIFFERENTIATING INSTRUCTION TO MEET THE NEEDS OF ALL STUDENTS (FEAP - 2a2f, 2a3d) (Danielson - 2a, 2b, 3a, 3b, 3c, 3d, 3e) (ESOL - 1.1.b, 1.1.f, 3.3.a, 3.3.b, 4.1.c, 5.2.b, 5.3.c)

The candidate will describe how the unit and lessons/rehearsals incorporate differentiation. *How did you tailor instruction to meet the individual needs of the students? Did you differentiate content, process, product or the environment?* The candidate should show awareness of how the backgrounds of the children are integrated into class learning and explain how he/she educated himself/herself to teach this group of students.

13. DAILY AND OVERALL REFLECTIONS (FEAP 2a1c, 2a2b, 2a1e, 2a3j, 2b1e, 2b1f) (Danielson – 1e, 2d, 3a, 3e, 4a)

- A. The candidate will complete a daily reflection for each lesson taught as outlined in the lesson plan template.
- B. The candidate will include an end of the unit reflection titled, ‘End of Unit Reflections’ that includes direct references to daily lesson plan reflections. The reflection will identify the strengths and weaknesses of the unit and outline modifications for future use. The candidate will also reflect on the impact of classroom behavior on student learning. Further, the candidate will describe how the planning and teaching of the unit impacted his/her growth as a professional.

14. BIBLIOGRAPHY/ RESOURCES/ MATERIALS (FEAP – 2a3g) (Danielson – 1e)

The candidate will list the resources, including existing lesson plans found on-line, that were used in developing and implementing the unit. A minimum of 10 resources must be identified. This section requires a bibliography in APA style that references the texts (books, articles, teacher manuals), media, and online resources used in its creation.

15. QUALITY OF UNIT

The candidate will present the unit in a professional manner. The unit should be free of spelling, capitalization, punctuation, and grammatical errors. Written components should be clear, cohesive and demonstrate reflection and *depth* of thinking. Items mentioned must be attached to each section in which they are referenced, even if that means the items are found in multiple sections. All tables (1-6) will be included in the final section of the unit under the heading, 'Appendices'. Each table must be printed on its own page and include the title of the table as provided in the samples.

Two forms of the unit will be completed. For grading, a hard copy, in a three ring binder will be submitted. Within the binder, each section must be divided by a tab, a section heading **BOLDED** on the center of the page, and each section on a new sheet of paper. **Do not put your unit in plastic protectors. When uploading to LiveText, the entire unit must be in one word document.**

WEEKLY EMAIL REFLECTION GUIDE

LOOKING BACK

My accomplishments last week were:

Things I would do differently are:

LOOKING FORWARD

Aspects of teaching (and activities) I am working on this week include:

The support I need is:

Other concerns:

Senior Showcase Portfolio Framework

The senior showcase portfolio sections are to be completed reflectively and accurately based on personal beliefs and experiences. This portfolio is created in an electronic format (e.g. wiki, Weebly, livebinder, PowerPoint, e-portfolio available through Livetext; do not use Word to create your portfolio). *Within sections a rationale for success as a professional teacher is required. The rationale explains why specific artifacts supporting that section were chosen. The rationale solidifies the alignment of the portfolio sections with a conceptual picture of who you are as a preservice teacher and how you have grown professionally.* Sections can be completed in any order except for the introduction, philosophy, and conclusion. The senior showcase portfolio is an extension of your junior showcase portfolio. Some sections might be similar and some might be completely new. **All sections must have titles, all artifacts must be labeled, and all pictures must have captions!**

Introduction: The introduction is a brief statement describing the purpose of the portfolio and provides an overview of the portfolio. **A table of contents must be included.**

Philosophy: A philosophy of teaching demonstrates one's beliefs and ideals within the teaching profession. This section of the showcase portfolio may contain hyperlinks to other sections and links to evidence supporting the tenets of your philosophy. Be creative here!

Resume: This document is a snapshot of you as a teacher. It includes experiences, accomplishments and previous jobs that relate to teaching. It should be free of spelling and grammatical errors. Please include hyperlinks to evidence supporting sections of the resume, if appropriate.

Lesson Plan: Showcase at least 2 successful lessons by including the lesson plans that included higher order questions and planned responses intended to advance the lessons and promote student learning. The lesson plans serve as artifacts supporting the successful lessons. The lesson plans are likely from a unit once taught. Include support and resource materials for the lessons as well as sample student work. Analysis and reflection of teaching for each lesson must be included. *These artifacts must include descriptions and rationale statements on why you selected them for your portfolio. Why are these excellent lesson plan? What does it demonstrate about your teaching? Planning?*

Differentiation of Instruction: Display a pattern of differentiation within a unit of study. This display must be in table format and include sequence of lesson, type of differentiation, a brief description of strategy employed, and how it worked. Other artifacts that highlight your ability to differentiate should also be include (i.e., lesson plans, student work products, student feedback). Include 2 artifacts in this section. *These artifacts must include a description and rationale statement on why they are included in your portfolio. How do these artifacts show that you can differentiate your instruction? Why is this important? Describe specific lessons where you differentiated your instruction and how that supported your students' learning.*

Formative Assessment: Select two lessons. Describe the formative assessments used in the teaching by completing the chart below. Include copies of the complete lesson plans (new lessons - not previously used in the portfolio). *These artifacts must include descriptions and rationale statements on why you selected them for your portfolio. How do the artifacts demonstrate your use of formative assessment? Why is this important?*

Lesson Number	Standard (Write out full text)	Objective	Assessment Name	Assessment Description	How did this assessment guide your teaching?
1					
2					

Data Analysis: Embedded within the unit previously taught is data detailing how well students accomplished the objectives that were taught. Accurate interpretation of data is critical in determining the next steps to move the students forward in their learning experiences. Describe how you gathered data in your unit, how the data helped or hindered your instruction and the learning opportunities of the class. Use evidence. *How did the analysis help you make instructional decisions for your class and individual students? Include charts and graphs. These artifacts must include descriptions and rationale statements. What do these artifacts tell us about your ability to analyze data? Why is this important?*

Rules and Procedure Handbook: This informative document demonstrates an understanding of classroom management and its dependence upon rules and procedures in an atmosphere conducive to learning. *This artifact must include a description and rationale statement. Why did you create a rules and procedures handbook? How does this demonstrate your philosophy about managing a classroom?*

Diversity: Include at least 2 artifacts that highlight your work as a responder to diversity. *These artifacts must include descriptions and rationale statements. What have you done to meet the needs of diverse learners? Did it work? What else would you like to try?*

Technology: An important part of technology integration includes how you use technology (as a professional), how you integrate technology in your teaching, and how students use technology to master academic content. Select at least 2 artifacts that highlight your work in these areas. *These artifacts must include descriptions and rationale statements. Why did you select the artifacts for your portfolio? What does it show us about your use of technology in the classroom? What are you highlighting with these artifacts?*

Professional Growth Plan (PGP): The PGP is a document that demonstrates your growth as a professional. Please include part 1 from your junior block and part 2 from your internship. *This artifact must include a description and rationale statement. Why is this an important artifact to demonstrate your growth as a teacher?*

Additional Showcase Opportunity: Include a stellar piece of evidence particular to you that showcases your teaching skills which has not been included in the portfolio. *This artifact must include a description and rationale statement. Why did you include it in your portfolio? What does it show the reader about you as a professional?*

Conclusion: This section is a concluding comment or brief summary statement. Your contact information is included here. As you wrap-up, use your philosophy and documents included here to summarize your beliefs as an emerging professional.

STUDENT TEACHING SUCCESS PLAN

Intern:

University Supervisor:

Cooperating Teacher:

School:

PART 1 – Completed at initial meeting

A. List behaviors indicating intern’s performance is below average or failing (or not observed)

B. Suggested Measures of Assuring Success

C. Progress Toward Success (please list dates and behaviors if applicable)

D. Date of Successful Completion of Plan

My signature acknowledges that I have received a copy of this plan.

Student Intern

Date

University Supervisor

Date

Cooperating Teacher

Date

Director of Student Teaching

Date

STUDENT TEACHING SUCCESS PLAN

Intern: _____ University Supervisor: _____

Cooperating Teacher: _____ School: _____

PART II – Completed at follow-up meeting.

A. Final Evaluation – Was the plan successfully completed?

B. Recommendation(s)

C. Action Taken:

- ___1. Continues to work to improve and pass with satisfactory evaluation.
- ___2. Withdraws from student teaching – able to repeat student teaching once with approval.
- ___3. Receives an incomplete in student teaching and extends internship in same placement.
- ___4. Is reassigned to another placement and internship is extended.
- ___5. Other

My signature acknowledges that I have received a copy of this plan.

Student Intern

Date

University Supervisor

Date

Cooperating Teacher

Date

Director of Student Teaching

Date

Student Teaching Performance Plan

(To be completed by the university supervisor and cooperating teacher when the mid-term evaluation indicates any rating of 1)

Name _____

School _____

1. List the specific standards/components that need to be improved, demonstrated, or observed before the intern begins to phase-out of teaching.

2. Describe how each standard/component listed above will be improved, demonstrated, or observed before the intern begins to phase-out of teaching.

University Supervisor

Date

Cooperating Teacher

Date

Student Teacher

Date

Post-Observation Reflection Questions

(Due to supervisors by 9:00 pm on the day of the observation.)

1. In general, how successful was this lesson? Did the students learn what you intended for them to learn? How do you know? How do you rate yourself in 3d (use the Danielson rubric)? Why?

(Danielson Framework Component 3d: Using Assessment in Instruction)

2. How did your classroom procedures and student conduct contribute to student learning? Why? How do you rate yourself in 2c and 2d (use the Danielson rubric)? Why?

(Danielson Framework Components 2c: Managing Classroom Procedures, Danielson Framework Component 2d: Managing Student Behavior)

3. How effective was your instructional delivery (activities, discussions, grouping of students, materials, resources, etc.) in this lesson? Why? How do you rate yourself in 2a, 2b, 3a, 3b, and 3c (use the Danielson rubric)? Why?

(Danielson Framework Components 2a: Creating an Environment of Respect and Rapport, 2b: Establishing a Culture for Learning, 3a: Communicating with Students, 3b: Using Questioning and Discussion Techniques, 3c: Engaging Students in Learning)

4. What adjustments to your original plan (if any) did you make during the lesson? Why did you determine those adjustments were necessary?

(Danielson Framework Component 3d: Using Assessment in Instruction)

5. What do student work samples reveal about student engagement and understanding?

(Danielson Framework Components 3d: Using Assessment in Instruction, Danielson Framework Component 3c: Engaging Students in Learning)

6. If you had a chance to teach this lesson again to the same group of students, what would you do differently?

(Danielson Framework Component 4a: Reflecting on Teaching)

Post-Observation Conference Reflection Questions

(Due to supervisors by 9:00 pm on the day of the post-observation conference.)

- 1. Response to Feedback:** Review and consider provided feedback. Describe how you will implement next steps going forward. Explain how these next steps will impact students' learning experiences.
- 2. Addressing your PGP:** Describe how you progressed, or not, toward your PGP goal. Include a statement on how your efforts impacted, or not, students' learning experiences.

Your reflection questions must be loaded in Livetext for each observation.