





# Department of Education

## Undergraduate Student Handbook

**UNIVERSITY ACCREDITATION**  
Southern Association of Colleges and Schools

**MEMBERSHIP**  
Florida Association of Colleges for Teacher Education

**APPROVAL OF PROGRAMS**  
Florida Department of Education  
Council for the Accreditation of Educator Preparation

DARE TO BE SIGNIFICANT... **BE A TEACHER**

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# Appendices

In addition to the appendices referenced in the body of this handbook, valuable information concerning the program here at Stetson and the teaching profession has been included.

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## Welcome to Education

You have declared your intention to work toward becoming a certified teacher in the State of Florida through the Education Program here at Stetson. Teachers indeed light the path to a better tomorrow for our young people. The professors in the Department of Education have made a strong commitment to providing you with a quality education program. We will strive to prepare you to be a creative, reflective, competent teacher who is equipped with the knowledge, skills, and disposition that will enable you to meet the needs of your students within a culturally diverse educational setting in a rapidly changing world.

The program is designed to provide a myriad of opportunities for you to become increasingly effective in your chosen teaching area by integrating classroom theory with practical experiences in the schools. You will begin observing in schools in your first course, and your field experiences will culminate in the senior internship.

To better acquaint you with the program, we have developed this handbook as a guide. While we will make every effort to adhere to the rules, policies, and procedures in this handbook, sometimes the Department of Education, our accrediting bodies, our university, and even our department may need to make changes that will require amendments in such areas as course offerings, degree requirements, regulations, and procedures.

From time to time the Department of Education will send you online updates that explain any changes or supply you with other information that is important to you. We can only do this with your help, so please read the information and respond if requested. Thank you!

A handwritten signature in blue ink that reads "Chris Colwell". The signature is written in a cursive style with a large initial "C".

**Dr. Chris Colwell**  
**Chair, Department of Education**

## Departmental Faculty

We want to be a help to you as you progress through the program. You will be assigned an education advisor who will help you plan your program so that you may graduate on time. Below is a snapshot of the professors who teach in this department. Knowing a little about the professors can be a resource for you if you have a particular need or concern.

<b>Education Faculty</b>	<b>Area of Expertise</b>	<b>Telephone</b>
Dr. Patrick Coggins	Cultural Diversity	386.822.7360
Dr. Christopher J. Colwell	Teacher Evaluation, Proficiency Based Education, Education Redesign	386.822.7073
Dr. Fran Duvall	Teacher Evaluation, Classroom Management Collaborative Decision-Making	386.822.7704
Dr. Glen Epley	School Law and School Finance	386.822.7078
Dr. Vernita Glenn-White	K-12 Math, Inst. Coaching, Curriculum Development	386.822.7531
Dr. Elise Gruber	Education Leadership, K-12 Curriculum, Human Resources	386.822.7074
Dr. Bette Heins	Classroom Management/ESE and Single Gender	386.822.7076
Dr. Gregory LeFils	Choral Music Education	386.740.2104
Dr. John Lychner	Instrumental Music Education	386.822.8976
Dr. Mary Ellen Oslick	Reading, Children's Literature	386.822.8890
Dr. Melissa Parks	Elementary Pedagogies, STEM Education, Preservice Teacher Efficacy	386.822.7087
Dr. Kathy Piechura-Couture	Classroom Management/ESE and Single Gender Pedagogy	386.822.7080
Dr. Lou L. Sabina	HR, Org Behavior/Strategic Planning, School Finance, Instructional Supervision in Ed Leadership	386.822.7081
Dr. Rajni Shankar-Brown	Poverty, Homelessness and Social Justice Education, Educational Pedagogy	386.822.8895
Dr. Mercedes Tichenor	Math Methods/Assessment and Evaluation	386.822.7086
Dr. Deb. Touchton	Leadership and Organizational Development, Women in Educational Leadership	386.822.7613

### MEET THE STAFF

**Milba Miranda**, Administrative Specialist, Main Office, Graduate and Undergraduate Studies

**Chantri Daise**, Assistant Director, Undergraduate Education Services

**Paula Hogenmiller**, Assistant Director, Graduate Programs

# General Information about the Department of Education

The following information is what drives our program. After reading this section, candidates will have a better understanding as to why they need to take certain courses and participate in field experiences and other activities.

## **Vision Statement**

Our vision is to prepare reflective, ethical educators who promote change through leadership by initiating and sustaining collaborative reform.

## **Mission Statement**

Our mission is to educate teachers and other school personnel to act as competent, effective and knowledgeable facilitators of learning disposed to using technology and research practices to enhance K-12 education; to create a community of learners responsive to the developmental and social needs of diverse learners; and to respond to student needs and advocate for change at local through global level.

## **Philosophy**

As educators, our faculty encompasses a comprehensive philosophic perspective. We believe education should be learner-centered and that we should educate students to become productive members of a democratic society. We advocate individual growth and personal meaning through problem solving and reflection on personal growth. We view school as a mechanism for change and seek to improve education especially in the areas of diversity and gender equity. We believe that enlightened individuals who focus on the learner and his/her individual growth can effect change in schools and society.

## **Aim**

Our aim is to develop positive, creative, diligent, and reflective practitioners capable of assuming leadership roles in culturally diverse educational settings in a rapidly changing world.

## **Outcomes**

Upon exiting the program, candidates are expected to demonstrate the following outcomes at the pre-professional level. They will have acquired the knowledge, skills, and disposition to be:

- reflective practitioners
- collaborative instructional leaders
- responder to diversity
- facilitative change agents

Our outcomes are key to our program (See Appendix A). Candidates can find four PowerPoint presentations of the program outcomes that they will refer to throughout the program on the Stetson website. The presentations will help candidates understand what the outcomes might look like in practical terms. These presentations will be introduced in education classes, and the outcomes will be reinforced throughout the program. In their senior year, candidates will present a portfolio that demonstrates they have met the outcomes.

## **Evaluation of the Program**

A survey is sent to program graduates and administrators of schools where graduates are hired as a follow-up on their perceptions of preparation on the Florida Teacher Competencies and the Florida Educator Accomplished Practices. This input is seriously considered when planning program modifications. Program graduates are encouraged to practice professionalism by participating in education surveys conducted by the department.

## Education Program

This handbook is designed to guide elementary education majors through the Elementary Education Program. Individuals who complete this program successfully will receive a Bachelor of Arts in Education with an ESOL endorsement and be qualified to apply for an Elementary Education K-6 Professional Teaching Certificate in the State of Florida.

In addition to Stetson University's general education requirement, candidates will take courses that focus on teaching young children and diverse populations. These courses are determined by the accrediting agencies that approve the Education Program. These are the Florida Department of Education (FLDOE) and the Council for the Accreditation of Educator Preparation (CAEP). In addition, the department may require a specific course or courses in speech or English, based on public speaking, presentation organization, or writing skills using appropriate language. Mastery of the English language is required for student teaching placement.

## Program Requirements

### Elementary Education Program Admission Requirements

Admission to the Elementary Education Program does not occur automatically. Students who have declared Education as a major must fulfill admissions requirements first. These are listed below.

Some upper division courses are open only to candidates admitted to in the program. Being unable to enroll in these upper division courses will delay graduation.

To be considered for admission to the Education Program, a teacher candidate must:

1. Complete an application for admission to a program of study leading to certification;
2. Complete a *Candidate Acknowledgment of Professional Dispositions*;
3. Present a minimum 2.5 grade point average for all college work taken at Stetson;
4. Present a grade of C or higher in at least one Writing Enhanced Course.
5. Present a passing score on all areas of the FTCE General Knowledge (GK) test;
6. Earn a grade of C or better in EDUC 245H, EDUC 255S, EDUC 265, and all other education courses;
7. Present a minimum 2.5 grade point average in specialization courses (major field of study);
8. Complete a successful interview with members of the Undergraduate Council, if a review of performance in foundation courses suggests weaknesses;
9. Join the Florida Future Educators Association (FFEA);
10. Follow the degree audit planner. **ALL** students **MUST** meet with their education advisor every semester;
11. Review the *Undergraduate Student Handbook*;
12. Purchase a subscription to *LiveText* (department student management and assessment system).

All requirements must be fulfilled to be admitted to the approved program. **There is no appeal for admission to the Education Program.**

Once admitted into the program, candidates must maintain a 2.5 or better GPA, pass required tests, and remain a citizen of the Stetson community in good standing. These requirements will be monitored throughout the program. If at any checkpoint there is a concern about the appropriate progress of a candidate, he or she may be required to meet with an education faculty committee before continuing.

## Music Education Program Admission Requirements

Please review the Stetson University online catalog for Music Education program admission requirements including both Instrumental and Vocal majors.

<https://catalog.stetson.edu/undergraduate/music/student-policies/music-education/>

### **Course Lab Fees**

When registering for particular EDUC or MUED courses, all students will be assessed a nonrefundable lab fee. For Elementary Education those courses include EDUC 265, EDUC 393, and EDUC 394. For Music Education those courses include MUED 265, MUED 354, MUED 356, MUED 355, and MUED 357. The fee will be used to purchase vouchers for required Florida Teacher Certification Exams. The vouchers will facilitate students' registration for required certification exams. The vouchers are single use only. Consult with Ms. Daise in the Undergraduate Office in Davis Hall 114 for more information.

### **Minimum Grade Requirement for Education Majors:**

Education Program requirements specify that only a C or better (no C-) will be accepted in all education courses. The Stetson University retake policy allows students to retake any course, if offered, in which they received a failing grade (F), which they dropped (X or XF), or from which they withdrew (W, WP, or WF). If students earn a C- or D in an education course and students want to continue in the education program, they must comply with the following protocol:

*Under special circumstances, with the approval of the appropriate Dean, students may retake one course, if offered, in which they have earned a passing grade and that they have not used course exclusion on. Only one retake of a course will be permitted. The course must be taken at Stetson University. The credit(s)/unit(s) for the repeated course will count in the student's semester academic load. Upon completion of the repeated course, both grades earned will be listed on the transcript regardless of the repeated course grade being the same, higher, or lower than the first attempt. All credit(s)/unit(s) attempted and all grades earned will count in the student's cumulative GPA calculation and in the GPA calculation for graduation honors. Only the credit earned from one course will count toward required graduation credit(s)/unit(s). This may result in having to take additional courses to meet graduation requirements. (<http://catalog.stetson.edu/undergraduate/student-policy/records-grades-registration/course-retake-policy/>)*

## 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 all 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, and 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 Undergraduate Office of Education is necessary to ensure fulfillment of program requirements.

## **Program Checkpoints**

Once admitted into the program education faculty monitors each candidate's progress toward fulfilling all program requirements each semester. These checks consist of, but are not limited to:

1. Candidate's successful completion of education courses;
2. Candidate's passing of required Florida Teacher Certification Examinations;
3. Candidate's adherence to departmental Dispositions/Expectations;
4. Candidate's good standing as Stetson University citizen. Violations of university conduct rules and policies are reported to the Education Department Chair.

## **Florida Teacher Certification Exams (FTCE)**

Candidates must pass the Florida Teacher Certification Examinations (FTCE). The General Knowledge portion of this exam must be passed to get into the approved program. Prior to student teaching, candidates must complete the remaining two required tests of the FTCE - the professional education test and the subject area test. All candidates take the same professional education test, and all candidates take a test in their major subject area (specialization). For elementary education majors, the test is **Elementary K-6**. There are subject area tests for all the approved education majors we offer here at Stetson. No student can graduate from the state-approved program unless all required tests are passed.

## FTCE and the Education Program

Some courses in the Education Program will require that candidates take and pass all sections of the FTCE tests prior to admission to the approved program or to student teaching. The following table displays the corresponding courses in which FTCE tests must be taken in order to pass the course with a minimum grade of C.

FTCE Tests	Elementary Education Course	Passing Score Required For
General Knowledge (GK)	EDUC 265: Principles and Methods of Diverse Learners	Admission to approved program
Professional Education (PE)	EDUC 393: Professional Educator I	Admission to student teaching
Subject Area Exam (SAE)	EDUC 394: Professional Educator II	Admission to student teaching

FTCE Tests	Music Education Course	Passing Score Required For
General Knowledge (GK)	MUED 265: Principles and Methods of Music Instruction for Diverse Learners	Admission to approved program
Professional Education (PE)	MUED 354/356 Instrumental/ Choral Methods I	Admission to student teaching
Subject Area Exam (SAE) Music K-12	MUED 355/357 Instrumental/ Choral Methods II	Admission to student teaching

## FTCE and Student Teaching

Candidates who student teach during the fall semester must complete all FTCE tests by May 1. If student teaching takes place in the spring, all FTCE tests must be completed by December 1. Candidates will only receive school placement when all passing scores on the FTCE tests are received in the Office of Undergraduate Education.

## FTCE Test Descriptions

**General Knowledge Exam** (GK) tests basic skills. The test contains four subtests: an essay, multiple-choice English language skills, reading, and mathematics. The essay and English language skills subtests measure general skills such as formulating a thesis statement, providing supportive details, arranging ideas in a logical and an organized pattern. Specific skills of word choice, sentence structure, grammar, spelling, capitalization, and punctuation are included. The Reading subtest includes passages with questions measuring literal and critical comprehension. The mathematics subtest includes arithmetic, geometry, measurement, algebra, statistics, and logical reasoning. *Candidates must pass all four sub-tests to be accepted into the Approved Education Program.*

**Subject Area Exam** (SAE) measures content area knowledge, usually in a multiple-choice format. For elementary education majors, the content area comes from liberal arts, social science, mathematics, English, reading, science, history, as well as methods courses in the education department. The areas covered on this extensive exam can be found at the following website: [www.fl.nesinc.com](http://www.fl.nesinc.com). It is imperative that candidates examine the content expectations of the exams. Candidates who feel weak in a certain area(s) are strongly encouraged to elect courses to strengthen those areas. For Music Education majors, the content area comes from all academic music courses taken as part of the undergraduate degree.

**Professional Education Exam** (PE) assesses general knowledge of five content bases: personal development, appropriate student behavior, planning instruction, implementing instruction, and evaluating instruction. All candidates for initial certification will take the same Professional Education test.

## **FTCE Study Guides**

There are helpful guides for the FTCE exams available for purchase. Check online resources such as <https://thelearningliaisons.com/>, [www.amazon.com](http://www.amazon.com) or local bookstores. There are a few copies of the GK, Professional Education, and Elementary K-6 books that may be checked out from the Undergraduate Education office, Davis 114.

The Volusia Center for Excellence in Education, Stetson University, and Bethune Cookman College have created online modules to support content-area understanding for preservice teachers. Modules are accessed through Blackboard, and requirements for completion are embedded in particular courses.

## **FTCE Testing Sites**

FTCE tests are given at Pearson VUE Professional Testing Centers strategically located through the state. Tests are given seven days a week with morning, afternoon, and evening availabilities. Information and registration are available online at [www.fl.nesinc.com](http://www.fl.nesinc.com). Stetson **must be listed** as an institution to which scores can be released during registration. An unofficial score report will be given as soon as the test is completed. Candidates must upload their score reports into *LiveText by Watermark* in the courses where the tests are a requirement (see chart on page 11). Special accommodations can be made for students with disabilities. Check the “Registering for Alternative Testing Arrangements” area of the FTCE website.

Please note:

- Test takers must wait 31 days to retake a failed exam.
- Information can and does change from time to time. It is the candidate’s responsibility to keep up with changes in testing provisions

## Education Program Field Experiences

The Florida Department of Education views field experiences as one of the most important components of the Education Program. In order to provide for the best combination of learning activities in our Education Program, all education majors will participate in early and continuous field-based experiences beginning with the 200 level courses and culminating in the senior internship. Every effort is made to provide a variety of experiences in grade level or subject area placement. Candidates will be given opportunities to work in multicultural settings in the city of DeLand or surrounding municipalities.

### Travel Acknowledgement/Waiver Form

Beginning with the 200 level courses, all students are required to complete and submit the Travel Acknowledgment Waiver form. It is the student's responsibility to complete, and return, the form on Blackboard or to the Undergraduate Education Office in Davis Hall 114.

Important considerations:

- When in the field, candidates represent themselves and Stetson University. Education majors are held to high expectations for professional demeanor (see page 14 for expected dress code). Note- candidates may be sent home to change their clothes by school personnel or university supervisors if they are found to be in violation of the dress code.
- Failure to complete field experience hours (including time that may need to be made up for failure to adhere to dress code) within the semester will result **in a maximum final grade of C-** in all Literacy Block and Integrated Block courses.
- Failure to complete field experience in the foundation-level education courses will result in a course final grade no higher than C-.
- Posting of or about students, teachers, classroom, or school events to any social media outlet is strictly prohibited.

### Early Field-Based Assignments

During freshman and sophomore years, candidates will be involved in observation and/or working with students in an actual classroom environment or observing in other educational settings, such as school board meetings. These assignments make the content of education courses relevant as well as help in developing knowledge, skills, and dispositions necessary to facilitate student learning. Candidates will have opportunities to observe teachers in the process of teaching and in some instances will interact with the students.

### Junior-Level Field Experiences

During junior year or first semester senior year, candidates will increase their participation in classrooms and are more closely supervised by professors. Candidates will teach individual lessons, complete units, and participate in special educational projects such as judging science and/or social studies fairs or, for Music Education majors, attending District Music Performance Assessments (MPA). Increased reflection and a working knowledge of the Florida Educator Accomplished Practices begin to connect theory to practice.

## Senior Student Teaching Experience

This is the capstone semester experience where the candidate will demonstrate all of the Florida Educator Accomplished Practices and the Danielson Framework for Teaching as he/she works with a cooperating teacher in a school setting. This experience is intense and will be the full-time educational experience during the semester. The *Student Teaching Handbook* will be provided at the beginning of student teaching.

## Field Experience Assignments

Field experiences are arranged through the Education Department's Main Office and in some cases by the professor teaching a particular course. In all cases, ***students must not approach a teacher or school concerning placement.*** Field placements are made in cooperation with the districts in which placement is sought. There are many considerations for field placement that are taken into account before placements are made. For example, students must have experiences in a variety of settings and grade levels. In advanced placements (student teaching), the cooperating teachers must have completed staff development training and be certified Clinical Educators before an advanced intern may be assigned to the class. Senior interns must be placed so that the supervisors can visit classrooms to assist and to supervise the interns in a timely manner.

## Field Experience Expectations and Requirements

Candidate's field experience schools will have both expectations and requirements of all guests in their classrooms. Many of these expectations are common to all schools in a district and may be required by the state.

**Ethical behavior:** Teachers are held to a strict code of ethics. Candidates are expected to go to the field placement at the agreed times and days. All the information shared while in the clinical setting must be treated as confidential. Candidates **must** abide by the Code of Ethics (see Appendix E). There are two levels of clearance for working with children in our schools. **Level One:** complete the Volunteers in Schools form for Volusia County. A driver's license is required for arrest checks as part of this clearance. **Level Two:** prior to student teaching, candidates must be cleared through finger printing (state requirement). Please note: Any record of child abuse or neglect, any record of sexual abuse, and certain levels of drug related arrests will result in the denial of a teaching license in the State of Florida. In addition, any arrest, even if charges are otherwise expunged or sealed, are NOT expunged or sealed as far as working with children is concerned. Candidates, who have any doubt about a Level Two clearance should make an appointment with the department chair to discuss the situation. **All candidates must be cleared to volunteer and student teach by the appropriate school district. Stetson University has no control over this clearance.** It is important candidates review the Code of Ethics found in Appendix E.

**Appropriate Dress:** Stetson students can only enter the field dressed appropriately. Candidates are not only guests in the schools when observing or participating in field experiences at any level, they are also networking as a future professional. Therefore, the Education Department has **strict** expectations for professional dress for students 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 certain appearances as inappropriate dress:

1. Body piercing such as nose/naval/tongue rings
2. Unconventional hair styles such as unusual coloring/spikes
3. Blouses that show midriff when arms are raised
4. Shorts, tight pants, short skirts, low-riding pants or skirts that may reveal underwear when crouching down or sitting on the floor
5. “Sports attire” – sweat pants and muscle shirts, jeans, pajama bottoms
6. Low-cut sweaters and blouses
7. T-shirts and logo shirts (polo shirts are okay)
8. Flip-flop shoes

Candidates who are identified by the school or university supervisors to be in violation of the dress code cannot return to the field placement until the change has been made and a conference with the department chair or departmental faculty has been held. Any missed field experience time as a result of a dress code violation must be made up prior to passing the course(s) associated with the placement in order to receive a minimum grade of C for the course.

All schools require visitors to check in at the front office and require visitors to wear a Visitor ID while on campus. Candidates will purchase a Stetson ID badge prior to entering the junior blocks. Both the Stetson badge and school issued Visitor ID must be worn at all times.

## **Field Experience Evaluations**

Evaluation of performance in the field is a cooperative effort between the Department of Education faculty and the cooperating classroom teacher. The purpose of the evaluation is to identify strengths and weaknesses, dispositions for teaching, and to guide improvements in teaching techniques. Professionalism is interwoven into all these concepts. The evaluation forms vary with the level of field experience (see Appendix J). All field experience must be completed with a satisfactory evaluation to obtain a minimum grade of C, including senior student teaching.

## **Security and Emergency Information for Schools**

Schools cannot operate without specific procedures for maintaining security. When candidates are in the schools, they need to be aware of the basic security measures that are in place. Appendix I presents the minimum security information that candidates need when participating in field experience in the schools.

## Copyright Guidelines

Candidates must be very careful to follow the copyright guidelines. The Florida Department of Education requires candidates to know the copyright laws. A summary of the laws most likely to be used in education is in Appendix J. These guidelines often appear on the state teacher's exam.

## The Student Teaching Experience

The student teaching semester involves a semester-long field experience in a public school. During the internship semester, pre- and post-student teaching activities on campus are scheduled. These take place during the first and last weeks of the semester calendar. The Director of Student Teaching, in conjunction with the local school districts, is responsible for assignment to school sites and the assignment of the intern's university supervisor.

An internship application meeting is held each semester. Candidates must attend this meeting in the junior year, two semesters prior to the anticipated intern semester. The student teaching application process is discussed at this time. Applications for student teaching are completed during the first month of the semester prior to the planned student teaching semester. The application for student teaching must be submitted by the posted deadline. Failure to meet this deadline will result in not receiving a student teaching placement during the term for which the application was due, likely resulting in a one-semester delay of graduation.

Candidates are not ensured admission to Student Teaching until all Admission Requirements are met, regardless of placement in a classroom. Admitted candidates will receive official notice of admission to Student Teaching at the beginning of the semester in which they begin their field work.

Four units will be taken during the student teaching semester. This is a full load, and only for extenuating circumstances will permission be given to take any additional credits during this term.

During student teaching, exemptions from any student teaching responsibilities in order to work, take campus course work, or participate in college activities are not accepted. If there is a pressing need for involvement in any university activities, it must be cleared with the Director of Student Teaching **prior to** the occurrence, and the Director will advise the clinical university supervisor.

The school calendar of the placement rather than that of the university will be followed with regard to holidays and work schedules. In some instances, a university seminar may meet during a holiday week. Attendance at the seminar is required.

## **Admission Requirements**

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

11. Be admitted into the Approved Education Program;
12. Complete Student Teaching application;
13. Complete Student Teaching county application;
14. Receive passing scores on **all** of the Florida Teacher Certification Examinations (FTCE)– General Knowledge, Professional Education, and Subject Area in teaching major;
15. Achieve a grade of C or better in professional education courses;
16. Achieve a GPA of 2.5 or better in major content area and overall;
17. Demonstrate satisfactory progress in each of the following: Danielson Domains, Reading Competencies, and ESOL Domains;
18. Demonstrate professional dispositions in all coursework and field experiences as outlined by the program;
19. Receive a satisfactory behavior recommendation from Stetson’s Office of Community Standards;
20. Complete fingerprinting clearance as required by county school boards.

Student teaching obligations will require an in-depth criminal background check. Background checks for internship placements routinely 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.

## **Application Procedure**

Candidates must complete a student teaching application to secure a student teaching placement. Applications are due the semester prior to the internship and will not be accepted unless all parts are completed. This is the candidate’s responsibility. It is important that applications be submitted according to the dates or schedule indicated.

## **Student Teaching Placement**

The placement of student teachers in clinical settings is a collaborative effort between the local school districts and Stetson’s Student Teaching Office. Candidates WILL NOT make personal arrangements with a school for a student teaching assignment. Great care goes into determining the school sites used each semester. The primary concern is appropriately-trained cooperating teachers who work with a diverse student population. Student Teaching Placements may be made prior to the admission of a candidate to Student Teaching and will be revoked if all admission requirements are not met.

## **Program Frequently Asked Questions**

### **I just transferred to Stetson. Is there anything special I need to do?**

Students who transfer to Stetson University after two years of college may find it difficult to meet degree requirements in the remaining four semesters. Some courses in the program of study cannot be transferred, while others need examination of the content and approval by the department faculty or Chair. As a transfer student, you should make an appointment with the Chair of the Department of Education (or the designee of the Chair) and request an evaluation of the time necessary to complete your program. For this appointment, you need to bring an audit sheet from the Registrar's Office showing your transfer credit.

### **Are there other considerations that I should know that will help me be successful in the Education Program?**

Student teaching experience is a "full time job," and as a pre-professional, you are required to be present every day of the experience. If you participate in team sports and other extracurricular activities, these cannot interfere with your student teaching. It is your responsibility to remind your advisor of such participation so that your internship can be arranged during a semester when your activities will not conflict with your teaching responsibilities.

### **What are the Florida Educator Accomplished Practices (FEAPs)?**

These are areas of teaching, planning, and interaction that the state of Florida has deemed necessary for you to master to be an effective teacher. These areas were determined by a wide variety of educators and are research based. You will begin learning about the Accomplished Practices in your very first courses, and you will have opportunities to develop the knowledge, skills, and disposition to put these to work in the classroom. The FEAPs will be assessed throughout the program and scores entered in our assessment system (*LiveText by Watermark*). These FEAPs are the basis of many items on the FTCE Professional Education test. A brief summary of the Accomplished Practices is in Appendix B.

### **How does State and CAEP approval help me?**

After completing and graduating from Stetson's Approved Education Program, you will be eligible to teach in the State of Florida. CAEP is a nationally recognized accrediting agency that certifies program graduates are well prepared to teach. Graduating from a nationally accredited program can make it easier to obtain certification in other states.

### **How do I apply for a Florida Teaching Certificate?**

When you graduate from Stetson's State and CAEP approved program, you may apply for a Florida certificate. Details for application are explained in detail during Student Teaching and can also be found at <http://www.fldoe.org/teaching/certification/>

If you wish to see information concerning employment in Florida schools, check [www.teachinflorida.com](http://www.teachinflorida.com)

### **What if I want to teach in a state other than Florida?**

Each state has its own unique requirements to earning certification or licensure to teach. If you are interested in applying for another state's teacher certification, contact the State Department of Education in that state and request information concerning the requirements for certification. Since considerable time ordinarily elapses between the filing of an application and the date a certificate is issued, you should make application as far in advance as possible. If you know you will be applying to teach in another state, you should check certification requirements early in your education at Stetson University. For example, if a state requires a particular course or test, you can prepare in advance for these requirements so that you may begin your teaching career with minimal delay. Graduating from a CAEP approved program makes qualifying in many states a much smoother process.

### **What is Certification by Interstate Reciprocity?**

Interstate Reciprocity is a term commonly used when educators certified in one state or jurisdiction seeks certification in another.

The National Association of State Directors of Teacher Education and Certification (NASDTEC) offers member states the opportunity to participate in the Interstate agreement, which governs the details of interstate reciprocity. This agreement enables a state to review the preparation and certification standards of all other states and jurisdictions for specific certificate types (teacher, administrator, support, and vocational). Specific information on the NASDTEC Interstate Agreement, including which states have signed with other states and in what certificate areas, may be found on the NASDTEC web site at <https://www.teaching-certification.com/teaching/florida-teacher-reciprocity.html>

# APPENDICES

## **Stetson University - Education Department Outcomes**

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 21<sup>st</sup> 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 students, 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 programs, there is an underlying commitment to the following beliefs:

- 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*.
- 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*.
- 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 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 the 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.

## **THE FLORIDA EDUCATOR ACCOMPLISHED PRACTICES**

### **Purpose and Foundational Principles**

#### **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.

#### **Foundational Principles**

The Accomplished Practices are based upon and further describe three 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 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.

#### **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.

### **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

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

<b>Domain 1: Planning and Preparation</b>
<b>Component 1. a. Demonstrating Knowledge of Content and Pedagogy</b>
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
<b>Component 1. b. Demonstrating Knowledge of Students</b>
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
<b>Component 1. c. Setting Instructional Outcomes</b>
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
<b>Component 1. d. Demonstrating Knowledge of Resources</b>
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
<b>Component 1. e. Designing Coherent Instruction</b>
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
<b>Component 1. f. Assessing Student Learning</b>
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

<b>Domain 2: The Classroom Environment</b>
<b>Component 2. a. Creating an Environment of Respect and Rapport</b>
Element 2.a.1. Candidate Interaction with Students
Element 2.a.2. Student Interactions with One Another
<b>Component 2. b. Establishing a Culture for Learning</b>
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
<b>Component 2. c. Managing Classroom Procedures</b>
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
<b>Component 2. d. Managing Student Behavior</b>
Element 2.d.1. Expectations
Element 2.d.2. Monitoring of Student Behavior
Element 2.d.3. Response to Student Misbehavior
<b>Component 2. e. Organizing Physical Space</b>
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

<b>Domain 4: Professional Responsibilities</b>
<b>Component 4. a. Reflecting on Teaching</b>
Element 4.a.1. Accuracy
Element 4.a.2. Use in Future Teaching
<b>Component 4. b. Maintaining Accurate Records</b>
Element 4.b.1. Student Completion of Assignments
Element 4.b.2. Student Progress in Learning
Element 4.b.3. Non-Instructional Records
<b>Component 4. c. Communicating with Families</b>
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
<b>Component 4. d. Contributing to the School and District</b>
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
<b>Component 4. e. Growing and Developing Professionally</b>
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
<b>Component 4. f. Demonstrating Professionalism</b>
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	<b>•Setting Instructional Outcomes</b> 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	<b>•Assessing Student Learning</b> 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	<b>•Creating an Environment of Respect and Rapport</b> 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	<b>•Establishing a Culture for Learning</b> 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	<b>•Using Questioning and Discussion Techniques</b> 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	<b>•Engaging Students in Learning</b> 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	<b>•Using Assessment in Instruction (Formatively)</b> 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	<b>•Reflecting on Teaching</b> 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	<b>•Maintaining Accurate Records</b> 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**

22a. 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.

22b. Recognize the importance of ELLs' home languages and language varieties, and build on these skills as a foundation for learning English.

22c. Understand and apply knowledge of sociocultural, sociopolitical, and psychological variables to facilitate ELLs' learning of English.

22d. 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**

23a. Understand and apply current theories of second language reading and writing development for ELLs from diverse backgrounds and at varying English proficiency levels.

23b. Demonstrate understanding of similarities and differences between L1 (home language) 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.

**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 inferencemaking, 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.

**STETSON UNIVERSITY  
DEPARTMENT OF  
EDUCATION**

**THE CURRICULUM FOR ELEMENTARY EDUCATION  
MAJORS**

**Education Requirements:**

		<b>Units</b>
EDUC 245H	Social Foundations of Education	1
EDUC 255S	Educational Psychology	1
EDUC 265	Principles & Methods of Instruction for Diverse Learners	1
EDUC 275V	Human Exceptionalities	1
EDUC 300	ESOL Principles & Practices	1
EDUC 301	Reading in the Primary Grades	1

**Upper Division Education Requirements:**

***Literacy Block***

EDUC 313	Applied Linguistics for Teachers of English learners	1 Unit
EDUC 314	Reading in the Intermediate Grades	1 Unit
EDUC 315	Language Arts & Literature for Children	1 Unit
EDUC 316	Assessment and Evaluation of Learning	1 Unit
EDUC 393	Professional Educator I	.5 Unit

***Integrated Block***

EDUC 321	Mathematics in the Elementary School	1 Unit
EDUC 322	Natural & Social Sciences in the Elementary School	1 Unit
EDUC 394	Professional Educator II	.5 Unit
EDUC 424	Assessment & Differentiation of Reading Instruction	1 Unit
EDUC 499	Senior Project	1 Unit

***Student Teaching Block***

EDUC 429	Senior Intern Seminar	1 Unit
EDUC 430	Student Teaching	2 Units
EDUC 474	Educational Management of Exceptional Students	<u>1 Unit</u>
		19 Units

In addition to the above listed education courses, students must meet the general education university requirements. A minimum of 128 hours is required for graduation. (See University Catalog for details.)

***Disclaimer:*** The requirements may change at any time. It is your responsibility to keep in close contact with your advisor and to review the Department of Education Undergraduate Handbook.

**Music Education Program Requirements**

Please review the Stetson University online catalog for Music Education program requirements including both Instrumental and Vocal majors. <https://catalog.stetson.edu/undergraduate/music/bachelor-music-education-instrumental-general/#text>

**UNDERGRADUATE EDUCATION CORE**

The core is designed to provide a series of common courses and experiences that prepare candidates for certification. **NOTE: This document addresses concerns for the common core. There are other requirements that are part of the advancement criteria listed in the student handbook.**

**Tier I Courses**

EDUC 245H	Social Foundations of Education
EDUC 255S	Educational Psychology
EDUC 265*	Principles and Methods of Instruction for Diverse Learners
EDUC 275V	Human Exceptionalities
EDUC 300	ESOL Principles and Practices
EDUC 301	Reading in the Primary Grades
EDUC 302	Improving Reading and Writing Skills in the Middle/Secondary School (Music)



**Admission to the Education Program . . . . . at end of Tier I**

- **Passing scores on all sections of the FTCE General Knowledge (GK) test**
- **Maintaining a GPA of 2.5 or higher**
- **Positive field evaluations regarding candidate’s ability to work with students and curriculum**
- **Grade C or better in all education classes and required writing course**

**Tier II Courses**

EDUC 313	Applied Linguistics for TESOL
EDUC 314	Reading in the Intermediate Grades (Elementary Education Majors)[prerequisite 301]
EDUC 315	Language Arts and Literature for Children
EDUC 316	Assessment and Evaluation of Learning
EDUC 393*	Professional Educator I
EDUC 321	Mathematics in the Elementary School
EDUC 322	Natural and Social Sciences in the Elementary School
EDUC 394*	Professional Educator II
EDUC 424	Assessment and Differentiation of Reading Instruction
EDUC 499	Senior Project



**Internship Admission . . . . . at end of Tier II**

- **Passing scores on the FTCE Subject Area and the Professional Education exams**
- **Maintaining a GPA of 2.5 or higher and a major GPA of 2.5 or higher**
- **Grade C or better in all education classes**
- **Appropriate progress on the Danielson Framework/ Florida Educator Accomplished Practices**
- **Positive field evaluations regarding candidate’s ability to work with students and curriculum**
- **Behavior recommendation**

**Tier III Courses**

EDUC 429	Senior Intern Seminar
EDUC 430	Student Teaching
EDUC 474	Educational Management of Exceptional Students



**Internship Exit . . . . . at end of Tier III**

- **Successful Completion of Tier III tasks and/or AP Defense**
- **Maintaining a GPA of 2.5 or higher and a major GPA of 2.5 or higher**
- **Grade C or better in all education classes**

**Stopping Points**

At the end of Tier I, Tier II, and Tier III there are stop signs that indicate possible exiting points out of the Education Program. Candidates who exit out at the end of Tier I will pursue another field. Those who exit out at Tier II or Tier III can use their educational coursework in a Minor in Education or a General Studies in Education major. The General Studies in Education major is only available for former elementary education candidates and requires approval of the Undergraduate Council. Neither this major nor the minor is designed to satisfy the requirements for teacher certification in Florida. Consult the current *University Catalog* for details regarding these options. \*Required passage of FTCE & lab fee.

**Professional Ethics**

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.

**COPYRIGHT INFORMATION**

*Agreement on Guidelines for Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals.*

**MULTIPLE COPIES FOR CLASSROOM USE:**

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

**DEFINITIONS:**

*Brevity:*

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.  
*(Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)*
- iii. Illustration: One chart, graph, diagram, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "I" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more and containing not more than 10% of the words found in the text thereof may be reproduced.

*Spontaneity:*

- i. The copying is at the instance and inspiration of the individual teacher; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

*Cumulative Effect:*

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

*(The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)*

**PROHIBITIONS:**

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  - a. Substitute for the purchase of books, publisher's reprints or periodicals;
  - b. Be directed by higher authority;
  - c. Be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

## **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. (These concepts are also concepts tested on the Florida Teachers' Exam.

### **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 roll of medical personnel. In an accident, fill out the required forms. Remember: **When in doubt, fill it out!**

**Danielson Assessment**

	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>1a. Demonstrating Knowledge of Content and Pedagogy</b>	<p>Teacher displays solid knowledge of the important concepts in the discipline and the ways they relate to one another.</p> <p>Teacher’s plans and practice reflect accurate understanding of prerequisite relationships among topics and concepts.</p> <p>Teacher’s plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline.</p>	<p>Teacher is familiar with the important concepts in the discipline but displays lack of awareness of how these concepts relate to one another.</p> <p>Teacher’s plans and practice indicate some awareness of prerequisite relationships, although such knowledge may be inaccurate or incomplete.</p> <p>Teacher’s plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.</p>	<p>In planning and practice, teacher makes content errors or does not correct errors made by students.</p> <p>Teacher’s plans and practice display little understanding of prerequisite relationships important to student’s learning of the content.</p> <p>Teacher displays little or no understanding of the range of pedagogical approaches suitable to student’s learning of the content.</p>
<b>1b. Demonstrating Knowledge of Students</b>	<p>Teacher understands the active nature of student learning, and attains information about levels of development for groups of students. The teacher also purposefully seeks knowledge from several sources of students’ backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for groups of students.</p>	<p>Teacher indicates the importance of understanding how students learn and the students’ backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for the class as a whole.</p>	<p>Teacher demonstrates little or no understanding of how students learn, and little knowledge of students’ backgrounds, cultures, skills, language proficiency, interests, and special needs, and does not seek such understanding.</p>
<b>1c. Setting Instructional Outcomes</b>	<p>Most outcomes represent rigorous and important learning in the discipline.</p> <p>All the instructional outcomes are clear, are written in the form of student learning, and suggest viable methods of assessment.</p> <p>Outcomes reflect several different types of learning and opportunities for coordination.</p> <p>Outcomes take into account the varying needs of groups of students.</p>	<p>Outcomes represent moderately high expectations and rigor.</p> <p>Some reflect important learning in the discipline and consist of a combination of outcomes and activities.</p> <p>Outcomes reflect several types of learning, but teacher has made no attempt at coordination or integration.</p> <p>Most of the outcomes are suitable for most of the students in the class in accordance with global assessments of student learning.</p>	<p>Outcomes represent low expectations for students and lack of rigor, and not all of them reflect important learning in the discipline.</p> <p>Outcomes are stated as activities rather than as student learning.</p> <p>Outcomes reflect only one type of learning and only one discipline or strand and are suitable for only some students.</p>

	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>1d. Demonstrating Knowledge of Resources</b>	Teacher displays awareness of resources- not only through the school and district but also through sources external to the school and on the Internet- available for classroom use, for the expansion of his or her own knowledge, and for students.	Teacher displays basic awareness of school or district resources available for classroom use, for the expansion of his or her own knowledge, and for students, but no knowledge of resources available more broadly.	Teacher is unaware of school or district resources for classroom use, for the expansion of his or her own knowledge, or for students.
<b>1e. Designing Coherent Instruction</b>	<p>Teacher coordinates knowledge of content, of students, and of resources, to design a series of learning experiences aligned to instructional outcomes and suitable to groups of students.</p> <p>The learning activities have reasonable time allocations; they represent significant cognitive challenge, with some differentiation for different groups of students.</p> <p>The lesson or unit has a clear structure, with appropriate and varied use of instructional groups.</p>	<p>Some of the learning activities and materials are suitable to the instructional outcomes and represent a moderate cognitive challenge but with no differentiation for different students. Instructional groups partially support the instructional outcomes, with an effort by the teacher at providing some variety.</p> <p>The lesson or unit has a recognizable structure; the progression of activities is uneven, with most time allocations reasonable.</p>	<p>The series of learning experiences is poorly aligned with the instructional outcomes and does not represent a coherent structure.</p> <p>The activities are not designed to engage students in active intellectual activity and have unrealistic time allocations. Instructional groups do not support the instructional outcomes and offer no variety.</p>
<b>1f. Assessing Student Learning</b>	<p>Teacher's plan for student assessment is aligned with the instructional outcomes; assessment methodologies may have been adapted for groups of students.</p> <p>Assessment criteria and standards are clear. Teacher has a well-developed strategy for using formative assessment and has designed particular approaches to be used.</p> <p>Teacher intends to use assessment results to plan for future instruction for groups of students.</p>	<p>Some of the instructional outcomes are assessed through the proposed approach, but others are not. Assessment criteria and standards have been developed, but they are not clear.</p> <p>Approach to the use of formative assessment is rudimentary, including only some of the instructional outcomes.</p> <p>Teacher intends to use assessment results to plan for future instruction for the class as a whole.</p>	<p>Assessment procedures are not congruent with instructional outcomes; the proposed approach contains no criteria or standards.</p> <p>Teacher has no plan to incorporate formative assessment in the lesson or unit nor any plan to use assessment results in designing future instruction.</p>
<b>2a. Creating an Environment of Respect and Rapport</b>	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages of the students.	Patterns of classroom interactions, both between the teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies,	Patterns of classroom interactions, both between the teacher and students and among students, are mostly negative, inappropriate, or insensitive to students' ages,

	<p>Students exhibit respect for the teacher. Interactions among students are generally polite and respectful.</p> <p>Teacher responds successfully to disrespectful behavior among students. The net result of the interactions is polite and respectful, but impersonal.</p>	<p>favoritism, and disregard for students' ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another.</p> <p>Teacher attempts to respond to disrespectful behavior, with uneven results. The net result of the interactions is neutral, conveying neither warmth nor conflict.</p>	<p>cultural backgrounds, and developmental levels. Interactions are characterized by sarcasm, put-downs, or conflict.</p> <p>Teacher does not deal with disrespectful behavior.</p>
	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>2b. Establishing a Culture for Learning</b>	<p>The classroom culture is a cognitively busy place where learning is valued by all, with high expectations for learning being the norm for most students.</p> <p>The teacher conveys that with hard work students can be successful. Students understand their role as learners and consistently expend effort to learn.</p> <p>Classroom interactions support learning and hard work.</p>	<p>The classroom culture is characterized by little commitment to learning by teacher or students.</p> <p>The teacher appears to be only going through the motions, and students indicate that they are interested in completion of a task, rather than quality.</p> <p>The teacher conveys that student success is the result of natural ability rather than hard work; high expectations for learning are reserved for those students thought to have a natural aptitude for the subject.</p>	<p>The classroom culture is characterized by a lack of teacher or student commitment to learning and/or little or no investment of student energy into the task at hand. Hard work is not expected or valued.</p> <p>Medium or low expectations for student achievement are the norm, with high expectations for learning reserved for only one or two students.</p>
<b>2c. Managing Classroom Procedures</b>	<p>There is little loss of instructional time because of effective classroom routines and procedures.</p> <p>The teacher's management of instructional groups and the handling of materials and supplies are consistently successful.</p> <p>With minimal guidance and prompting, students follow established classroom routines.</p>	<p>Some instructional time is lost through only partially effective classroom routines and procedures.</p> <p>The teacher's management of instructional groups, transitions, and/or the handling of materials and supplies is inconsistent, the result being some disruption of learning.</p> <p>With regular guidance and prompting, students follow established routines.</p>	<p>Much instructional time is lost through inefficient classroom routines and procedures.</p> <p>There is little or no evidence that the teacher is managing instructional groups, transitions, and/or the handling of materials and supplies effectively.</p> <p>There is little evidence that students know or follow established routines.</p>
<b>2d. Managing Student Behavior</b>	<p>Student behavior is generally appropriate.</p> <p>The teacher monitors student behavior against established</p>	<p>Standards of conduct appear to have been established, but their implementation is inconsistent.</p> <p>Teacher tries, with uneven</p>	<p>There appear to be no established standards of conduct and little or no teacher monitoring of student behavior.</p>

	standards of conduct.  Teacher response to student misbehavior is consistent, proportionate, respectful to students, and effective.	results, to monitor student behavior and respond to student misbehavior. There is inconsistent implementation of the standards of conduct.	Students challenge the standards of conduct.  Response to students' misbehavior is repressive or disrespectful of student dignity.
	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>2e. Organizing Physical Space</b>	The classroom is safe, and learning is accessible to all students; teacher ensures that the physical arrangement is appropriate to the learning activities.  Teacher makes effective use of physical resources, including computer technology.	The classroom is safe, and essential learning is accessible to most students.  The teacher's use of physical resources, including computer technology, is moderately effective.  Teacher makes some attempt to modify the physical arrangement to suit learning activities, with partial success.	The physical environment is unsafe, or many students don't have access to learning resources.  There is poor coordination between the lesson activities and the arrangement of furniture and resources, including computer technology.
<b>3a. Communicating with Students</b>	The teacher clearly communicates instructional purpose of the lesson, including where it is situated within broader learning, and explains procedures and directions clearly.  Teacher's explanation of content is well scaffolded, clear and accurate, and connects with students' knowledge and experience.  During the explanation of content, the teacher invites student intellectual engagement.  Teacher's spoken and written language is clear and correct and uses vocabulary appropriate to the students' ages and interests.	The teacher's attempt to explain the instructional purpose has only limited success, and/or directions and procedures must be clarified after initial student confusion.  The teacher's explanation of the content may contain minor errors; some portions are clear; other portions are difficult to follow.  The teacher's explanation consists of a monologue, with no invitation to the students for intellectual engagement.  Teacher's spoken language is correct; however, his or her vocabulary is limited, or not fully appropriate to the students' ages or backgrounds.	The instructional purpose of the lesson is unclear to students, and the directions and procedures are confusing.  The teacher's explanation of the content contains major errors. The teacher's spoken or written language contains errors of grammar or syntax.  The teacher's vocabulary is inappropriate, vague, or used incorrectly, leaving students confused.
<b>3b. Using Questioning and Discussion Techniques</b>	Although the teacher may use some low- level questions, he or she asks the students questions designed to promote thinking and	Teacher's questions lead students through a single path of inquiry, with answers seemingly determined in advance.	Teacher's questions are of low cognitive challenge, require single correct responses, and are asked in rapid succession.

	<p>understanding.</p> <p>Teacher creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when appropriate.</p> <p>Teacher successfully engages most students in the discussion, employing a range of strategies to ensure that most students are heard.</p>	<p>Alternatively, the teacher attempts to frame some questions designed to promote student thinking and understanding, but only a few students are involved.</p> <p>Teacher attempts to engage all students in the discussion and to encourage them to respond to one another, but with uneven results.</p>	<p>Interaction between teacher and students is predominantly recitation style, with the teacher mediating all questions and answers.</p> <p>A few students dominate the discussion.</p>
	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>3c. Engaging Students in Learning</b>	<p>The learning tasks and activities are aligned with the instructional outcomes and designed to challenge student thinking, the result being that most students display active intellectual engagement with important and challenging content and are supported in that engagement by teacher scaffolding.</p> <p>The pacing of the lesson is appropriate, providing most students the time needed to be intellectually engaged.</p>	<p>The learning tasks and activities are partially aligned with the instructional outcomes but require only minimal thinking by students, allowing most to be passive or merely compliant.</p> <p>The pacing of the lesson may not provide students the time needed to be intellectually engaged.</p>	<p>The learning tasks and activities, materials, resources, instructional groups and technology are poorly aligned with the instructional outcomes or require only rote responses.</p> <p>The pace of the lesson is too slow or too rushed.</p> <p>Few students are intellectually engaged or interested.</p>
<b>3d. Using Assessment in Instruction</b>	<p>Assessment is used regularly by teacher and/or students during the lesson through monitoring of learning progress and results in accurate, specific feedback that advances learning. Students appear to be aware of the assessment criteria; some of them engage in self-assessment.</p> <p>Questions, prompts, assessments are used to diagnose evidence of learning.</p>	<p>Assessment is used sporadically by teacher and/or students to support instruction through some monitoring of progress in learning.</p> <p>Feedback to students is general, students appear to be only partially aware of the assessment criteria used to evaluate their work, and few assess their own work.</p> <p>Questions, prompts, and assessments are rarely used to diagnose evidence of learning.</p>	<p>There is little or no assessment or monitoring of student learning; feedback is absent or of poor quality.</p> <p>Students do not appear to be aware of the assessment criteria and do not engage in self-assessment.</p>
<b>3e. Demonstrating Flexibility and Responsiveness</b>	<p>Teacher promotes the successful learning of all students, making minor adjustments as needed to</p>	<p>Teacher attempts to modify the lesson when needed and to respond to student questions</p>	<p>Teacher adheres to the instruction plan in spite of evidence of poor student understanding or lack of interest.</p>

	<p>instruction plans and accommodating student questions, needs, and interests.</p> <p>Drawing on a broad repertoire of strategies, the teacher persists in seeking approaches for students who have difficulty learning.</p>	<p>and interests, with moderate success.</p> <p>Teacher accepts responsibility for student success but has only a limited repertoire of strategies to draw upon.</p>	<p>Teacher ignores student questions; when students experience difficulty, the teacher blames the students or their home environment.</p>
	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>4a. Reflecting on Teaching</b>	<p>Teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment.</p> <p>Teacher makes a few specific suggestions of what could be tried another time the lesson is taught.</p>	<p>Teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met.</p> <p>Teacher makes general suggestions about how a lesson could be improved.</p>	<p>Teacher does not know whether a lesson was effective or achieved its instructional outcomes, or he/she profoundly misjudges the success of a lesson.</p> <p>Teacher has no suggestions for how a lesson could be improved.</p>
<b>4b. Maintaining Accurate Records</b>	<p>Teacher's system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective.</p>	<p>Teacher's system for maintaining information on student completion of assignments and student progress in learning is rudimentary and only partially effective.</p> <p>Teacher's records for non-instructional activities are adequate but require frequent monitoring to avoid errors.</p>	<p>Teacher's system for maintaining information on student completion of assignments and student progress in learning is nonexistent or in disarray.</p> <p>Teacher's records for non-instructional activities are in disarray, resulting in errors and confusion.</p>
<b>4c. Communicating with Families</b>	<p>Teacher communicates frequently with families about the instructional program and conveys information about individual student progress.</p> <p>Teacher makes some attempts to engage families in the instructional program. Information to families is conveyed in a culturally appropriate manner.</p>	<p>Teacher makes sporadic attempts to communicate with families about the instructional program and about the progress of individual students but does not attempt to engage families in the instructional program. Communications are one-way and not always appropriate to the cultural norms of those families.</p>	<p>Teacher communication with families• about the instructional program, about individual students-is sporadic or culturally inappropriate.</p> <p>Teacher makes no attempt to engage families in the instructional program.</p>
<b>4d. Participating in the Professional Community</b>	<p>Teacher's relationships with colleagues are characterized by mutual support and cooperation; teacher actively participates in a culture of professional inquiry.</p>	<p>Teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires.</p>	<p>Teacher's relationships with colleagues are negative or self-serving.</p> <p>Teacher avoids participation in a professional culture of inquiry,</p>

	Teacher volunteers to participate in school events and in school and district projects, making a substantial contribution.	Teacher becomes involved in the school's culture of professional inquiry when invited to do so.  Teacher participates in school events and school and district projects when specifically asked to do so.	resisting opportunities to become involved.  Teacher avoids becoming involved in school events or school and district projects.
	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
<b>4e. Growing and Developing Professionally</b>	Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.  Teacher welcomes feedback from colleagues—either when made by supervisors or when opportunities arise through professional collaboration.  Teacher participates actively in assisting other educators.	Teacher participates in professional activities to a limited extent when they are convenient.  Teacher accepts, with some reluctance, feedback on teaching performance from both supervisors and colleagues.  Teacher finds limited ways to contribute to the profession.	Teacher engages in no professional development activities to enhance knowledge or skill.  Teacher resists feedback on teaching performance from either supervisors or more experienced colleagues.  Teacher makes no effort to share knowledge with others or to assume professional responsibilities.
<b>4f. Showing Professionalism</b>	Teacher displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public.  Teacher is active in serving students, working to ensure that all students receive a fair opportunity to succeed.  Teacher maintains an open mind in team or departmental decision making.  Teacher complies fully with school and district regulations.	Teacher is honest in interactions with colleagues, students, and the public.  Teacher attempts, though inconsistently, to serve students.  Teacher does not knowingly contribute to some students' being ill served by the school.  Teacher's decisions and recommendations are based on limited but genuinely professional considerations.  Teacher complies minimally with school and district regulations, doing just enough to get by.	Teacher displays dishonesty in interactions with colleagues, students, and the public.  Teacher is not alert to students' needs and contributes to school practices that result in some students' being ill served by the school.  Teacher makes decisions and recommendations based on self-serving interests. Teacher does not comply with school and district regulations.

