



A Guide for Field Experience II 2015-2016

at

**Southern Arkansas University
Magnolia, Arkansas**

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Conceptual Framework Competencies

Candidates are encouraged to select one or two artifacts that demonstrate their comprehension of each Domain. Candidates are especially encouraged to consider the bulleted items when addressing the conceptual framework.

Domain 1: Planning and Preparation

1a Demonstrating Knowledge of Content and Pedagogy

- Content knowledge • Prerequisite relationships • Content pedagogy

1b Demonstrating Knowledge of Students

- Child development • Learning process • Special needs
- Student skills, knowledge, and proficiency
- Interests and cultural heritage

1c Setting Instructional Outcomes

- Value, sequence, and alignment • Clarity • Balance
- Suitability for diverse learners

1d Demonstrating Knowledge of Resources

- For classroom • To extend content knowledge • For students

1e Designing Coherent Instruction

- Learning activities • Instructional materials and resources
- Instructional groups • Lesson and unit structure

1f Designing Student Assessments

- Congruence with outcomes • Criteria and standards
- Formative assessments • Use for planning

Domain 2: The Classroom Environment

2a Creating an Environment of Respect and Rapport

- Teacher interaction with students • Student interaction with students

2b Establishing a Culture for Learning

- Importance of content • Expectations for learning and achievement
- Student pride in work

2c Managing Classroom Procedures

- Instructional groups • Transitions
- Materials and supplies • Non-instructional duties
- Supervision of volunteers and paraprofessionals

2d Managing Student Behavior

- Expectations • Monitoring behavior • Response to misbehavior

2e Organizing Physical Space

- Safety and accessibility • Arrangement of furniture and resources

Domain 3: Instruction

3a Communicating With Students

- Expectations for learning • Directions and procedures
- Explanations of content • Use of oral and written language

3b Using Questioning and Discussion Techniques

- Quality of questions • Discussion techniques • Student participation

3c Engaging Students in Learning

- Activities and assignments • Student groups
- Instructional materials and resources • Structure and pacing

3d Using Assessment in Instruction

- Assessment criteria • Monitoring of student learning
- Feedback to students • Student self-assessment and monitoring

3e Demonstrating Flexibility and Responsiveness

- Lesson adjustment • Response to students • Persistence

Domain 4: Professional Responsibilities

4a Reflecting on Teaching

- Accuracy • Use in future teaching

4b Maintaining Accurate Records

- Student completion of assignments
- Student progress in learning • Non-instructional records

4c Communicating with Families

- About instructional program • About individual students
- Engagement of families in instructional program

4d Participating in a Professional Community

- Relationships with colleagues • Participation in school projects
- Involvement in culture of professional inquiry • Service to school

4e Growing and Developing Professionally

- Enhancement of content knowledge and pedagogical skill
- Receptivity to feedback from colleagues • Service to the profession

4f Showing Professionalism

- Integrity/ethical conduct • Service to students • Advocacy
- Decision-making • Compliance with school/district regulations

COURSE DESCRIPTION

Early Childhood Education Candidates: (all requirements in this handbook will be split between the three experiences in the ECE program listed below)

ECE 3081. Early Childhood Field Experience I. Corequisites: ECE 3113, ECE 3053 (Block I). This course includes observation of students in the P-4 classroom. Observations will focus on TESS elements with an emphasis on instruction in the classroom as well as classroom organization and management. Field experience requires eight hours of observation. (Block I). Fall semester.

ECE 4013. Early Childhood Field Experience II. Corequisites: ECE 3093; Prerequisites: Completion of ECE 3043, ECE 3081 and grade of C or better. This course is designed to provide extended field experiences based upon the principles of teaching Reading. Candidates will complete a study in which a P-4 student is assessed and tutored, measuring the effect of student learning through a minimum of 20 hours in the field. A minimum of 10 of the 20 hours must involve candidate instruction of a P-4 student. (Block II). Spring semester.

ECE 4003. Early Childhood Field Experience III. Corequisite: MATH 3053. Prerequisites: Completion of MATH 2053, MATH 2063 and ECE 4013 with a grade of C or better. This course is designed to provide extended field experiences based upon the principles of teaching Mathematics. Candidate must complete a minimum of 20 hours. A minimum of 10 of the 20 hours must involve candidate instruction to P-4 students in the area of mathematics. (Block III). A minimum of one piece of evidence demonstrating proficiency in Conceptual Framework Dispositions and one piece of evidence demonstrating Conceptual Framework TESS Domain Competencies required for inclusion in the PEU Portfolio in LiveText. Fall semester.

Middle School Candidates:

MSED 4023. Middle Level Field II. The third course in the Praxis series focuses on collaboration within the community of educational stakeholders, teaching as a profession, reflective practice and action research. Students answer the questions: “How do I evaluate/assess my own teaching?” and, “How can my professional practice grow to continually meet the dynamic needs of learners in an era of accelerating change?” in this course. Praxis III includes an extended field experience in a school setting and requires students to work collaboratively with host teachers to conduct an action research project based on the students’ work in the classroom setting. A minimum of one piece of evidence demonstrating proficiency in Conceptual Framework Dispositions and one piece of evidence demonstrating Conceptual Framework TESS Domain Competencies required for inclusion in the PEU Portfolio in LiveText. Fall, spring semester.

Secondary Education Candidates: (Business, English, Math, Music)

S ED 4023. Supervised Field Experience Level II. A planned, supervised pre-student teaching experience in the classroom or appropriate school setting. One hour per week class and 48 hours per semester working in the assigned school setting. Must be taken concurrently with methods and materials class. A minimum of one piece of evidence demonstrating proficiency in Conceptual Framework Dispositions and one piece of evidence demonstrating Conceptual Framework TESS Domain Competencies required for inclusion in the PEU Portfolio in LiveText. Fall, spring semester.

Secondary Education Candidates: (HKR) (all requirements in this handbook will be split between the two experiences in the HKR program listed below)

S ED 3301. Supervised Field Experience - Health, Kinesiology, and Recreation. Corequisite: S ED 3723. A planned, supervised field experience to include a minimum of 12 observational visits in the secondary level classroom or appropriate school setting. Students are scheduled to observe different levels and subjects found in the public school setting. The lab course is hybrid in nature which will require online and an electronic journal. Emphasis will be placed on organizing content knowledge for student learning, creating an environment for student learning, teaching for student learning and teacher professionalism. The journal entries are a significant part of the student's grade for S ED 3723. Spring semester.

E ED 3111. Supervised Field Experience – Health, Kinesiology, and Recreation. Corequisite: S ED 3723. A planned, supervised field experience to include a minimum of 12 observational visits in the elementary level classroom or appropriate school setting. Students are scheduled to observe different levels and subjects found in the public school setting. The lab course is hybrid in nature which will require online and an electronic journal. Emphasis will be placed on organizing content knowledge for student learning, creating an environment for student learning, teaching for student learning, and teacher professionalism. The journal entries are a significant part of the student's grade for E ED 3703. Fall semester.

Secondary Education Candidates: (Agriculture)

AGED 4002: Supervised Field Experience – Agriculture A planned, supervised, pre-student teaching experience in the classroom or appropriate school setting. Candidates will spend 15 hours observing in the agricultural science classroom and 5 hours observing other situations where agricultural science instructors teach and students learn (livestock shows, Career Development Events, supervision of SAE's, chapter meetings, etc.). The candidates will also be responsible for teaching a lesson in a collaborating school. Agricultural Education majors must concurrently enroll in AGED 4013: Methods in Agricultural Education. Spring Semester.

LIVETEXT

LiveText (software). College LiveText Edu Solutions, LiveText, Inc, LaGrange, Illinois.
(<http://college.livetext.com/college/index.html>). This software is required for assessments throughout the program to include a final portfolio. You will also need to purchase the additional \$15 field experience module.

DEFINITION OF TERMS

ARTIFACT: Each individual assignment that you choose to feature within your professional **portfolio** is technically an artifact. Such artifacts represent your achievements throughout the course of your learning experiences. These entries may be in the form of any medium (e.g. text, graphics, audio, or video) and must represent the highest quality of your work. Below is a list of various types of potential artifacts:

- A paper written in one of your courses
- TESS-based lesson plans
- Video of you teaching a lesson
- Photos of you teaching a lesson
- Photos of a bulletin board, learning center, etc. that you created
- Scanned copy of your observation evaluations from your university supervisor or collaborating teacher
- Audio of you discussing your philosophy of education
- WebQuest you created

COLLABORATING TEACHER: a classroom teacher who demonstrates exceptional teaching qualities and supervises and guides the initial teaching efforts of the Field II candidate.

DESIGNATED SCHOOL ADMINISTRATOR: an individual designated within each school district responsible for accepting placement of Field II candidate(s). Initial placement requests are negotiated between this administrator and the SAU **Director of Field Experience**.

DIRECTOR OF FIELD EXPERIENCE: university faculty member responsible for placement, direction, and coordination of the Field II candidate experience. (AFEL Director at SAU)

DISPOSITIONS: an assessment of attendance, punctuality, initiative, response to feedback, collaboration, belief that all students can learn, emotional maturity, appearance, reliability, fairness to all, interaction with others, speaking skills, writing skills, and presentation skills. Assessments will be completed not only by faculty but also by personal assessments.

FORMAL EVALUATION: evaluation of teaching performance **during** the developmental stages which involves periodic, on-going assessment of growth in the effectiveness of teaching.

LIVETEXT: This software is required for assessments throughout the program to include a final portfolio.

OBSERVATION CYCLE: observation sequence of teaching performances that includes **THREE** phases: (1) a pre-observation conference, (2) a formal observation of inter-active instructional behaviors and decisions, and (3) a post-conference that allows for specific feedback to the Field II candidate of the evaluation process and findings.

PORTFOLIO: The professional portfolio is an original assessment tool which contains assignments or artifacts that reflect your growth relative to the Professional Education Unit's Conceptual Framework. The PEU's Conceptual Framework is based upon the Arkansas TESS Domains. The professional portfolio is a means to collect and organize documentation of your work samples that demonstrate achievement in the following areas:

1. Conceptual Framework Competencies (TESS Domains)
2. Dispositions
3. Impact on Student Learning

EDUCATOR PREPRATION PROGRAM (EPP): EPP encompasses all programs, both initial and advanced, at the university that prepares classroom teachers and other school professionals for K-12 school.

STUDENTS: the classroom students under the care and supervision of the collaborating teacher.

SUMMATIVE EVALUATION: evaluation of teaching performance as an outcome; an observation at the conclusion of a defined period of time.

FIELD II CANDIDATE: a university student who has completed requirements of the SAU Teacher Education Program at which they are prepared to complete Field II where they will complete supervised observations and limited supervised teaching in an assigned setting.

UNIVERSITY SUPERVISOR: the university faculty member assigned to serve as liaison between Field II candidate, the collaborating teacher, and SAU's Teacher Education Program. This faculty member observes the teaching performance of the student teacher and provides evaluative feedback.

INTRODUCTION

Field II is the second field-based experience for candidates enrolled in the Teacher Education Program at Southern Arkansas University. As such, it provides the opportunity for candidates to experience in natural classroom settings the duties, challenges, and excitement characteristic of a professional teacher's everyday life on a small scale. Inherent in this initial teaching experience is guidance, evaluation, and feedback from professional educators who serve as excellent role models for the candidates. Perhaps one of the most important aspects of Field II is the provision for candidates to bridge theory and practice: university and *real world*.

The Conceptual Framework of the Professional Education Unit (PEU) is based on the College of Education mission, **“To prepare teacher education candidates, other school personnel, and students preparing for professions in Counseling; Health, Kinesiology, and Recreation as professional members of collaborative teams.”** Program and course requirements and experiences are designed to aid pre-service candidates to develop the competencies and knowledge that will assist them in their professional growth in fulfillment of this vision of the 21st century teacher.

The roles of the collaborating teacher and the university supervisor are important. The collaborating teacher provides the continual guidance, coaching, modeling, conferencing, and encouragement that are necessary for teaching growth. University supervisors provide a support system to candidates and to collaborating teachers. Working together, a professional team is formed that parallels typical team memberships candidates will experience in full-time teaching employment. The Field II team will form a common goal—the successful development of a teaching professional. All members of the team should address potential problems and/or concerns immediately, constructively, and professionally.

The purpose of this guidebook is to provide needed information concerning the policies and procedures of Field II for all major participants in this important, culminating professional experience. It is likely that specific situations and problems may occur which are not addressed in this manual. Please consult the director of field experience for assistance.

TO THE FIELD II CANDIDATE

CONGRATULATIONS! You have made it to the second stage of field experiences in your professional education program at Southern Arkansas University. As a pre-service teacher candidate, you have completed the first field experience and enough coursework that you are prepared for your first teaching experience where you can implement your knowledge of pedagogical practices. Field II provides you with an opportunity to build upon this basic knowledge and practice and refine effective teaching strategies and techniques in a supportive environment on a very small scale. You will serve as part of a professional team in your assigned school. You will observe and teach on a very small scale spending nearly 50 hours in a school. Even so, this experience, and teaching as a profession, will offer you bountiful opportunities for joy and fulfillment if you keep a positive attitude and perform the duties of your role to the best of your ability.

It is imperative that you set goals for your personal and professional growth. Expect and ask for critical feedback throughout the semester. Keep the lines of communications open among you, your collaborating teacher, your university supervisor, the school administrator(s), and the director of field experience. Allow the professionals to do their part. Accept their praise and their suggestions for improvement in the spirit with which they are offered. The goal of this feedback is to help you to develop the ability to self-reflect on the efficacy of your teaching practices. In order to support this outcome, it is highly recommended that you use a reflective journal to write about the meaning of your decisions, experiences and feelings. Effective teaching is based on creating a positive relationship with others and with yourself.

In addition to accepting your teaching duties and responsibilities, you should make every effort to establish a warm, accepting, encouraging relationship with your assigned pupils. It is important that you establish firm management expectations and strategies without the need to use autocratic, dictatorial means. Instead, work to develop a mutual understanding and respect.

Take courage and be confident. Enjoy the Field II experience. This experience is only the beginning of a career of dedicated service and personal fulfillment. One day you will look back and recognize the richness your pupils have added to your life.

Minimal Responsibilities of the Field II Candidate

1. Attend **all** scheduled observations, classes, and teaching assignments regularly and promptly.
2. Continue to develop your professional portfolio based on the guidelines.
3. Maintain a mature, professional attitude and appearance.
4. Prepare a semester calendar and teaching schedule with your collaborating teacher. Give copies to your university supervisor.
5. As a guest in the assigned school, adjust to classroom situations.
6. Learn and live by the school's rules, policies, and standards.
7. Accept and heed criticism and suggestions meant to assist in your professional and personal growth.
8. Avoid negative criticism of your collaborating teacher, the school, the pupils, and the community. You are bound by the ethics of the profession and the rights of confidentiality to maintain a positive attitude and silence about personal information related to pupils and the overall school community.
9. Call the collaborating teacher, the university supervisor, and the school office as soon as possible and no later than 7:30 a.m. in the event of an illness or other emergency.
10. Become knowledgeable about your pupils, assigned classes, and special tasks and duties.
11. Plan and prepare for each classroom experience and lesson sequence. Go over each lesson before teaching it with your collaborating teacher to seek input and get feedback.
12. Return all school materials before the final day of Field II.
13. Submit all expected work in LiveText by appropriate deadlines to include TESS observations, Evidence of Conceptual Framework Competencies, Dispositions, and Impact on Student Learning.
14. The Field II candidate is expected to complete tasks other than those on the list above as expected by the Collaborating Teacher, University Supervisor, or School Principal as requested. If the Field II candidate is unsure if they should complete the task they should contact the Director of Field Experience.

TO THE COLLABORATING TEACHER

Southern Arkansas University and the faculty and staff of the Teacher Education Program appreciate your willingness to work with our Field II candidate. Your knowledge, experiences, and skills are crucial to the learning and development of your candidate. It is imperative that you nurture and support the candidate's efforts in a positive manner. This statement is not to suggest that you approve unsuccessful and/or inappropriate trials and errors. Rather, it is a reminder that your candidate is a novice, not an experienced teacher. Constructive criticism is both welcomed and appropriate; so are praise, encouragement, and positive reinforcement.

As you begin working with your assigned candidate, please be sure to be clear and direct in your expectations. Emphasis should be placed on helping the candidate become familiar with some of the scheduling and clerical aspects of your duties immediately. As you model effective teaching behaviors, please take the opportunity to explain to the candidate why you made the decisions you did. Guide your candidate's observations so the consequences of your own effective practices become clear. As your candidate begins to assume limited instructional assignments, offer your services as a sounding board as the candidate examines and evaluates her/his own teaching decisions and performances.

Please feel free to contact your candidate's university supervisor or the director of field experience as needed. In the meantime, enjoy your candidate. Thank you for sharing your time, students, and expertise in such an important and worthwhile way.

Minimal Responsibilities of the Collaborating Teacher

1. Prepare the class for the candidate. Be firm and clear about the candidate's duties and authority within the classroom.
2. Communicate with parents about the arrival of the candidate and emphasize that having a Field II candidate is a positive experience for the students. Assure parents of your primary role and responsibility in the classroom.
3. Collect a set of textbooks for the candidate. Include helpful materials such as schedules, class rolls, school handbooks, curriculum guides, emergency procedures, etc.
4. Introduce the candidate by the correct title (Example: Ms. Smith).
5. Make certain the candidate knows far enough ahead of time to prepare for all teaching assignments with lesson plan development.
6. Provide the candidate with continuous constructive feedback, suggestions, and encouragement.
7. Schedule, in advance, a minimum of **one** formal observation for evaluation purposes. The *Candidate Observation Form* (see Appendix) is to be used for these formal evaluations. Conduct pre- and post-observation conferences with each visit. (See the Definitions section of this Handbook for a description of a complete observation cycle.) During observations, document the candidate's performance and behaviors. Provide specific and detailed recommendations for instructional and classroom management improvement. Identify, as well, the teaching strengths of the candidate. Go over the observation and provide feedback to the candidate. Please enter the results in LiveText through the Field Experience Module.
8. Assist the candidate in demonstrating mastery of the established Teacher Education Program competencies (refer to the Conceptual Framework).
9. At mid-point of the Field II experience, complete the evaluation of the candidate's dispositions (See Appendix), an evaluation required by the university's assessment system. This information will be entered into the LiveText Field Experience Module.
10. Communicate with the university supervisor concerning the candidate's progress. Typical areas of concern may include, but are not limited to:
 - a. Deficiencies in subject matter
 - b. Unprofessional dress or speech
 - c. Lack of preparation concerning teaching assignments
 - d. Tardiness or absenteeism
 - e. Inflexibility in terms of acceptance of constructive criticism
 - f. Unprofessional relationships with students or colleagues
11. Inform the university supervisor and the building principal **IMMEDIATELY** if the candidate should encounter difficulties.

12. Near the end of the Field II experience, complete the Summative Evaluation of the Candidate (see Appendix) based on your overall impression and experiences with the candidate. Submit this evaluation in the Field Experience Module in LiveText.
13. Confer with the university supervisor about the candidates overall performance. The university supervisor is responsible for assigning the final grade for the candidate. However, your feedback, comments, and documents provide important data for determining the final grade.
14. It is essential that the Collaborating Teacher provide the candidate with an enriching professional experience. If the Collaborating Teacher believes additional duties may be beneficial, then the candidate is obliged to complete such duties.

NOTE: University supervisors and/or the director of field experience should be informed about candidates who are experiencing teaching difficulties early in their field experience. A candidate who has received positive feedback throughout their experience cannot, in turn, receive a failing grade recommendation if they have not been informed of their deficiencies and given ample time and support to improve.

MINIMUM RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR

The university supervisor plays a key role in fostering a public school and university partnership. It is the supervisor's responsibility to encourage opportunities for maintaining relationships of collaboration and collegiality between the two institutions.

1. Establish the climate of cooperation and respect between Southern Arkansas University and the collaborating public schools.
2. Become informed of the candidate's needs, strengths, and areas of concern, and establish goals with the candidate that is specific, realistic, and understandable.
3. Meet with (via phone or face-to-face) the Collaborating Teacher to discuss the goals, philosophy, policies, and practices of the Field II Program at SAU. Establish a professional rapport with the collaborating teacher, the candidate, and the school administrator(s). Provide phone numbers and an email address where you can be reached. Discuss key points included in the policy manual, plan strategies, clarify roles, establish lines of communication, and answer questions.
4. Using the *Candidate Observation Form* (See Appendix), conduct a minimum of **one** complete observation cycle with the candidate. Conduct pre- and post-observation conferences with each visit. (See the "Definitions" section for a definition of a complete observation cycle.) During observations, document the candidate's performance and behaviors. Provide specific and detailed recommendations for instructional and classroom management improvement. Please be sure to identify, as well, the teaching strengths of the candidate. Please go over the evaluation results with the candidate and enter the results in LiveText Field Experience Module.
5. At mid-point of the Field II experience, complete the evaluation of the candidate's dispositions (See Appendix), an evaluation required by the university's assessment system. This information will be entered into the LiveText Field Experience Module.
6. Converse with the collaborating teacher about areas of concern or other observations the collaborating teacher wishes to make. Work with the collaborating teacher to design a plan to address any problematic behaviors.
7. Maintain open communication and positive personal relationships with the candidate, collaborating teacher, principal and other school personnel.
8. Check the progress of the candidate's portfolio throughout the semester.
9. Assist the candidate in self-evaluation and goal setting for professional growth.
10. Conduct an exit interview/conference with the principal and collaborating teacher to express the university's appreciation for the school's cooperation and partnership in teacher education.
11. Report all problems to the Director of Field Experience as soon as possible.
12. In the case where a candidate is failing, it is imperative that you immediately apprise the Director of Field Experience of the situation and any steps taken to remediate the problem(s).

13. Near the end of the Field II experience, complete the Summative Evaluation of the Candidate (see Appendix) based on your overall impression and experiences with the candidate. Submit this evaluation in the Field Experience Module in LiveText.
14. After consulting with the collaborating teacher and the portfolio review committee designate candidate's final grade.
15. Conduct an exit interview with the candidate to discuss final grade.
16. The University Supervisors are required to meet with the Director of Field Experience or the Co-Director of Field Experience to discuss the requirements for candidates, collaborating teachers, and university supervisors. This meeting will also entail duties of the University Supervisor pertaining to use of LiveText.
17. The University Supervisor is expected to complete any task above and beyond the duties enumerated within this list in order to insure that the candidate has a productive and meaningful learning experience.

RESPONSIBILITIES OF THE COLLABORATING PRINCIPALS

Collaborating school principals are responsible for overseeing the implementation of the Field II experience in their individual schools. The principal has the following responsibilities relative to the Field II experience.

1. Coordinate the formulation and implementation of the Field II experience for the school.
2. Assign candidates to collaborating teachers using the following suggested selection criteria:
 - Possess a Bachelor's Degree or above and teaches in the area of licensure
 - Established agreement between the designated school administrator and the Director of Field Experience that the teacher is capable of assuming the responsibilities of a collaborating teacher
 - Has clearly demonstrated the ability to be an effective teacher and classroom manager
 - Completed a minimum of three years of teaching experience in the candidate's licensure area
 - Is a willing participant in the Field II experience
 - Has a positive attitude toward his or her present teaching position and the teaching profession in general
 - Demonstrates continual professional growth and strong content knowledge base
 - Voluntarily works in collaborative situations as a team member
 - ***Preferred:*** Is a TESS-trained instructor.
3. Observe the candidate and provide feedback, if possible.

GENERAL POLICIES

The policies, guidelines, and requirements stated within this guidebook are to be followed carefully and completely. They are the cumulative product of state standards for beginning teacher licensure, national accreditation regulations and mandates, guideline requirements identified by the individual learned societies of content fields of study, state laws and regulations for Field II experiences, and the professional concerns and beliefs of the faculty of the SAU Teacher Education Program and collaborating teachers and principals. **Any deviation from the policies contained within this guidebook requires special consideration and documentation.** (Please see the director of field experience)

ATTENDANCE: Dates assigned for the Field II experience are to be worked out between the building level principal, collaborating teacher, and candidate **AFTER** the candidate is assigned a school. In the event that a serious illness results in a candidate's absence, the candidate is responsible for notifying the collaborating teacher, university supervisor, and the building principal. **Excessive absenteeism may result in a loss of credit in the course and a disposition filed on the student.**

ANY CANDIDATE WHO IS NOT DEPENDABLE AND PROMPT WILL BE REQUIRED TO MEET WITH THE DIRECTOR OF FIELD EXPERIENCE AND/OR THE DEAN OF THE COLLEGE OF EDUCATION FOR POSSIBLE SUSPENSION OF THEIR FIELD II DUTIES.

PLACEMENTS: The Field II assignment must be in the grade level and/or specialty area of licensure of the Field II candidate. Each candidate is placed under the direct supervision of a certified/licensed teacher who has completed a minimum of three years of experience in the teaching field of the candidate's area of licensure. Selection of collaborating teachers is the mutual responsibility of the designated school administrator and the director of field experience.

Candidates should **not** approach in-service teachers with requests for placement. **Student initiated placements will not be honored.** School administrators and the director of field experience have specific reasons for placing or not placing candidates in certain situations. Candidates will not be placed in schools at which they have family members either working or attending (*e.g.*, parents, children, siblings, cousins, nieces, nephews, aunts, uncles, in-laws, grandparents).

PLACEMENT SITES: Various factors are considered before a placement is determined, such as -- driving distance for candidates, availability of qualified collaborating teachers, balance among specialty areas and grade levels, and the availability of approved sites.

SELECTION OF COLLABORATING TEACHERS: Selection of a collaborating teacher is the mutual responsibility of the designated school administrator and the director of field experience. Only the finest role models of teaching excellence are chosen for this assignment. See the section "Responsibilities of the Collaborating Principal" section of this Handbook for more details.

VISITATIONS BY UNIVERSITY SUPERVISORS: The university supervisor will visit the candidate throughout the term of the assignment for a **minimum of one time.** All visits will include the use of the Conceptual Framework Competencies (TESS) Evaluations (see Appendix of this Guidebook). Although most supervisors inform the candidate of an impending visit in advance, notification of intent is not required. When circumstances dictate, supervisors will visit the candidate more than the minimum number of times. Candidates are required to complete any additional assignments, such as a reflective journal, if requested by their University Supervisor.

All candidates are to maintain communication with the University supervisor regarding their teaching schedule. This enables the supervisors to schedule visits that permit them to observe their assigned candidates.

As a component of the pre-observation conference, the candidate presents a copy of the day's lesson plan and a formative evaluation form to the supervisor. The observation cycle will conclude with a post-observation conference.

CHAIN OF COMMAND: If the collaborating teacher perceives that a situation requires the attention of the university supervisor, the collaborating teacher should immediately contact the supervisor by telephone and/or email and request a site visit. If the problem is serious, it is the responsibility of the university supervisor to immediately notify the Director of Field Experience.

Students who are dropped from Field II for any reason may be reassigned to complete Field II another semester or may be referred to the Dean of the College of Education for further consideration and counseling. If a dispositional issue arises the candidate should seek the disposition handbook for information about how to handle and appeal dispositions.

Candidates experiencing difficulties should pursue the following chain of command for help and resolution:

- a. University Supervisor
- b. Director of Field Experience
- c. Dean, College of Education
- d. SAU student grievance policies and practices

DRESS: Candidates are to dress professionally at all times during their school day. You are expected to both act and look professional, as both insure a positive experience in Field II.

FELONY CONVICTIONS

Arkansas Code 6-17-410, as amended by Act 1313 of 1997, includes the following statement:

“No person shall be eligible to receive or hold a license issued by the State Board of Education if that person has pleaded guilty or nolo contendere to, or been found guilty of, any of the following offenses by any court in the state of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:”

[The list of offenses includes, but is not limited to, manslaughter, murder, assault, battery, terroristic threatening, kidnapping, carnal or sexual abuse, rape, drug convictions, and sex crimes (especially those involving children.)]

SEXUAL HARRASSMENT POLICY

Southern Arkansas University's policy states that sexual harassment violates the dignity and worth of all members of the institutional community. Sexual harassment is unacceptable conduct and will not be tolerated.

Sexual harassment of employees and students at Southern Arkansas University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience; or creates an intimidating, hostile, or offensive work or educational environment.

If you believe you are a victim of sexual harassment, please refer to the section titled "Chain of Command" in this policy manual and report the offense to the appropriate person.

Summary of Requirements of the Student Teacher Candidate

Assignments

The requirements expected of **EACH** student teacher candidate are listed below. Failure to meet ALL requirements will prevent the student from successfully completing the student teaching course. Upon accepting placement, the MAT student teacher candidate also accepts responsibility for successfully completing all student teaching course requirements. The university supervisor and/or Collaborating Teacher may require additional work.

1. One TESS Evaluations: You will be evaluated formally a minimum of two times (possibly more) each semester by your University Supervisor. The timing of such observations is based on an established observation cycle (see the section “Definitions” and the Internship Observation Form in Appendix B). You will use the lesson plan format provided in Appendix A of this Handbook and the MAT Student Teacher Candidate Observation Form in Appendix C of this Handbook. Each of these observations must be submitted by either the University Supervisor or Collaborating Teacher using LiveText. Look for the rubric in LiveText under the “Field Experience” tab.

(Conceptual Framework Competencies: Domains 1,2,3, and 4; Dispositions: Attendance, Punctuality, Response to Feedback, Commitment to Teaching, Belief that all students can learn, Emotional Maturity, Appearance, Reliability, Commitment to the Profession, Fairness to All, Interaction with Others, Leadership, Speaking Skills, Writing Skills, Presentation Skills, Overall Evaluation)

2. One informal TESS Observations by collaborating teachers: You will be informally observed a minimum of two times by your Collaborating Teacher. The informal observations can be scheduled or may be informal drop in observations (see Appendix A and C for the rubric). Each of these observations must be submitted to provide the candidate with feedback in regards to their progress and help the university to better understand how to help the candidates. Look for the rubric to complete in the LiveText Field Experience Module.

(Conceptual Framework Competencies: Domains 1,2,3,and 4; Dispositions: Attendance, Punctuality, Response to Feedback, Commitment to Teaching, Belief that all students can learn, Emotional Maturity, Appearance, Reliability, Commitment to the Profession, Fairness to All, Interaction with Others, Leadership, Speaking Skills, Writing Skills, Presentation Skills, Overall Evaluation)

3. Evidence of Conceptual Framework Competencies: Submit into LiveText one artifact for each of the domain conceptual framework competencies. During field II you will complete the artifact collection and reflection for domains 1 – 3. Your university supervisor will provide feedback regarding your choice of artifacts to insure their appropriateness before your final submission. For more information see Appendices D and E.

(Conceptual Framework Competencies: Domains 1, 2, 3 and 4; Dispositions: Attendance, Punctuality, Work Production, Initiative, Response to Feedback, Collaboration, Lifelong Learner, Professional Ethics, Differentiated Learning, Cultural Sensitivity, Professional Maturity, Professional Presentation, and Interaction with Others)

4. Disposition Review and Reflection: You will be evaluated based on the Conceptual Framework Dispositions by your University Supervisor and/or your Collaborating Teacher. After your evaluation is

complete, submit a copy into LiveText. In addition, complete a self-reflection and an improvement plan. For more information see the Portfolio Handbook or Appendix D and F of this Handbook.

(Dispositions: Attendance, Punctuality, Initiative, Response to Feedback, Collaboration, Commitment to Teaching, Belief that all students can learn, Emotional Maturity, Appearance, Reliability, Commitment to the Profession, Fairness to All, Interaction with Others, Leadership, Speaking Skills, Writing Skills, Presentation Skills, Overall Evaluation)

APPENDIX A: Lesson Plan Template

CLASSROOM INSTRUCTION PLAN (Adapted from Pathwise to include TESS)	
Learning Goals/Objectives:	
<i>Overall Concept: (TESS domain 1c)</i>	
<i>Objective: (make sure to write this objective as a behavioral objective) (TESS domain 1c)</i>	
<i>Standard: (state and/or national) (TESS domain 1c)</i>	
<i>Why have you chosen these goals? (TESS domain 1c)</i>	
Methods: (in this section think overall i.e. lecture, discussions,	
<i>What teaching method(s) will you use for this lesson? (TESS domain 1e)</i>	
<i>Describe the examples you will use to aid student understanding. (TESS domain 1e)</i>	
<i>Why have you chosen this method or these methods? (TESS domain 1e)</i>	
<i>When and how will you check for understanding? (TESS domain 1e)</i>	
<i>Questions: write at least 1 question for each level of Bloom's taxonomy that you will ask during the lesson. Please label each question by the level of Bloom (knowledge, comprehension, application, analysis, synthesis, evaluation) (TESS domain 1f)</i>	
<i>When and how will you encourage students to extend their thinking to higher levels? (TESS domain 1f)</i>	
<i>What resources will you need during the lesson? (TESS domain 1d)</i>	
Student Grouping:	
<i>How will you group students for instruction? (TESS domain 1b)</i>	
<i>Why have you chosen this grouping? (TESS domain 1b)</i>	
Activities:	
ACTIVITY	Time Allotted
<i>What activities have you planned? (TESS domain 1e)</i>	

<p><i>What kind of guided practice will you provide students? (TESS domain 1b and c)</i></p> <p><i>How will you monitor students' work? (TESS domain 1f)</i></p> <p><i>Will you have an independent activity? (TESS domain 1f)</i></p>		
<p><i>How does the method you choose prove that you have chosen the best activities and that you are a content expert (TESS domain 1a)</i></p> <p><i>Provide information in regards specifically to your students in your case and how this type of lesson provides them with the best instruction (domain 1b)</i></p>		
<p>Evaluation:</p>		
<p><i>How and when do you plan to evaluate student learning on the content of this lesson? (make sure this connects to the objective – you must actually assess the same as your objective. Example: if the objective says you will recite then your assessment is students reciting) (TESS domain 1f)</i></p> <p><i>Why have you chosen this approach? (TESS domain 1e)</i></p>		

**Adapted from Education Testing Service, Pathwise Instruction and Reflection Form*

APPENDIX B: Formal Observation Evaluation Rubric and Instructions

The evaluation form found on the next pages of this handbook is used for formal, formative evaluation of the internship's instructional effectiveness. The same form is to be used by the student teaching candidate and the university supervisor.

The university supervisor is to complete two observation cycles throughout the student teacher's experience each semester. The student teaching candidate may or may not be informed of the observation dates in advance. Either way, the following sequence should be followed.

FORMAL EVALUATION

1. If the visit is scheduled in advance, the student teaching candidate is to give the observer a detailed lesson plan and an observation form before the lesson begins.
2. The internship candidate informs the observer as to what is expected to occur during the lesson and requests feedback concerning specific behaviors for growth. The observer informs the internship candidate of the process to be used **during** the observation and answers last minute questions the intern may have.
3. During the observation, the observer should script and/or note behaviors that need to be reinforced, praised, and/or refined. A written evaluation is to be included on the form for the internship candidate's benefit. In addition to written comments concerning each item, the observer is to rate the performance level of the internship as indicated in the directions at the top of the page.
4. Following the instructional observation, the form serves as the organizer and focus for the post-observation conference. The internship and observer are to view the information together and determine goals for the internship's improvement, and acknowledge effective teaching practices used by the internship. Both parties should sign the form. If the student does not agree with the written comments made by the observer, he should attach a written explanation to the form.
5. Upon completion of the cycle, the various copies of the form should be distributed as indicated on the last page of the form.

Rubric: TESS Conceptual Framework Classroom Observation Form

Internship Candidate _____

Date/Time _____

School/Subject Area/ Grade Level _____

Collaborating Teacher/University Supervisor _____

Directions: Rate the competencies of the internship by circling the most appropriate

Domain 1: Planning					
	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)	N/A
1a Knowledge of Content and Pedagogy	<ul style="list-style-type: none"> Teacher displays extensive knowledge of the important concepts in the discipline and the ways they relate both to one another and to other disciplines. Teacher's plans and practice reflect understanding of prerequisite relationships among topics and concepts and provide a link to necessary cognitive structures needed by students to ensure understanding. Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline, anticipating student misconceptions. 	<ul style="list-style-type: none"> Teacher displays solid knowledge of the important concepts in the discipline and the ways they relate to one another. Teacher's plans and practice reflect accurate understanding of prerequisite relationships among topics and concepts. Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline. 	<ul style="list-style-type: none"> Teacher is familiar with the important concepts in the discipline but displays lack of awareness of how these concepts relate to one another. Teacher's plans and practice indicate some awareness of prerequisite relationships, although such knowledge may be inaccurate or incomplete. Teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students. 	<ul style="list-style-type: none"> In planning and practice, teacher makes content errors or does not correct errors made by students. Teacher's plans and practice display little understanding of prerequisite relationships important to student's learning of the content. Teacher displays little or no understanding of the range of pedagogical approaches suitable to student's learning of the content. 	Not Applicable or Not Observed
1b Demonstrating Knowledge of	<ul style="list-style-type: none"> Teacher actively seeks knowledge of students' levels of development and their 	<ul style="list-style-type: none"> Teacher understands the active nature of student learning and 	<ul style="list-style-type: none"> Teacher indicates the importance of understanding how 	<ul style="list-style-type: none"> Teacher demonstrates little or no 	Not Applicable or Not

<p>Students</p>	<p>backgrounds, cultures, skills, language proficiency, interests, and special needs from a variety of sources.</p> <ul style="list-style-type: none"> • This information is acquired for individual students. 	<p>attains information about levels of development for groups of students.</p> <ul style="list-style-type: none"> • The teacher also purposefully seeks knowledge from several sources of students' backgrounds, cultures, skills, language proficiency, interests, and special needs and attains this knowledge about groups of students. 	<p>students learn and the students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge about the class as a whole.</p>	<p>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>	<p>Observed</p>
<p>1c Setting Instructional Outcomes</p>	<ul style="list-style-type: none"> • All outcomes represent rigorous and important learning in the discipline. • The outcomes are clear, are written in the form of student learning, and permit viable methods of assessment. • Outcomes reflect several different types of learning and, where appropriate, represent opportunities for both coordination and integration. • Outcomes take into account the varying needs of individual students. 	<ul style="list-style-type: none"> • Most outcomes represent rigorous and important learning in the discipline. • All the instructional outcomes are clear, are written in the form of student learning, and suggest viable methods of assessment. • Outcomes reflect several different types of learning and opportunities for coordination. • Outcomes take into account the varying needs of groups of students. 	<ul style="list-style-type: none"> • Outcomes represent moderately high expectations and rigor. • Some reflect important learning in the discipline and consist of a combination of outcomes and activities. • Outcomes reflect several types of learning, but teacher has made no attempt at coordination or integration. • Most of the outcomes are suitable for most of the students in the class in accordance with global assessments of student learning. 	<ul style="list-style-type: none"> • Outcomes represent low expectations for students and lack of rigor, and not all of them reflect important learning in the discipline. • Outcomes are stated as activities rather than as student learning. • Outcomes reflect only one type of learning and only one discipline or strand and are suitable for only some students. 	<p>Not Applicable or Not Observed</p>

<p>1d Demonstrating Knowledge of Resources</p>	<ul style="list-style-type: none"> Teacher displays extensive knowledge of resources—not only through the school and district but also in the community, through professional organizations and universities, and on the Internet—for classroom use, for the expansion of his or her own knowledge, and for students. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Teacher is unaware of school or district resources for classroom use, for the expansion of his or her own knowledge, or for students. 	<p>Not Applicable or Not Observed</p>
<p>1e Designing Coherent Instruction</p>	<ul style="list-style-type: none"> Plans represent the coordination of in-depth content knowledge, understanding of different students’ needs, and available resources (including technology), resulting in a series of learning activities designed to engage students in high-level cognitive activity. Learning activities are differentiated appropriately for individual learners. Instructional groups are varied appropriately with some opportunity for student choice. The lesson’s or unit’s structure is clear and allows for different pathways according to diverse student needs. 	<ul style="list-style-type: none"> 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. The learning activities have reasonable time allocations; they represent significant cognitive challenge, with some differentiation for different groups of students. The lesson or unit has a clear structure, with appropriate and varied use of instructional groups. 	<ul style="list-style-type: none"> 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. The lesson or unit has a recognizable structure; the progression of activities is uneven, with most time allocations reasonable. 	<ul style="list-style-type: none"> The series of learning experiences is poorly aligned with the instructional outcomes and does not represent a coherent structure. 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>Not Applicable or Not Observed</p>

<p>If Designing Student Assessments</p>	<ul style="list-style-type: none"> • Teacher’s plan for student assessment is fully aligned with the instructional outcomes and has clear criteria and standards that show evidence of student contribution to their development. • Assessment methodologies have been adapted for individual students, as needed. • The approach to using formative assessment is well designed and includes student as well as teacher use of the assessment information. • Teacher intends to use assessment results to plan future instruction for individual students. 	<ul style="list-style-type: none"> • Teacher’s plan for student assessment is aligned with the instructional outcomes; assessment methodologies may have been adapted for groups of students. • Assessment criteria and standards are clear. Teacher has a well-developed strategy for using formative assessment and has designed particular approaches to be used. • Teacher intends to use assessment results to plan for future instruction for groups of students. 	<ul style="list-style-type: none"> • 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. • Approach to the use of formative assessment is rudimentary, including only some of the instructional outcomes. • Teacher intends to use assessment results to plan for future instruction for the class as a whole. 	<ul style="list-style-type: none"> • Assessment procedures are not congruent with instructional outcomes; the proposed approach contains no criteria or standards. • 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>Not Applicable or Not Observed</p>
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<p>Domain 2: The Learning Environment</p>					
	<p>Distinguished (4 pts)</p>	<p>Proficient (3 pts)</p>	<p>Basic (2 pts)</p>	<p>Unsatisfactory (1 pt)</p>	<p>N/A</p>
<p>2a Creating an Environment of Respect and Rapport</p>	<ul style="list-style-type: none"> • Classroom interactions among the teacher and individual students are highly respectful, reflecting genuine warmth and caring and sensitivity to students as individuals. • Students exhibit respect for the teacher and contribute to high levels of civil interaction 	<ul style="list-style-type: none"> • Teacher-student interactions are friendly and demonstrate general caring and respect. • Such interactions are appropriate to the ages of the students. • Students exhibit respect for the 	<ul style="list-style-type: none"> • Patterns of classroom interactions, both between the teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and 	<ul style="list-style-type: none"> • Patterns of classroom interactions, both between the teacher and students and among students, are mostly negative, inappropriate, or 	<p>Not Applicable or Not Observed</p>

	<p>between all members of the class.</p> <ul style="list-style-type: none"> The net result of interactions is that of connections with students as individuals. 	<p>teacher.</p> <ul style="list-style-type: none"> Interactions among students are generally polite and respectful. Teacher responds successfully to disrespectful behavior among students. The net result of the interactions is polite and respectful, but impersonal. 	<p>disregard for students' ages, cultures, and developmental levels.</p> <ul style="list-style-type: none"> Students rarely demonstrate disrespect for one another. Teacher attempts to respond to disrespectful behavior, with uneven results. The net result of the interactions is neutral, conveying neither warmth nor conflict. 	<p>insensitive to students' ages, cultural backgrounds, and developmental levels.</p> <ul style="list-style-type: none"> Interactions are characterized by sarcasm, put-downs, or conflict. Teacher does not deal with disrespectful behavior. 	
<p>2b Establishing a Culture for Learning</p>	<ul style="list-style-type: none"> The classroom culture is a cognitively vibrant place, characterized by a shared belief in the importance of learning. The teacher conveys high expectations for learning by all students and insists on hard work. Students assume responsibility for high quality by initiating improvements, making revisions, adding detail, and/or helping peers. 	<ul style="list-style-type: none"> 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. The teacher conveys that with hard work students can be successful. Students understand their role as learners and consistently expend effort to learn. Classroom interactions support learning and hard work. 	<ul style="list-style-type: none"> The classroom culture is characterized by little commitment to learning by teacher or students. 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. 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 	<ul style="list-style-type: none"> 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. Medium or low expectations for student achievement are the norm, with high expectations for learning reserved for only one or two students. 	<p>Not Applicable or Not Observed</p>

			the subject.		
2c Managing Classroom Procedures	<ul style="list-style-type: none"> • Instructional time is maximized because of efficient classroom routines and procedures. • Students contribute to the management of instructional groups, transitions, and the handling of materials and supplies. • Routines are well understood and may be initiated by students. 	<ul style="list-style-type: none"> • There is little loss of instructional time because of effective classroom routines and procedures. • The teacher's management of instructional groups and the handling of materials and supplies are consistently successful. • With minimal guidance and prompting, students follow established classroom routines. 	<ul style="list-style-type: none"> • Much instructional time is lost through inefficient classroom routines and procedures. • There is little or no evidence that the teacher is managing instructional groups, transitions, and/or the handling of materials and supplies effectively. • There is little evidence that students know or follow established routines. 	<ul style="list-style-type: none"> • Some instructional time is lost through only partially effective classroom routines and procedures. • 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. • With regular guidance and prompting, students follow established routines. 	Not Applicable or Not Observed
2d Managing Student Behavior	<ul style="list-style-type: none"> • Student behavior is entirely appropriate. • Students take an active role in monitoring their own behavior and that of other students against standards of conduct. • Teachers' monitoring of student behavior is subtle and preventive. • Teacher's response to student misbehavior is sensitive to individual student needs and 	<ul style="list-style-type: none"> • Student behavior is generally appropriate. • The teacher monitors student behavior against established standards of conduct. • Teacher response to student misbehavior is consistent, proportionate, respectful to students, 	<ul style="list-style-type: none"> • Standards of conduct appear to have been established, but their implementation is inconsistent. • Teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior. 	<ul style="list-style-type: none"> • There appear to be no established standards of conduct and little or no teacher monitoring of student behavior. • Students challenge the standards of conduct. • Response to students' 	Not Applicable or Not Observed

	respects students' dignity.	and effective.	<ul style="list-style-type: none"> There is inconsistent implementation of the standards of conduct. 	misbehavior is repressive or disrespectful of student dignity.	
2e Organizing Physical Space	<ul style="list-style-type: none"> The classroom is safe, and learning is accessible to all students, including those with special needs. Teacher makes effective use of physical resources, including computer technology. The teacher ensures that the physical arrangement is appropriate to the learning activities. Students contribute to the use or adaptation of the physical environment to advance learning. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	Not Applicable or Not Observed

Domain 3: Instruction

	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)	N/A
3a Communicating with Students	<ul style="list-style-type: none"> The teacher links the instructional purpose of the lesson to student interests; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher's explanation of content is thorough and clear, developing conceptual understanding through artful 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. 	Not Applicable or Not Observed

	<p>scaffolding and connecting with students' interests. Students contribute to extending the content and help explain concepts to their classmates.</p> <ul style="list-style-type: none"> The teacher's spoken and written language is expressive, and the teacher finds opportunities to extend students' vocabularies. 	<p>of content is well scaffolded, clear and accurate, and connects with students' knowledge and experience.</p> <ul style="list-style-type: none"> 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. 	<p>explanation of the content may contain minor errors; some portions are clear; other portions are difficult to follow.</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	
<p>3b Questioning and Discussion Techniques</p>	<ul style="list-style-type: none"> Teacher uses a variety or series of questions or prompts to challenge students cognitively, advance high-level thinking and discourse, and promote metacognition. Students formulate many questions, initiate topics, and make unsolicited contributions. Students themselves ensure that all voices are heard in the discussion. 	<ul style="list-style-type: none"> Although the teacher may use some low-level questions, he or she asks the students questions designed to promote thinking and understanding. Teacher creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when appropriate. Teacher successfully engages most students 	<ul style="list-style-type: none"> Teacher's questions are of low cognitive challenge, require single correct responses, and are asked in rapid succession. Interaction between teacher and students is predominantly recitation style, with the teacher mediating all questions and answers. A few students dominate the discussion. 	<ul style="list-style-type: none"> Teacher's questions lead students through a single path of inquiry, with answers seemingly determined in advance. Alternatively, the teacher attempts to frame some questions designed to promote student thinking and understanding, but only a few students are involved. 	<p>Not Applicable or Not Observed</p>

		in the discussion, employing a range of strategies to ensure that most students are heard.		<ul style="list-style-type: none"> Teacher attempts to engage all students in the discussion and to encourage them to respond to one another, but with uneven results. 	
3c Engaging Students in Learning	<ul style="list-style-type: none"> Virtually all students are intellectually engaged in challenging content through well-designed learning tasks and suitable scaffolding by the teacher and fully aligned with the instructional outcomes. In addition, there is evidence of some student initiation of inquiry and of student contribution to the exploration of important content. The pacing of the lesson provides students the time needed to intellectually engage with and reflect upon their learning and to consolidate their understanding. Students may have some choice in how they complete tasks and may serve as resources for one another. 	<ul style="list-style-type: none"> 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. The pacing of the lesson is appropriate, providing most students the time needed to be intellectually engaged. 	<ul style="list-style-type: none"> 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. The pacing of the lesson may not provide students the time needed to be intellectually engaged. 	<ul style="list-style-type: none"> The learning tasks and activities, materials, resources, instructional groups and technology are poorly aligned with the instructional outcomes or require only rote responses. The pace of the lesson is too slow or too rushed. Few students are intellectually engaged or interested. 	Not Applicable or Not Observed
3d Using Assessment in Instruction	<ul style="list-style-type: none"> Assessment is fully integrated into instruction through extensive use of formative assessment. 	<ul style="list-style-type: none"> Assessment is used regularly by teacher and/or students during the lesson through 	<ul style="list-style-type: none"> Assessment is used sporadically by teacher and/or students to support instruction 	<ul style="list-style-type: none"> There is little or no assessment or monitoring of student learning; 	Not Applicable or Not Observed

	<ul style="list-style-type: none"> Students appear to be aware of, and there is some evidence that they have contributed to, the assessment criteria. Students self-assess and monitor their progress. A variety of feedback, from both their teacher and their peers, is accurate, specific, and advances learning. Questions, prompts, assessments are used regularly to diagnose evidence of learning by individual students. 	<p>monitoring of learning progress and results in accurate, specific feedback that advances learning.</p> <ul style="list-style-type: none"> Students appear to be aware of the assessment criteria; some of them engage in self-assessment. Questions, prompts, assessments are used to diagnose evidence of learning. 	<p>through some monitoring of progress in learning.</p> <ul style="list-style-type: none"> 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. Questions, prompts, and assessments are rarely used to diagnose evidence of learning. 	<p>feedback is absent or of poor quality.</p> <ul style="list-style-type: none"> Students do not appear to be aware of the assessment criteria and do not engage in self-assessment. 	
3e Demonstrating Flexibility and Responsiveness	<ul style="list-style-type: none"> Teacher seizes an opportunity to enhance learning, building on a spontaneous event or student interests, or successfully adjusts and differentiates instruction to address individual student misunderstandings. Teacher persists in seeking effective approaches for students who need help, using an extensive repertoire of instructional strategies and soliciting additional resources from the school or community. 	<ul style="list-style-type: none"> Teacher promotes the successful learning of all students, making minor adjustments as needed to instruction plans and accommodating student questions, needs, and interests. Drawing on a broad repertoire of strategies, the teacher persists in seeking approaches for students who have difficulty learning. 	<ul style="list-style-type: none"> Teacher attempts to modify the lesson when needed and to respond to student questions and interests, with moderate success. Teacher accepts responsibility for student success but has only a limited repertoire of strategies to draw upon. 	<ul style="list-style-type: none"> Teacher adheres to the instruction plan in spite of evidence of poor student understanding or lack of interest. Teacher ignores student questions; when students experience difficulty, the teacher blames the students or their home environment. 	Not Applicable or Not Observed

Domain 4: Professional Responsibilities

	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)	N/A
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<p>4a Reflecting on Teaching</p>	<ul style="list-style-type: none"> • Teacher makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strengths of each. • Drawing on an extensive repertoire of skills, teacher offers specific alternative actions, complete with the probable success of different courses of action. 	<ul style="list-style-type: none"> • Teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved instructional outcomes and can cite general references to support the judgment. • Teacher makes a few specific suggestions of what could be tried another time the lesson is taught. 	<ul style="list-style-type: none"> • Teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met. • Teacher makes general suggestions about how a lesson could be improved. 	<ul style="list-style-type: none"> • Teacher does not know whether a lesson was effective or achieved its instructional outcomes, or he/she profoundly misjudges the success of a lesson. • Teacher has no suggestions for how a lesson could be improved. 	<p>Not Applicable or Not Observed</p>
<p>4b Maintaining Accurate Records</p>	<ul style="list-style-type: none"> • Teacher's system for maintaining information on student completion of assignments, student progress in learning, and noninstructional records is fully effective. • Students contribute information and participate in maintaining the records. 	<ul style="list-style-type: none"> • Teacher's system for maintaining information on student completion of assignments, student progress in learning, and noninstructional records is fully effective. 	<ul style="list-style-type: none"> • Teacher's system for maintaining information on student completion of assignments and student progress in learning is rudimentary and only partially effective. • Teacher's records for noninstructional activities are adequate but require frequent monitoring to avoid errors. 	<ul style="list-style-type: none"> • Teacher's system for maintaining information on student completion of assignments and student progress in learning is nonexistent or in disarray. • Teacher's records for noninstructional activities are in disarray, resulting in errors and confusion. 	<p>Not Applicable or Not Observed</p>
<p>4c Communicating with Families</p>	<ul style="list-style-type: none"> • Teacher's communication with families is frequent and sensitive to cultural traditions, with students contributing to the communication. • Response to family concerns 	<ul style="list-style-type: none"> • Teacher communicates frequently with families about the instructional program and conveys information about 	<ul style="list-style-type: none"> • Teacher makes sporadic attempts to communicate with families about the instructional program and about the progress 	<ul style="list-style-type: none"> • Teacher communication with families - about the instructional program, about 	<p>Not Applicable or Not Observed</p>

	<p>is handled with professional and cultural sensitivity.</p> <ul style="list-style-type: none"> Teacher’s efforts to engage families in the instructional program are frequent and successful. 	<p>individual student progress.</p> <ul style="list-style-type: none"> Teacher makes some attempts to engage families in the instructional program. Information to families is conveyed in a culturally appropriate manner. 	<p>of individual students but does not attempt to engage families in the instructional program.</p> <ul style="list-style-type: none"> Communications are one-way and not always appropriate to the cultural norms of those families. 	<p>individual students—is sporadic or culturally inappropriate.</p> <ul style="list-style-type: none"> Teacher makes no attempt to engage families in the instructional program. 	
4d Participating in a Professional Community	<ul style="list-style-type: none"> Teacher’s relationships with colleagues are characterized by mutual support and cooperation, with the teacher taking initiative in assuming leadership among the faculty. Teacher takes a leadership role in promoting a culture of professional inquiry. Teacher volunteers to participate in school events and district projects making a substantial contribution, and assuming a leadership role in at least one aspect of school or district life. 	<ul style="list-style-type: none"> Teacher’s relationships with colleagues are characterized by mutual support and cooperation; teacher actively participates in a culture of professional inquiry. Teacher volunteers to participate in school events and in school and district projects, making a substantial contribution. 	<ul style="list-style-type: none"> Teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires. 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. 	<ul style="list-style-type: none"> Teacher’s relationships with colleagues are negative or self-serving. Teacher avoids participation in a professional culture of inquiry, resisting opportunities to become involved. Teacher avoids becoming involved in school events or school and district projects. 	Not Applicable or Not Observed
4e Growing and Developing Professionally	<ul style="list-style-type: none"> Teacher seeks out opportunities for Professional development and makes a systematic effort to conduct action research. Teacher seeks out feedback on teaching from both supervisors and colleagues. 	<ul style="list-style-type: none"> Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill. Teacher welcomes feedback from 	<ul style="list-style-type: none"> Teacher participates in professional activities to a limited extent when they are convenient. Teacher accepts, with some reluctance, feedback on teaching 	<ul style="list-style-type: none"> Teacher engages in no professional development activities to enhance knowledge or skill. Teacher resists feedback on 	Not Applicable or Not Observed

	<ul style="list-style-type: none"> Teacher initiates important activities to contribute to the profession. 	<p>colleagues—either when made by supervisors or when opportunities arise through professional collaboration.</p> <ul style="list-style-type: none"> Teacher participates actively in assisting other educators. 	<p>performance from both supervisors and colleagues.</p> <ul style="list-style-type: none"> Teacher finds limited ways to contribute to the profession. 	<p>teaching performance from either supervisors or more experienced colleagues.</p> <ul style="list-style-type: none"> Teacher makes no effort to share knowledge with others or to assume professional responsibilities. 	
4f Showing Professionalism	<ul style="list-style-type: none"> Teacher takes a leadership role with colleagues and can be counted on to hold to the highest standards of honesty, integrity, and confidentiality. Teacher is highly proactive in serving students, seeking out resources when needed. Teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school. Teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards. Teacher complies fully with school and district regulations, taking a 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	Not Applicable or Not Observed

	leadership role with colleagues.				
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Pre-Conference Signatures:

Student Teacher Candidate

Collaborating Teacher/University Supervisor

Post-Conference Signatures:

Student Teacher Candidate

Collaborating Teacher/University Supervisor

APPENDIX C: Informal Observation Rubric and Instructions

The informal observation rubric found on the next pages of this handbook is used for informal, formative observations of the internship's instructional effectiveness. This form is to be used by the collaborating to provide feedback to the internship candidate.

The collaborating teacher is to complete two informal observation cycles throughout the internship's experience each semester. The internship candidate may or may not be informed of the informal observation dates in advance. Either way, the following sequence should be followed.

INFORMAL OBSERVATIONS

1. If the visit is scheduled in advance, the internship candidate is to give the observer a detailed lesson plan and an informal observation form before the lesson begins.
2. The student teacher candidate informs the observer as to what is expected to occur during the lesson and requests feedback concerning specific behaviors for growth. The observer informs the internship candidate of the process to be used **during** the observation and answers last minute questions the intern may have.
3. During the observation, the observer should script and/or note behaviors that need to be reinforced, praised, and/or refined. A written informal feedback rubric is to be included to provide the internship candidate with feedback.
4. Following the instructional observation, the form serves as the organizer and focus for the post-observation conference. The internship and observer are to view the information together and determine goals for the internship's improvement, and acknowledge effective teaching practices used by the internship. The form should be entered by the collaborating into the Field Experience Module in LiveText.

Rubric: TESS Conceptual Framework Collaborating Teacher Informal Observation Rubric

Student Teaching Candidate Date/Time School/Subject Area/ Grade Level

Collaborating Teacher

Directions: Rate the competencies of the internship by putting an X in the box for each competency and if you feel beneficial add a comment.

Domain 1: Planning		
	Satisfactory (2 pts)	Needs Improvement (1 pt)
1a Knowledge of Content and Pedagogy		
1b Demonstrating knowledge of students		
1c Setting Instructional Outcomes		
1d Demonstrating Knowledge of Resources		
1e Designing Coherent Instruction		
1f Designing Student Assessments		

Domain 2: The Learning Environment		
	Satisfactory (2 pts)	Needs Improvement (1 pt)
2a Creating an Environment of Respect and Rapport		
2b Establishing a Culture for Learning		
2c Managing Classroom Procedures		
2d Managing Student Behavior		

2e Organizing Physical Space		
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Domain 3: Instruction		
	Satisfactory (2 pts)	Needs Improvement (1 pt)
3a Communicating with Students		
3b Questioning and Discussion Techniques		
3c Engaging Students in Learning		
3d Using Assessment in Instruction		
3e Demonstrating Flexibility and Responsiveness		

Domain 4: Professional Responsibilities		
	Satisfactory (2 pts)	Needs Improvement (1 pt)
4a Reflecting on Teaching		
4b Maintaining Accurate Records		
4c Communicating with Families		
4d Participating in a Professional Community		
4e Growing and Developing Professionally		
4f Showing Professionalism		

Pre-Conference Signatures:

Post-Conference Signatures:

Student Teacher Candidate

Student Teacher Candidate

Collaborating teacher/College Supervisor

Collaborating teacher/College Supervisor

APPENDIX D: Template - Professional Portfolio

Professional Portfolio—Initial Programs TESS

Checkpoint 1 –Undergraduate Field II Students

Domain 1: Planning and Preparation (Checkpoint 1)

Description of Artifact

1. Clearly describe the artifact and its impact on student learning in the context in which it was created.
2. Clearly describe the purpose and process/steps for creating the artifact.
3. How does your artifact relate to teaching and learning?

Connection & Alignment with CF Competencies

1. Align all sub-elements of Domain 3 to your artifact(s) (sub-elements are provided at the bottom of this page).
2. Reflect on the connection between the artifact and the related knowledge and skills of the sub-elements.

Self Reflection & Implication for Teaching

1. Why is this assignment or artifact important to your professional growth relative to this Conceptual Framework Competency (TESS Domain)?
2. What did you learn by completing this assignment or artifact (strengths and limitations)?
3. How can you improve related to teaching and learning?

Domain 2: The Classroom Environment (Checkpoint 1 and 2)

Description of Artifact

1. Clearly describe the artifact and its impact on student learning in the context in which it was created.
2. Clearly describe the purpose and process/steps for creating the artifact.
3. How does your artifact relate to teaching and learning?

Connection & Alignment with CF Competencies

1. Align all sub-elements of Domain 3 to your artifact(s) (sub-elements are provided at the bottom of this page).
2. Reflect on the connection between the artifact and the related knowledge and skills of the sub-elements.

Self Reflection & Implication for Teaching

1. Why is this assignment or artifact important to your professional growth relative to this Conceptual Framework Competency (TESS Domain)?
2. What did you learn by completing this assignment or artifact (strengths and limitations)?
3. How can you improve related to teaching and learning?

Domain 3: Instruction (Checkpoint 1 and 2)

Description of Artifact

1. Clearly describe the artifact and its impact on student learning in the context in which it was created.
2. Clearly describe the purpose and process/steps for creating the artifact.
3. How does your artifact relate to teaching and learning?

Connection & Alignment with CF Competencies

1. Align all sub-elements of Domain 3 to your artifact(s) (sub-elements are provided at the bottom of this page).
2. Reflect on the connection between the artifact and the related knowledge and skills of the sub-elements.

Self Reflection & Implication for Teaching

1. Why is this assignment or artifact important to your professional growth relative to this Conceptual Framework Competency (TESS Domain)?
2. What did you learn by completing this assignment or artifact (strengths and limitations)?
3. How can you improve related to teaching and learning?

Domain 4: Professional Responsibilities (Checkpoint 2)

Description of Artifact

1. Clearly describe the artifact and its impact on student learning in the context in which it was created.
2. Clearly describe the purpose and process/steps for creating the artifact.
3. How does your artifact relate to teaching and learning?

Connection & Alignment with CF Competencies

1. Align all sub-elements of Domain 3 to your artifact(s) (sub-elements are provided at the bottom of this page).
2. Reflect on the connection between the artifact and the related knowledge and skills of the sub-elements.

Self Reflection & Implication for Teaching

1. Why is this assignment or artifact important to your professional growth relative to this Conceptual Framework Competency (TESS Domain)?
2. What did you learn by completing this assignment or artifact (strengths and limitations)?
3. How can you improve related to teaching and learning?

Dispositions (Checkpoints 1 & 2)

Evaluation

1. Evaluation will be completed by PEU faculty and/or collaborating teachers.

2. The EPP faculty member and/or collaborating teacher will present you with either a hard copy or it will be entered into the Field Experience Module in LiveText

3. Scan your evaluation documents if they are not in the FEM in LiveText.

Self Reflection

1. Review the evaluation you were presented by the EPP faculty member and/or school district personnel.

2. Reflect upon the presented dispositional evaluation. Focus on any areas which were not rated as Proficient or better.

3. Write a reflection of what you consider to be your strengths and areas for improvement as related to the list of Dispositions.

Improvement Plan

1. Based upon your provided evaluations and your self-reflection, identify one or more Dispositions in which you could improve.

2. Write a plan for how you intend to improve in these areas.

APPENDIX E – Conceptual Framework Competencies Examples, Rubric, and Evaluation

Examples of Assignments or Artifacts for each
Conceptual Framework Competency
(TESS Domains)

Candidates are encouraged to select one or two artifacts that demonstrate their comprehension of each Domain. Candidates are especially encouraged to consider the bulleted items when addressing the conceptual framework.

TESS Domain 1

- Copies of your TESS lesson plans
- Passing P2 Scores
- Copy of an Assessment used in teaching
- Unit Plans
- Assessment Survey of Student Background knowledge
- Vertical and/or Horizontal Alignment Agendas and Meeting Notes
- Any other evidence as appropriate and justifiable (as approved by the University Supervisor).

TESS Domain 2

- Projects or papers you have written in courses which demonstrate your classroom management plans.
- Management Logs used in teaching
- Documentation of P-12 placement classroom's organization system and/or classroom management system
- Design of Classroom Layout with explanation connected to contextual factors
- Instructional Transitions for Teaching and Managing
- Any other evidence as appropriate and justifiable (as approved by the University Supervisor).

TESS Domain 3

- Photos of items you have created for lesson plans (such as a learning game, learning center, interactive bulletin board, etc.)
- Video or photos of you teaching a lesson
- Evaluation forms from your teaching observations
- Any other evidence as appropriate and justifiable (as approved by the University Supervisor).

TESS Domain 4

- Papers or projects you have completed which demonstrate your professionalism

- A reflection from a lesson you have taught.
- Evidence of a family night or interaction with parents
- Sample letter to address parents or sample survey for parents
- Evidence of participation in professional community (i.e. team meeting agenda)
- Evidence of professional development attended and implemented.
- Any other evidence as appropriate and justifiable (as approved by the University Supervisor).

You can work within these ideas as well as develop your own ideas for items to include. Be creative. Think through the many different ways you can demonstrate your proficiency in each of the Conceptual Framework Competencies (TESS domains).

During your courses, instructors may identify assignments which are targeted as a recommended professional portfolio assignment or artifact. However, you will ultimately make the choice regarding which assignments or artifacts to present related to each of the Conceptual Framework Competencies (TESS Domains) listed above.

In addition to presenting the assignment or artifact, you must provide a rationale. The rationale statements serve as a reflection on knowledge and skills, a critical piece of the professional portfolio.

**Rubric: Professional Portfolio-Conceptual Framework
Competencies (TESS Domains) Initial Programs**

Domain 1: Planning and Preparation				
	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)
<p>Description of the Artifact</p> <p>HLC 1, 3, 5</p>	<p>The artifact is described in clear and helpful detail and the context is fully established. The purpose and process/steps for creation are articulated clearly.</p> <p>For example, the candidate's description provides original insights and thoughtful consideration of how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact is well described and the context is provided. The purpose and process/ steps for creation are articulated.</p> <p>For example, the candidate's description specifically explains how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact is described and context is provided. However, the purpose and/or process/steps for creation are unclear in the reflection.</p> <p>For example, the candidate's description lacks specificity on how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact and context does not convey the purpose or process/steps for creation and the effect on teaching and learning.</p>
<p>Connection and Alignment with CF Sub-Elements</p> <p>HLC 1, 2, 3,4, 5</p>	<p>The candidate has selected 1-2 sub-elements that are most relevant to the artifact.</p> <p>The reflection effectively establishes the connection between the artifact and the related knowledge and skills of the sub-elements selected; the candidate provides original insights.</p>	<p>The candidate has selected 1-2 sub-elements that are most relevant to the artifact.</p> <p>The reflection discusses the connection between the artifact and the related knowledge and skills of the sub-elements selected.</p>	<p>The candidate has selected 1-2 sub-elements for the artifact.</p> <p>Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-elements to the knowledge and skills in the artifact.</p>	<p>The candidate does not select 1-2 sub-elements for each artifact.</p> <p>Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-element to the knowledge and skills in the artifact.</p>

<p>Self Reflection and Implications for Future Teaching</p> <p>HLC 1, 2, 3, 4, 5</p>	<p>The candidate discusses both strengths and areas for improvement in relation to the Domains, provides implications for improving teaching and learning, and demonstrates thoughtful consideration of and insights into their field.</p>	<p>The candidate discusses both strengths and areas for improvement in relation to the Domains and provides implications for improving teaching and learning.</p>	<p>The candidate does not discuss strengths and/or areas for improvement in relation to the Domains. OR The candidate does not provide implications for improving teaching and learning.</p>	<p>The candidate does not discuss strengths or areas for improvement in relation to the Domains. AND The candidate does not provide implications for improving teaching and learning.</p>
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Domain 2: The Learning Environment				
	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)
<p>Description of the Artifact</p> <p>HLC 1, 3, 5</p>	<p>The artifact is described in clear and helpful detail and the context is fully established. The purpose and process/steps for creation are articulated clearly.</p> <p>For example, the candidate's description provides original insights and thoughtful consideration of how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact is well described and the context is provided. The purpose and process/steps for creation are articulated.</p> <p>For example, the candidate's description specifically explains how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact is described and context is provided. However, the purpose and/or process/steps for creation are unclear in the reflection.</p> <p>For example, the candidate's description lacks specificity on how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact and context does not convey the purpose or process/steps for creation and the effect on teaching and learning.</p>
<p>Connection and Alignment with CF Sub-Elements</p>	<p>The candidate has selected 1-2 sub-elements that are most relevant to the artifact.</p>	<p>The candidate has selected 1-2 sub-elements that are most relevant to the artifact.</p>	<p>The candidate has selected 1-2 sub-elements for the artifact.</p>	<p>The candidate does not select 1-2 sub-elements for each artifact.</p>

<p>HLC 1, 2, 3,4, 5</p>	<p>The reflection effectively establishes the connection between the artifact and the related knowledge and skills of the sub-elements selected; the candidate provides original insights.</p>	<p>The reflection discusses the connection between the artifact and the related knowledge and skills of the sub-elements selected.</p>	<p>Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-elements to the knowledge and skills in the artifact.</p>	<p>Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-element to the knowledge and skills in the artifact.</p>
<p>Self Reflection and Implications for Future Teaching</p> <p>HLC 1, 2, 3, 4, 5</p>	<p>The candidate discusses both strengths and areas for improvement in relation to the Domains, provides implications for improving teaching and learning, and demonstrates thoughtful consideration of and insights into their field.</p>	<p>The candidate discusses both strengths and areas for improvement in relation to the Domains and provides implications for improving teaching and learning.</p>	<p>The candidate does not discuss strengths and/or areas for improvement in relation to the Domains. OR The candidate does not provide implications for improving teaching and learning.</p>	<p>The candidate does not discuss strengths or areas for improvement in relation to the Domains. AND The candidate does not provide implications for improving teaching and learning.</p>

<p>Domain 3: Instruction</p>				
	<p>Distinguished (4 pts)</p>	<p>Proficient (3 pts)</p>	<p>Basic (2 pts)</p>	<p>Unsatisfactory (1 pt)</p>
<p>Description of the Artifact</p> <p>HLC 1, 3, 5</p>	<p>The artifact is described in clear and helpful detail and the context is fully established. The purpose and process/steps for creation are articulated clearly.</p> <p>For example, the</p>	<p>The artifact is well described and the context is provided. The purpose and process/steps for creation are articulated.</p> <p>For example, the candidate's</p>	<p>The artifact is described and context is provided. However, the purpose and/or process/ steps for creation are unclear in the reflection.</p>	<p>The artifact and context does not convey the purpose or process/steps for creation and the effect on teaching and learning.</p>

	candidate's description provides original insights and thoughtful consideration of how completing the artifact will/does affect teaching and learning.	description specifically explains how completing the artifact will/does affect teaching and learning.	For example, the candidate's description lacks specificity on how completing the artifact will/does affect teaching and learning.	
Connection and Alignment with CF Sub-Elements HLC 1, 2, 3,4, 5	The candidate has selected 1-2 sub-elements that are most relevant to the artifact. The reflection effectively establishes the connection between the artifact and the related knowledge and skills of the sub-elements selected; the candidate provides original insights.	The candidate has selected 1-2 sub-elements that are most relevant to the artifact. The reflection discusses the connection between the artifact and the related knowledge and skills of the sub-elements selected.	The candidate has selected 1-2 sub-elements for the artifact. Some sub-elements has selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-elements to the knowledge and skills in the artifact.	The candidate does not select 1-2 sub-elements for each artifact. Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-element to the knowledge and skills in the artifact.
Self Reflection and Implications for Future Teaching HLC 1, 2, 3, 4, 5	The candidate discusses both strengths and areas for improvement in relation to the Domains, provides implications for improving teaching and learning, and demonstrates thoughtful consideration of and insights into their field.	The candidate discusses both strengths and areas for improvement in relation to the Domains and provided implications for improving teaching and learning.	The candidate does not discuss strengths and/or areas for improvement in relation to the Domains. OR The candidate does not provide implications for improving teaching and learning.	The candidate does not discuss strengths or areas for improvement in relation to the Domains. AND The candidate does not provide implications for improving teaching and learning.

Domain 4: Professional Responsibilities				
	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)
Description of the Artifact HLC 1, 3, 5	<p>The artifact is described in clear and helpful detail and the context is fully established. The purpose and process/steps for creation are articulated clearly.</p> <p>For example, the candidate's description provides original insights and thoughtful consideration of how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact is well described and the context is provided. The purpose and process/steps for creation are articulated.</p> <p>For example, the candidate's description specifically explains how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact is described and context is provided. However, the purpose and/or process/ steps for creation are unclear in the reflection.</p> <p>For example, the candidate's description lacks specificity on how completing the artifact will/does affect teaching and learning.</p>	<p>The artifact and context does not convey the purpose or process/steps for creation and the effect on teaching and learning.</p>
Connection and Alignment with CF Sub-Elements HLC 1, 2, 3, 4, 5	<p>The candidate has selected 1-2 sub-elements that are most relevant to the artifact.</p> <p>The reflection effectively establishes the connection between the artifact and the related knowledge and skills of the sub-elements selected; the candidate provides original insights.</p>	<p>The candidate has selected 1-2 sub-elements that are most relevant to the artifact.</p> <p>The reflection discusses the connection between the artifact and the related knowledge and skills of the sub-elements selected.</p>	<p>The candidate has selected 1-2 sub-elements for the artifact.</p> <p>Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-elements to the knowledge and skills in the artifact.</p>	<p>The candidate has not selected 1-2 sub-elements for each artifact.</p> <p>Some sub-elements selected for the artifact do not include a supporting reflection and evidence (via examples) that convey the connections of the sub-element to the knowledge and skills in the artifact.</p>
Self	The candidate	The candidate	The candidate does	The candidate does

<p>Reflection and Implications for Future Teaching</p> <p>HLC 1, 2, 3, 4, 5</p>	<p>discusses both strengths and areas for improvement in relation to the Domains, provides implications for improving teaching and learning, and demonstrates thoughtful consideration of and insights into their field.</p>	<p>discusses both strengths and areas for improvement in relation to the Domains and provides implications for improving teaching and learning.</p>	<p>not discuss strengths and/or areas for improvement in relation to the Domains. OR The candidate does not provide implications for improving teaching and learning.</p>	<p>not discuss strengths or areas for improvement in relation to the Domains. AND The candidate does not provide implications for improving teaching and learning.</p>
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Professional Portfolio Evaluation

At designated times with a minimum of *three weeks prior* to the end of your Portfolio ST II course, you must submit your Professional Portfolio for evaluation indicating proficiency in Dispositions and Impact on Student Learning. The purpose of the Conceptual Framework Competencies project is to implement theory into practice. The primary goal is for you to be a highly effective educator upon graduation. One measure of this is to ensure you reach proficiency in all Conceptual Framework Competencies (TESS Domains) and Dispositions prior to graduation. ***Proficiency in all areas is required for graduation.***

Your professional portfolio is evaluated at each Portfolio Checkpoint point, one and two, by your University Supervisor. All University Supervisors meet and go through inter-rater reliability training to ensure portfolio evaluations are valid, reliable, and free from bias.

Upon the submission of your Professional Portfolio, your university supervisor will conduct an evaluation of your portfolio artifacts. Prior to graduation, you must indicate proficiency in all Conceptual Framework Competencies (TESS Domains) and Dispositions.

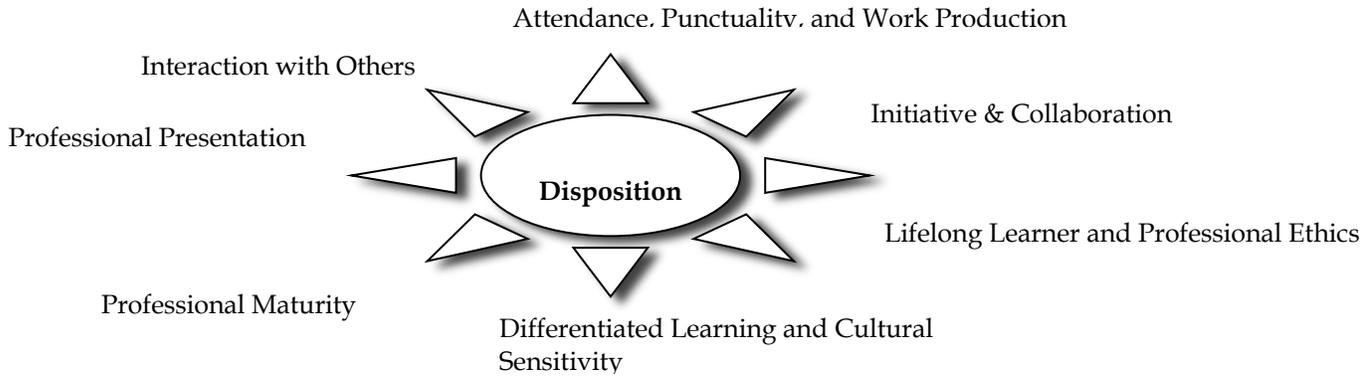
If you do not agree with the results of the evaluation, you may appeal the decision of your University Supervisor. The following procedure must be followed for appeal:

Within seven (7) working days of receipt of the evaluation in LiveText, the candidate must submit a written request for an appeal to the Initial Portfolio Committee. The committee will then meet and review the portfolio. The Initial Portfolio Committee may request additional documentation from the University Supervisor, program director, program faculty, etc. Within seven (7) working days of receiving the candidate's request of appeal, the Initial Portfolio Committee will submit a written decision to the candidate regarding the appeal.

If the candidate would still like to appeal the Initial Portfolio Committee's decision then the student has seven (7) days of receipt of the evaluation to appeal to the Dean of the Educator Preparation Provider. The Dean may request additional documentation from the Initial Portfolio Committee, University Supervisor, program director, program faculty, etc. Within seven (7) working days of receipt of the appeal the Dean of the Educator Preparation Provider will submit a written decision to the candidate regarding the appeal. A copy of the decision is provided to the Initial Portfolio Committee. ***The decision of the Dean of the EPP is final.***

APPENDIX F: Disposition Evidence and Rubric

The EPP faculty have adopted specified Dispositions to promote and support professionalism in the field of education. Dispositions are introduced at the beginning of the program of study and assessed at least twice throughout each program. The Dispositions assessed throughout your program of study are:



Your Dispositions are monitored and success in demonstrating these Dispositions is documented through evaluation forms, your personal reflection, and faculty and staff observations and reports. If you demonstrate a deficiency in any of the listed Dispositions, the policies and procedures as outlined in the *Dispositions Review Policy* will be followed. See the **Unit Policy Handbook** for details related to the *Dispositions Review Policy, Procedures, and Review Committee*.

Evidence related to your Dispositions is presented via:

1. Evaluations of your Dispositions as completed by EPP faculty and/or school district personnel
2. Self-Reflection about your Dispositions
3. Improvement plan

RUBRIC: Dispositions Initial Programs

Dispositions evaluation becomes part of your permanent record. If a score of unsatisfactory is given a formal disposition meeting will occur.

	Distinguished (4 pts)	Proficient (3 pts)	Basic (2 pts)	Unsatisfactory (1 pt)	N/A (0 pts)
Attendance	<u>No</u> absences.	Attends regularly.	Irregular attendance with notification.	Irregular attendance without notification.	
Punctuality	<u>Always</u> on time.	Mostly on time.	Occasional lateness.	Frequent lateness is a problem.	
Work production	<u>Always</u> submit assignment on time.	Mostly submit assignments on time.	Occasional lateness.	Frequent lateness is a problem.	
Initiative	Demonstrates independence and initiative by finding resources beyond those provided <u>and shares with classmates and colleagues.</u>	Demonstrates independence and initiative by finding resources beyond those provided in class.	Operates independently with direction and uses only resources provided in class.	Needs step-by-step instruction and neglects available resources available.	
Response to Feedback	Receptive to constructive criticism <u>and uses the feedback to make immediate changes.</u>	Receptive to constructive criticism.	Occasionally accepts ideas and suggestions.	Rejects/ignores ideas and suggestions.	
Collaboration	Actively contributes to positive group functioning <u>by leading and seeking groups to collaborate with in a positive manner.</u>	Actively contributes to positive group functioning.	Works well in a group.	Does not work effectively with others.	
Lifelong Learner	Curious and reflective about teaching <u>by researching and implementing new teaching strategies for best practices.</u>	Curious and reflective about teaching.	Engaged but reflection limited to specific course content.	Unengaged and/or minimal reflection.	
Professional Ethics	Demonstrates adherence to standards of professional ethics <u>and is a role model for others.</u>	Demonstrates adherence to standards of professional ethics.	Demonstrates limited concern for professional ethics.	Engages in unethical behavior.	
Differentiated Learning	Planning is child-focused, considerate of context <u>and</u>	Planning is child-focused, considerate of context.	Planning is based on pedagogical principles.	Planning based on course requirements.	

	<u>implemented for every child.</u>				
Cultural Sensitivity	Demonstrates respect toward diverse students and <u>differentiates based on these diversities.</u>	Demonstrates respect toward diverse students.	Occasionally demonstrates respect towards diverse students.	Demonstrates disrespect towards diverse students.	
Professional Maturity	Professional appropriateness in school, classroom, community and/or social media <u>and serves as a professional role model.</u>	Professional appropriateness in school, classroom, community and/or social media.	Professional appropriateness is not maintained in school, classroom, community and/or social media.	Unable to maintain professional appropriateness in school, classroom, community and/or social media.	
Professional Presentation	Dresses appropriately and has clean hygiene at all times <u>and serves as a role model for colleagues and students.</u>	Dresses appropriately and has clean hygiene all of the time.	Dresses inappropriately and/or lacks clean hygiene at times.	Dresses inappropriately and/or lacks hygiene all of the time.	
Interaction with Others	Comfortable and respectful when interacting with others at all times <u>and provides leadership to further school professionalism.</u>	Comfortable and respectful when interacting with others at all times.	Occasionally comfortable and respectful when interacting with others.	Struggles to be comfortable and respectful when interacting with others.	

*If a disposition is created on a student in LiveText a copy should be sent to the AFEL office. If a disposition is created on the student and is not submitted through LiveText then a copy must be sent to the candidate, instructor, and the AFEL office.

