

University Consultants Training Meeting
January 10, 2013
4:00-4:50 pm
CC203

Sandy Brownscombe, Brenda Bechler, Ron Shultz, Beth Lehman, Cyndi Gusler, Cathy Smeltzer Erb, Don Steiner, Kathy Evans, Lori Leaman, Tracy Hough, Owen Byer, Jim Yoder, Sharon Miller, Bonnie Yoder, Jim Kennedy, Sandy Whetzel, Tom Long and Sara Halteman

- I. Handout Student Teaching Folders
- II. Mileage reports—complete the expense report prior to submitting your documents to Sara Halteman
- III. Lesson plans are required for every lesson that a student teacher teaches and student teachers are expected to use the lesson plan template for their program area. **Please check early and often for lesson plans.**
 - a. **Make sure that your student teachers are writing lesson plans and using the correct EMU lesson plan template** (Lesson plan templates are available at http://www.emu.edu/education/lp_templates/ on the EMU education website)

MidValley Consortium for Teacher Education Lesson Plan Components

- Lesson Topic
 - Standards – SOLs / Professional Standards
 - Content Outline or Task Analysis
 - Lesson Objectives
 - Assessments
 - Materials
 - Resources
 - Differentiation of Instruction
 - Set Induction or Anticipatory Set
 - Lesson Body (guided practice and/or independent practice)
 - Teacher Questions
 - Closure
 - Reflection
- IV. Introduction to the UC Form to keep track of Student Teacher paper work—please refer to your checklist
 - b. Collect all student teacher paperwork (clinical faculty and university consultant lesson observation forms, weekly progress reports, weekly hour report forms, and cooperating teacher and university consultant midterm and final evaluations) and submit to the administrative assistant at the conclusion of each seven-week placement (<http://www.emu.edu/education/sthandbook.pdf> p. 32)
 - c. ***ALL First placement paperwork is due to Education department Administrative Assistant by Friday March 15th***
 - d. ***Turn in ALL Second placement paperwork except your final evaluation to the Education department Administrative Assistant by Monday April 22nd at 5:00 p.m.***

- e. Final Student Teaching Evaluation and Record of Hours for April 22nd and cumulative Record of Hours (including your signature) paperwork are due before you leave the breakfast on **April 26th**
- V. All Weekly Progress Report Forms **Due by 8:00 AM Every Monday**
 - a. Must be completed every week of the student teaching experience **except the last week of the semester** (the week of April 22-25)
 - b. It is *your* responsibility **to print copies** of weekly reports AND turn them in.
 - c. All Weekly Progress Report Forms must have names and dates on each one—typed in if they are emailed from the Cooperating Teachers email.
 - d. Please return to CT and ask to add name if it is not included.
 - e. I told this to the student teachers at Reflective Teaching Seminar on Tuesday.
- VI. Record of Hours **Due by 8:00 AM Every Monday**
 - a. **Every** week you should receive the complete excel spreadsheet.
 - b. It is *your* responsibility **to print each weekly page** of the Record of Hours showing both the hours report and the projected schedule each week.
 - c. It is *student teachers* responsibility **to print the Cumulative Record of Hours (first three pages) and the final week Record of Hours** for the Celebration Breakfast
 - d. Difference between **primary and co-teaching hours**
 - e. Student teachers can only earn **Eight** hours per day or **40** hours per week
- VII. MidValley Consortium for Teacher Education Forms
 - a. EMU is a member of the MidValley Consortium for Teacher Education with JMU, BC, and MBC (<http://www.jmu.edu/coe/esc/consortium/>)
 - b. All Cooperating Teachers and University Consultants are only to use the MidValley Consortium of Teacher Education forms.
 - c. Triplicate forms are to be shared with the Cooperating Teacher, University Consultant, and the student teacher to help the ST grow—we need to be sure to help facilitate the communication.
- VIII. **Observe different classes of your student teacher as much as possible**
- IX. Talk to your student teacher about their Documentation of Student Learning project

Student Teaching and Absences

The student teacher is expected to attend each day of student teaching. In the event of emergencies (illness, death of a loved one, etc.) the student teacher:

- must be in communication with your university consultant and cooperating teacher in advance of missing school
- is responsible for all lesson plans
- may be required to make up any absences **beyond 2 days**

Approved by COTE May 8, 2012

Expectations for the University Consultant

The university consultant is directly responsible for each student teacher assigned. The university consultant's job is to keep in close touch with the progress of the student, and to insure that the student teaching experience is a successful one. More specifically, the responsibilities of the university consultant include:

1. attend the Cooperating Teachers Dinner, the Student Teaching Celebration Breakfast, and in-service sessions as planned on student teacher supervision
2. keep channels of communication open with all key persons relating to the student teaching experience
3. observe the student teacher in his/her classroom at least five times if working with a non-clinical cooperating teacher and at least two times if working with a clinical faculty cooperating teacher during the seven-week placement
4. hold a two-way conference with the student teacher following each formal lesson evaluation (this may occur on site or on campus)
5. hold a minimum of two three-way conferences with the student teacher and the cooperating teacher during each seven-week placement
6. give feedback based on weekly reports and observations and make specific recommendations for improvement, especially in such areas as lesson plans, assessment of student learning, differentiation of instruction, classroom management, and development of the student teacher's personal teaching style
7. examine and discuss lesson plans, the Documentation of Student Learning project, and record keeping
8. complete the midterm and final evaluation of each student teacher and assist in bringing satisfactory closure to the total experience
9. collect all student teacher paperwork (clinical faculty and university consultant lesson observation forms, weekly progress reports, weekly hour report forms, and cooperating teacher and university consultant midterm and final evaluations) and submit to the administrative assistant at the conclusion of each seven week placement
10. serve as contact person for the student teacher when questions arise related to absences or other irregularities or emergencies
11. complete an evaluation of each cooperating teacher
12. enter data into the EMU portfolio system, as applicable

Taken from the EMU Student Teaching Handbook available online:
<http://www.emu.edu/education/sthandbook.pdf> pp. 32