



STUDENT TEACHING HANDBOOK
Final Clinical Practice Semester

**Guidelines for
Students, Mentor Teachers,
and University Supervisors**

**School of Education
Academic Year 2019-2020**

Stockton University
School of Education Student Teaching Handbook
Final Clinical Practice Semester

Academic Year 2019-2020

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Information for

Teacher candidate

Mentor Teacher

Supervisor

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Introduction

Mission and Goals of the Teacher Education Program (Revised May 2015)

Stockton University's Teacher Education Program prepares novice teachers to be competent in both subject matter and pedagogical skills, as well as to be caring practitioners in diverse and technologically rich learning environments.

Our novice teachers:

- Demonstrate a thorough competence in their content area and including the ability to draw upon content knowledge when planning and implementing instruction.
- Understand and integrate appropriate planning, assessment, planning and instructional strategies in engaging ways.
- Recognize the diverse needs of the learner by establishing a positive supportive learning environment and utilizing varied teaching strategies that meet the needs of all learners.
- Demonstrate professional responsibility by engaging in self-reflective practices and collaboration.

Accreditation & Program Overview

The Stockton University's Teacher Education Program, designed to develop individuals into competent, caring, qualified educators and professionals, is accredited by the Teacher Education Accreditation Council (TEAC) for a period of seven years, from 2013 to 2020. This accreditation certifies that the Teacher Education Program has provided evidence that it adheres to TEAC's quality principles. As of 2014, TEAC merged with CAEP, the Council for the Accreditation of Educator Preparation.

Our School of Education prepares new PK-12 teachers for TEAC/CAEP-accredited initial certification. Our program includes pre-service fieldwork experiences among the highest in New Jersey for both intensity and diversity. The program is aligned with New Jersey's Professional Standards for Teachers.

Stockton's teacher certification curricula have been approved by the New Jersey Department of Education and are recognized by the National Association of State Directors of Teacher Education and Certification.

The Teacher Education Program is a fieldwork-intensive program requiring candidates to spend 160 – 230 hours in public schools prior to the student-teaching semester. Field experiences/clinical practice (including Student Teaching) are coordinated and organized by the School of Education.

Students complete certification requirements either in conjunction with or following the completion of a first bachelor's degree in the liberal arts or other major.

The Stockton University School of Graduate Studies also offers endorsement programs for certified teachers in English as a Second Language (ESL), Bilingual/Bicultural Education, Students with Disabilities (TOSD), Supervisor, Principal, Reading Specialist, and Learning Disabilities Teacher-Consultant (LDTC).

Contents of the Student Teaching Handbook

The Student Teaching Handbook is written to aid students (referred to as teacher candidate and/or teacher candidates), mentor teachers, University supervisors, and school administrators with guidelines designed to present a common set of understandings about accepted practices and procedures governing Student Teaching. Additional information and updates can be found under <https://stockton.edu/education/current-students/final-clinical-practice-semester.html>.

The Student Teaching Handbook is divided into sections with Requirements, Guidelines and Policies.

Part I: Student Teaching Program and Requirements

Prerequisites

Prior to Student Teaching all candidates must fulfill the following requirements:

- Minimum GPA of 3.0, B- or better in all previous clinical requirements
- Passing Praxis Core scores or equivalent
- TB test
- State Code Exam
- Proof of HIB training
- Passing Praxis II scores in certification and placement area
- Completed Criminal Background Check

Certain school districts require both the clearance letter and the substitute teacher certificate. In addition to the clearance letter and substitute certificate from the state, individual districts may also require additional documentation including but not limited to: TB test, archived fingerprints, or transcripts.

Other State-Mandated Testing Requirements - World Languages

World Languages certification requires the OPI from the American Council on the Teaching of Foreign Languages. The New Jersey Department of Education requires a passing level of ADVANCED LOW for certification in world languages. Although candidates may student teach prior to passing the OPI, they cannot be certified until they pass. For more information on the OPI, consult the following link: <http://www.actfl.org>

Requirements During Student Teaching

The course requirements for the Certification Semester are the same for all Stockton certification candidates. As a teacher candidate, you are required to enroll in 16 credits. EDUC 4991-Final Clinical Practice is 2 credits, EDUC 4992- edTPA Capstone is 2 credits, and EDUC 4990- Full-time Final Clinical Practice in Education (i.e. student teaching) is 12 credits.

Full-time Clinical Practice in Education EDUC 4990 [12 credits]

A full day, full-time school-based clinical practice spent planning, teaching, and performing other duties expected as part of a teacher's role in a designated area public elementary or secondary school (also referred to as "student teaching"). The experience is supervised by a mentor teacher(s) and University supervisor. Additional time beyond school hours are necessary to prepare lessons, mark papers, schedule conferences, etc. Students must see that personal obligations, including employment, do not interfere with the success of student teaching. This is a full-time, unpaid internship. There are no incompletes awarded. A B- or better is required.

Student teaching follows the calendar of the individual school district and not the University calendar.

Final Clinical Practice Seminar EDUC 4991 [2 credits]

The seminar is a co-requisite course with Full-time Final Clinical Practice (EDUC 4990). Attendance is mandatory. The seminar provides an opportunity for students to reflect on and to apply educational knowledge and skills. Topics include classroom management strategies, instructional skills, professional portfolio design, and employment interview preparation. In addition, a vital component of the seminar is the support it affords teacher candidates as they carry out their duties in the classroom. There are no incompletes awarded. A B- or better is required.

edTPA Capstone EDUC 4992 [2 credits]

This course is designed to support the preparation and completion of the state-mandated performance assessment, edTPA, during the Final Clinical Practice semester. A grade of B- or higher, based in part on the edTPA score received after formal submission is required to be recommended for certification. Absent formal scores, a "C" option permits graduation but is not sufficient for recommendation for certification. See appendices for details.

Models of Student Teaching

The Stockton School of Education utilizes two structures for the student teaching experience: the traditional (Model #1) and the co-teaching model (Model #2).

In the traditional model, a teacher candidate slowly takes over the responsibilities of the classroom teacher serving as the lead during instruction. The classroom teacher serves as a mentor throughout this process with the responsibilities slowly increasing for the teacher candidate throughout the experience.

Co-Teaching is defined as two teachers, mentor teacher and teacher candidate, working together with groups of students- sharing the planning, organization, delivery and assessment of instruction as well as instructional space. (Copyright 2013. The Academy for Co-Teaching and Collaboration at St. Cloud University). In this model, both teachers are actively engaged and involved in all aspects of instruction.

Research done on the co-teaching model has shown that benefits of this model can include:

- Reduce student/teacher ratio
- Enhances ability to meet student needs in a large and diverse classroom
- Consistent classroom management
- Greater student participation and engagement
- Enhanced collaboration skills
- Increase instructional options for all students

The act of co-teaching within instruction takes many forms. Each has the teachers (mentor and candidate) taking on different responsibilities. These include:

- One Teach, One Observe
- One Teach, One Assist
- Station Teaching
- Parallel Teaching
- Supplemental
- Alternative (Differentiated)
- Team Teaching

A traditional model may have some elements of co-teaching within in it, but the true co-teaching experience utilizes one or more of these models on a daily basis.

Sample Student Teaching Schedules

The following samples may be used as guidelines by the mentor teacher, the University supervisor and the teacher candidate to develop a schedule that will provide a successful student teaching experience, depending on the model used. **Not included in this schedule are edTPA-specific tasks.** The timing for the required edTPA tasks are at the discretion of the teacher candidate in full collaboration of all parties noted above. The teacher candidate should consult official edTPA materials, the calendar provided in the Appendices, and edTPA Capstone course materials to determine a realistic timeline for edTPA completion and submission.

Model #1: Student Teaching Schedule for the Traditional Model

*This sample schedule may be modified to fit the situation or unique needs of the teacher candidate, mentor teacher(s), students or school. **Note: Teacher candidates who are continuing their placement from the previous semester should start with weeks Two and Three.***

1. *Week One with Students*

- 1.1. Observe the mentor teacher(s) in his/her classroom (if possible, observe other teachers during the initial weeks)
- 1.2. Become familiar with surrounding environment (i.e., school, faculty, staff, student body, resources, etc.)
- 1.3. Assist in daily routines (i.e., attendance, bulletin boards, recess and lunch room duty, individual/group tutoring)
- 1.4. Discuss curriculum, materials, and resources with mentor teacher(s)
- 1.5. Meet daily with mentor teacher to reflect and prepare
- 1.6. Develop a plan & time schedule to demonstrate competence in all areas

2. *Weeks Two and Three with Students*

- 2.1. Discuss with the mentor teacher possibilities for involvement within school/district, including but not limited to in-services, back-to-school night, and faculty meetings.
- 2.2. Assist and increase responsibility of daily routines
- 2.3. Plan and teach one or two classes
- 2.4. Confer daily with the mentor
- 2.5. Use TaskStream lesson plan form for all formal observations, in addition to using the school-district form
- 2.6. Work with mentor teacher to plan for edTPA learning segment

3. *Weeks Four and Five with Students*

- 3.1. Increase planning and teaching to three classes/subjects
- 3.2. Assume responsibility for daily routines
- 3.3. Increase and continue other activities
- 3.4. Evaluate progress with mentor; Supervisor completes initial progress report
- 3.5. Use TaskStream lesson plan form for all formal observations, in addition to using the school-district form
- 3.6. Continue work with mentor teacher to plan/instruct learning segment

4. *Weeks Six and Seven with Students*

- 4.1. Increase planning and teaching to four classes/subjects
- 4.2. Continue other activities
- 4.3. Prepare for mid-term evaluation
- 4.4. Plan to demonstrate or improve performance in any area where competency is not yet acquired
- 4.5. Use TaskStream lesson plan form for all formal observations, in addition to using the school-district form
- 4.6. edTPA window available for implementation & submission- collaborate as needed

5. *Weeks Eight and Nine with Students*

- 5.1. Increase planning and teaching to five classes/subjects
- 5.2. Assume nearly all the duties and responsibilities of the mentor
- 5.3. Use TaskStream lesson plan form for all formal observations, in addition to using the school-district form for daily lesson plans
- 5.4. edTPA window available for implementation & submission- collaborate as needed

6. *Weeks Ten to End of Semester*

- 6.1. Function as the full-time classroom teacher
- 6.2. Discuss with the mentor teacher plans to facilitate the return of classroom responsibility to the mentor teacher
- 6.3. Complete on-line teacher candidate evaluation forms
- 6.4. Use TaskStream lesson plan form for all formal observations, in addition to using the school-district form
- 6.5. Prepare for the final evaluation

Model #2: Student Teaching Schedule for the Co-Teaching Model

This sample schedule may be modified to fit the situation or unique needs of the teacher candidate, mentor teacher(s), students or school.

*This is a standards based model. Teacher candidates should advance from stage to stage when they and the mentor teacher decide they are ready. **Note: Teacher candidates who are continuing their placement from the previous semester should start with Stage 2.***

Stage 1

1. Gather information and learn the rules of the classroom, school, and district.
2. Discuss curriculum, materials, and resources with mentor teacher(s)
3. Assist in daily routines from the first day. "Out of your seat and on your feet."
4. Begin to use co-teaching models from day one including: one teach /one observe or one teach/one assist.
5. Ask questions about planning, differentiation, and special needs students. Learn all accommodations. The mentor teacher does the majority of the planning
6. Observe other teachers in the grade and school.
7. Use TaskStream lesson plan form for all formal observations, in addition to using the school-district form for daily lesson plans
8. Review elements of edTPA and develop plan/timing for completion

Stage 2

1. Begin to plan lessons in some subject areas in consultation with the mentor teacher.
2. Work on class management and mastery of content.
3. Discuss with mentor teacher the possibility of involvement within the school and district.
4. Increase models of co-teaching and add models including: one teach/one assist, supplemental teaching, and station teaching.
5. Planning done together with mentor teacher. Teacher candidates should be uploading lessons to be observed on TaskStream, while also completing district lesson plans with the mentor teacher.
6. Continue to work on edTPA seeking guidance as needed from mentor teacher planning instruction to coincide with edTPA "windows" (see calendar in Appendices)
7. **Complete by the end of Month One**

Stage 3

1. Develop mastery of content area. Move beyond the textbook where allowed.
2. Increase teaching responsibilities as teacher candidate takes the lead.
3. Increase models of co-teaching to including, parallel teaching, team teaching, and alternative teaching. Teacher candidate should be leading.
4. Teacher candidate takes the lead on planning, but still plans with the mentor teacher. Teacher candidates should be uploading lessons to be observed on TaskStream while also completing district lesson plans with the mentor teacher.
5. Teacher candidates should teach several lessons on their own. (Could be one teach/one observe with the mentor teacher checking for questioning levels, etc.)
6. Continue to work on edTPA seeking guidance as needed from mentor teacher including completion aligned with edTPA submission dates
7. **Complete by the 4th Supervisor evaluation**

Stage 4

1. Continue to lead on lesson planning. Teacher candidates should be uploading lessons to be observed on TaskStream while also completing district lesson plans with the mentor teacher.
2. Utilize all 7 models of co-teaching with teacher candidates in the lead. Teacher candidates should also have solo teaching time.
3. Assume nearly all responsibilities and duties from mentor teacher.
4. Develop an awareness of the broader issues in education and how these issues impact individual students.
5. Discuss with the co-teacher plans to facilitate the return of all classroom responsibilities.
6. Continue to work on edTPA if yet to be completed and submitted for official scoring

Educative Teacher Performance Assessment (edTPA)

The state of New Jersey has mandated this performance assessment for all candidates seeking teacher certification on or after September 1, 2017 during the Final Clinical Practice Semester. As of September 1, 2019, candidates must meet the state cut score for their licensure area as part of licensure requirements. See more details at https://www.edtpa.com/PageView.aspx?f=GEN_NewJersey.html.

What is it?

The edTPA is a subject-specific teacher performance assessment developed by the Stanford Center for Assessment, Learning, and Equity (SCALE) in partnership with the American Association of Colleges of Teacher Education (AACTE). This portfolio-based assessment is completed by a teacher candidate during student teaching and focuses on a learning segment of 3-5 lessons in one class/content area*. (*Elementary candidates focus on two content areas: language arts literacy & mathematics.) The teacher candidate will submit artifacts (i.e., lesson plans, instructional materials, selected videos, assessments, and feedback and student work samples) video clips, and written commentaries as evidence of his/her teaching proficiency.

How does this impact the teacher candidate?

The candidate will be acclimated to the new performance assessment within coursework of the program leading up to and including the Final Clinical Practice Semester (i.e. student teaching). During student teaching, candidates take the course, EDUC 4992 *edTPA Capstone*. This course, consisting of a series of mandatory sessions, will assist candidates with the preparation of and submission of the edTPA assessment. Details are provided later in the appendix and are available at resources noted below.

All work completed as part of the edTPA assessment is the teacher candidate's full responsibility. Mentor teachers and university supervisors will serve as supports in the process but may not directly contribute to the edTPA assessment. Teacher candidates are encouraged to seek input and guidance regarding their planning, instruction and assessment methods early in the term. This will help guide teacher candidates when it comes time to complete edTPA tasks. Suggested timing for edTPA submission is included in the calendar within the Appendices. A candidate must meet the state cut requirement to be processed for licensure. If the edTPA is not completed by the end of term it will delay processing for licensure.

Teacher candidates are given a copy of the edTPA Handbook (HB) based on their major, licensure, and student teaching placement. This HB, along with supporting documents available in a preset Taskstream folio, is the candidate's guide to the edTPA's requirements, structure, language, and evaluation rubrics. It is critically important that candidates read, understand and consistently review the HB, commentary templates and associated documents while working on the edTPA.

Additional edTPA resources

The teacher candidate will receive additional information on the edTPA at the required Student Teaching Meeting and subsequent edTPA Capstone course sessions.

Below are several resources that may help you become more familiar with the requirements of the edTPA. Please take some time to review these sources.

- New Jersey's performance assessment website: <http://www.nj.gov/education/educators/rpr/preparation/assessment/>
- edTPA official site: <https://www.edtpa.com/>
- American Association of Colleges for Teacher Education (AACTE) edTPA site: <http://edtpa.aacte.org/about-edtpa>

Program Requirements, Grading, Retention Standards, and State Standards

Teacher certification at Stockton follows the guidelines set forth by NJAC 6A: 9-10.1 to 9-10.4, the requirements for the undergraduate, post-baccalaureate, and graduate-level teacher preparation programs. The curricula and requirements are designed to help students meet the New Jersey Professional Standards for Teachers and to prepare them to teach subject matter in accordance with the Common Core State Standards and the New Jersey Student Learning Standards.

All required courses in the School of Education professional education sequence are designed to meet state and national standards. All course objectives are aligned with New Jersey Professional Teaching Standards, InTASC, the NEA Code of Ethics, and appropriate national professional organization standards as applicable by subject area.

All students enrolled in required courses in the School of Education professional education sequence are assessed using criteria and rubrics developed cooperatively by the School of Education faculty based on program standards, goals, and objectives.

In addition, teacher candidates are required to maintain a paid TaskStream subscription for the duration of student teaching; TaskStream is an online service that facilitates instructional planning and communication with faculty and fellow students during the professional education sequence of courses. TaskStream will be used to design and share lessons with the University supervisors during student teaching.

All Teacher candidates are responsible for all aspects of preparation and submission to edTPA. Responsibilities include submission fee (\$300) and any necessary retakes (\$100 each). Fees are paid at the time of submission of all tasks of submission; typically, within 5-7 weeks from the start of student teaching.

Disabilities Services via Stockton's Learning Access Program

The School of Education is committed to providing equal educational opportunities for all academically qualified students in keeping with the legal requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act. A teacher candidate with a disability who seeks and is entitled to reasonable accommodations must notify the Learning Access Program at Stockton. It is the responsibility of that staff to verify a candidate's disability, to work with the candidate to identify reasonable accommodations, and to notify the candidate's instructors. Please refer to the Americans with Disabilities website to determine what falls under the definition of Disability: <https://adata.org/faq/what-definition-disability-under-ada>.

Teacher candidates with disabilities should note that fieldwork and student teaching experiences are field-based and therefore may necessitate consideration of accommodations other than those deemed appropriate for a typical University classroom setting. In such instances, accommodations will be considered reasonable and appropriate only when they can satisfactorily offset the disability and maintain appropriate supervision and adequate instruction of all PreK-12 students affected by the field experience.

Teacher candidates with disabilities who will be participating in field experiences should discuss potential needs and concerns with the Program Coordinator and Director of Operations of the School of Education, in addition to the Learning Access Program, well in advance of any fieldwork placement to allow adequate time for planning, including the involvement of fieldwork professors, University student teaching supervisors, the mentor teacher, and the administration of the host school, as appropriate.

Part II: Guidelines for the Teacher candidate

Student Teaching Placements

Student Teaching placements are coordinated and organized by the School of Education. All final decisions regarding placement are at the discretion of the School of Education. In general most students complete full time student teaching in the same placement as Part-Time Clinical Practice II in Education (EDUC 4600) where possible.

A student may not conduct student teaching at a site that has not been authorized and approved by the School of Education. The teacher candidate generally may not be placed in a school where he/she has had a personal or professional relationship (a school that he/she attended and/or graduated, a school where family members are attending or working, or a school where he/she substituted or completed fieldwork).

If a student is placed in a school where that student has had a personal relationship (a school that he/she attended and/or from which he/she graduated, a school where family members are attending or working, or a school where he/she substituted or completed other field work), ***this relationship must be disclosed at the time of the application or at the time of the placement. The disclosure form is in the Teacher Education Handbook Appendix. Failure to disclose this information could result in the termination of the placement and other actions as deemed appropriate by the School of Education.***

Many factors go into a school's decision to accept a student for a student teaching placement. School administrators and prospective mentor teachers may want to interview student teaching candidates. Ultimately, all decisions about who the teacher candidate is placed with rests with the chief school administrator. All placements must be approved by the local Board of Education. When the placement is officially confirmed, the School of Education will notify the teacher candidate. The teacher candidate should then communicate directly with the mentor teacher.

Plan for Student Teaching

- 1) Monitor your Stockton email account regularly in preparation for student teaching.
- 2) Familiarize yourself with the edTPA Handbook for your certification and grade level placement including required tasks.
- 3) Attend the mandatory student teaching meeting (held between August 10-25 or December 5-22 prior to student teaching) at Stockton to discuss expectations, procedures, evaluations and schedules before student teaching begins. Here you will meet your University supervisor.
- 4) Remember, the schedule for student teaching follows the school district calendar, including in-service programs and other professional development that may be offered. For the Fall Semester, you may expect that you will begin the school year several days before the students in that district report for the first day. ***This may be before Labor Day for the Fall Semester. For spring term, you will begin after the holiday break typically directly after New Year's. This is well in advance of Stockton's spring term start.***
- 5) Contact your mentor teacher to discuss placement, schedule and other issues of importance as early as possible.
- 6) Obtain a copy of your proposed teaching schedule including name of class, level and/or grade, room number, and class start and end times. Indicate the sequence in which you will take over subjects or classes. Send one copy of this teaching schedule and class take-over sequence to your University supervisor; email is fine.
- 7) Maintain an active TaskStream account for the duration of student teaching. A TaskStream Direct Response Folio (DRF) is used to house all student teaching documentation. All submissions are required via this DRF system. Review guidelines on this process will be provided by email prior to the start of student teaching.
- 8) Obtain copies of appropriate items and become familiar with:
 - a. The school's administrative structure

- b. The time school begins and ends each day
 - c. The mentor teacher's daily schedule
 - d. The school's website
 - e. The materials (textbook, curriculum, guides) that you will use during student teaching
 - f. The policy the mentor teacher will want you to follow with respect to the preparation of lesson plans and classroom procedures
 - g. The rules for students
 - h. The professional responsibilities of teachers, including the HIB policy, the dress code etc.
 - i. The district policy on the use of social media by staff and by students
- 9) Obtain a copy of the school calendar. Email a copy of the school calendar to your University supervisor. ***Student teaching follows the calendar of the individual school districts and not the University calendar. (pgs. 23-24)***
- 10) It is understood that student teaching is a full semester experience that requires additional time out of school to prepare lessons, mark papers, etc. *Ensure that personal obligations, such as employment, do not interfere with the success of student teaching. Working, even part-time, may negatively affect classroom performance and pupil progress.*
- 11) Do not accept paid employment by the school district in any capacity (ex. no coaching, substitute teaching or as a para-professional).
- 12) Obtain formal approval from the school administration to provide volunteer assistance to a certified district teacher for any trips or extracurricular activities. The teacher candidate must not be paid and should not handle school funds of any sort. The teacher candidate should be under the direct supervision of the mentor teacher or another designated certified district teacher.

Special Situations

1. In the case of consecutive absences by your mentor teacher, the teacher candidate must contact the University supervisor and Strategic Partnership Specialist: fielddirector@stockton.edu.
2. If a student does not complete their edTPA by the time student teaching ends, please notify the field placement office to see if the placement can be extended. When students complete their edTPA in an extended placement they will be responsible to stay in the classroom until the end of the week in order to provide minimal disruption and continuity in instruction for the P-12 students in the room.

Professional Conduct

Attendance

- Be present, punctual, and prepared every day. Arrive early as often as you can. Be prepared to stay late as needed, and show your willingness to attend special functions or athletic events after school.
- Any work or outside obligations should not impact school days or preparation before and after school.
- ***All absences must be made up.***
- Absences, lateness or early dismissals are reserved for serious illness and death in the immediate family. In the case of such an absence, always ***notify the Strategic Partnership Specialist at Stockton, the school office, the University supervisor, and the mentor teacher BEFORE the beginning of the school day if you will be absent.***
- All absences require the teacher candidate to complete, sign and submit the [Request for Absence from Student Teaching Form](#) on page 26. The form has to be submitted to fielddirector@stockton.edu prior to the absence. The form can also be found at <https://stockton.edu/education/current-students/documents/Request-for-Absence-from-Student-Teaching.pdf>.
- Unexcused absences will negatively impact your evaluation or grade. Consult with edTPA instructor for further guidance if class meetings are during the school day.
- Always have emergency lesson plans available. Work with your mentor teacher regarding the development of these plans.

- Follow the school district's calendar. This includes all holidays and vacation days, regardless of whether or not they are the same as Stockton's. Take special note of the district's emergency closing procedures.
- Stockton University School of Education and the NJDOE require a full semester of student teaching.
- No incompletes are awarded in student teaching. (EDUC 4990 and EDUC 4991)

Professional Demeanor

Students are expected to follow the New Jersey Professional Standards for Teachers, the [NEA Code of Ethics](#), and the [Stockton Code of Conduct](#). See <http://www.nea.org/home/30442.htm> and <https://stockton.edu/student-rights-responsibilities/code-of-conduct.html> .

You are expected to be familiar with these, as well as other rules and policies unique to your Student Teaching setting.

Stockton asks that teacher candidates follow basic courtesies and standards of professional conduct, including but not limited to the following:

- Use Stockton email account exclusively for all communication in professional matters.
- As soon as you receive your fieldwork confirmation, please contact the school immediately. Identify yourself as a student in the School of Education Program at Stockton, give them your name, and schedule a time to meet with the mentor teacher. **Note: In summer, many teachers do not check their email.**
- Be prompt and attend as expected. Follow the school's procedures for check -in upon entering or leaving the building.
- Do not discuss school matters outside of a professional context. The professional context includes teachers, school administrators and other educational personnel, University supervisor, and the School of Education faculty. Rumors and statements based on misconceptions or half- truths can cause embarrassment to the school community, the School of Education, the University, and to the teacher candidate.
- **Most school districts have implemented strict guidelines on the use of electronics by both students and staff. Make certain that you have read these local guidelines.**
 - Do not contact or interact with students in any way outside of the classroom or school setting. No social networking, online interactions, meetings outside of the classroom or school setting, or nonprofessional contacts with students of any kind are allowed.
 - If a student makes any attempt to interact with you in any way outside of the academic setting, including online email or social networking, do not respond. Report the attempted contact to your mentor teacher, fieldwork instructor, and Strategic Partnership Specialist immediately.
 - Do not use any personal electronic devices while you are engaged in your clinical placements. This includes texting while in the classroom.
 - Do not discuss your clinical placement on any social media
 - Do not take photographs of your students; this includes any and all internet- based photo apps, unless you have signed release forms from your mentor to do so.
 - Any video required for instructional purposes must be approved in advance. For all edTPA- related work, follow Stockton University protocol for recording devices, video storage, upload (and supervision, if required). Any deviation from this policy will result in taking personal responsibility for any issues that occur.
 - Please leave your phone in your vehicle.
- Always wear appropriate professional attire. Become familiar with and adhere to the school's policy on teacher dress code. Exercise discretion and cover body art, such as piercings and tattoos
- Pupils may have allergies to cologne and /or heavily scented products; do not use these while in contact with pupils.
- Always use appropriate professional language.

- In the public schools, students do not call teachers by their first names. As a professional educator, the teacher candidate should always be addressed as Mrs., Ms., Mr., or whatever title is appropriate.
- Follow all general school policies regarding such things as chewing gum, eating, smoking, parking, etc.
- Make effective use of planning time to reflect, improve lessons or provide student feedback.
- Do nothing to undermine the delicate relationship between a teacher and his/her students. Remember you are a guest in this classroom. Always follow the classroom teacher's directions when working with his/her students.
- Approach any suggestions or questions with the mentor teacher and/or university supervisor privately and respectfully.
- Expect continued analysis of your classroom performance by experienced educators. Accepting constructive criticism without defensiveness and incorporating that feedback into future lessons is an essential part of your own professional development.
- Teacher candidates are expected to abide by all professional conduct guidelines including Stockton University, the School of Education, state of NJ, and school district. Any violation or issues with these expectations can lead to further actions that may interrupt or terminate the student teaching experience.

Preparing for a Formal Teacher and/or University Supervisor Observation

Prior to the Observation

1. In planning your lesson, review the *Danielson Framework for Teaching*, Standards, and discuss your plans with your mentor teacher.
2. Submit a complete lesson plan form using Stockton's template on TaskStream three to four days before the date of the observation. This plan should thoroughly detail all that is to be taught and contain any materials or assessments you intend to use. (A thorough lesson plan tends to be approximately 3-4 pages in length).
3. Review and revise the lesson plan based upon the suggestions of the University supervisor.
4. Confirm the date, time and location of the observation with the school to check for any conflicts in the schedule that would have an impact on the observation.
5. Confirm the date, time and location with the University supervisor and the mentor teacher.

Post Observation

1. Provide a formal written reflection on your performance within 2 days of the observation within the TaskStream lesson under "Author's Reflections/Critical Analysis" using the "comment" feature.
2. Review feedback from the formal observation form completed by your mentor teacher and/or supervisor available via the TaskStream system.
3. Discuss feedback and suggestions by the mentor teacher and supervisor in preparation for future visits.

Summative Evaluations

There are three summative evaluations that will take place during the course of student teaching which include the initial progress report, midterm evaluation and final evaluation. These do not require additional visits and serve to capture overall progress to date during the semester. Observations of the supervisor and mentor teacher are reviewed as part of this evaluation progress. For the initial progress report and midterm, teacher candidates are rated using the *Danielson Framework for Teaching* to provide an indicator of progress and support future observations. Considerations include **all performance actions and behaviors**, as outlined in the handbook. (Actions extend beyond actual instruction and may include but are not limited to late submission, lack of timeliness, or not following direct instructions). If a teacher candidate is showing insufficient progress, the supervisor may consult with the Strategic Partnership Specialist to determine if additional course of action is needed. For the final evaluation, all previous observations and evaluations of both the supervisor and mentor teacher are utilized to determine overall performance and a grade for student teaching.

Student Teaching Exit Survey

A Teacher Education Program Exit Survey is completed electronically at the licensure intake session after graduation. This survey includes a series of Likert-style questions aligned to the New Jersey Professional Standards for Teachers and InTASC Standards. Additionally, you will be prompted to reflect on the value of courses completed, field experiences, and your satisfaction with the student teaching semester. The responses you provide help to inform program practices and maintain a thorough, well-structured curriculum for preservice teachers so please take time to do this thoroughly and thoughtfully. The forms will be sent directly to the teacher candidates, who will complete them on-line.

Part III: Guidelines for Mentor Teachers

A mentor teacher is a full time teacher in a public school in New Jersey. He/she holds a standard New Jersey certificate in an instructional area in which the teacher candidate seeks certification.

Modeling exemplary classroom practice, a mentor teacher communicates and collaborates with the teacher candidate on a daily basis and offers the teacher candidate creative opportunities to apply theories and principles studied in the University classroom.

A mentor teacher remains an active part of the classroom and provides opportunities for the teacher candidate to test out various teaching practices, create and teach his/her own lesson plans, complete edTPA-related tasks, assess students' learning, and learn to become a reflective practitioner, the mentor teacher--

1. Is willing to accept the responsibility for the guidance of a teacher candidate;
2. Demonstrates sound teaching practices and can articulate their purposes, methods, and philosophies;
3. Utilizes effective coaching and mentoring skills;
4. Shows a desire to grow professionally and encourages others to do the same; and
5. Have a minimum of three years of teaching experience, including one within the school district;
6. Be a full-time school district faculty member with demonstrated expertise in the field of mentoring/supervision; and
7. Be rated, beginning August 1, 2016, as effective or highly effective on his or her most recently received summative evaluation, pursuant to N.J.A.C. 6A:10-4.

Prior to the beginning of the student teaching experience, the teacher candidate is expected to contact you. The University supervisor will also meet with you and the teacher candidate at the beginning of the semester. At this time, the University supervisor will assist you in setting up a TaskStream account.

General Orientation Guidelines

School Community

Assist the teacher candidate in becoming part of the school community. Introduce him/her to the students and the faculty. Please make the parents aware of the new face in the classroom.

Please smooth the transition for the teacher candidate to become a professional educator.

1. Prepare your classes for the arrival of the teacher candidate. Make sure the teacher candidate's name is on the door along with the classroom teacher.
2. Make sure that your teacher candidate has a space to work and lock up their belongings.
3. Introduce the teacher candidate to the other staff members. You may wish to make a formal introduction at a faculty or department meeting.
4. Introduce the teacher candidate at parent meeting and conferences.
5. Provide the teacher candidate with demographic information about the school community.
6. Please consult the student teaching model (traditional or c-teaching) based on the model you select for guidance on weekly duties and responsibilities. (See p.4-5)

School Policies, Procedures and Facilities

All master teachers know the policies and procedures that are followed in the school - both written and unwritten. Be sure that the teacher candidate is aware of both the written and unwritten policies and procedures, including district's HIB policy.

As the semester progresses, please make sure that the teacher candidate understands the procedures that are followed in your classroom. From taking attendance to fire drills, the teacher candidate will ultimately be responsible for all classroom routines. This includes the procedures that must be followed on duty periods (playground, cafeteria, study halls). Whatever you do, he/she must be able to do.

1. Assist the teacher candidate to become acclimated to the school facility. Find a location (desk and cabinet) where the teacher candidate can work and keep personal and professional materials. Identify those areas of the building that are for staff use only. Point out rest room facilities, cafeteria, parking areas, etc.
2. Assist the teacher candidate to become acclimated to the school philosophy, rules, and procedures.
3. Be aware that Stockton's expectations for the teacher candidate dress code may exceed the district practice

Planning and Teaching

The teacher candidate may or may not realize the constraints that teachers must follow in planning lessons (BOE- approved curricula; grade-level expectations; state testing mandates). Please help the teacher candidate to navigate the larger issues in curriculum and instruction. Encourage the teacher candidate to try out his/her own plans and ideas. It is important when planning not to just discuss curriculum, ideas, and resources, but also to ask questions about goals and objectives, pedagogical approach, and assessment methods. You may wish to use the Danielson Framework for Teachers as a guide for your discussions. (See Appendices for details.)

The teacher candidate will be required to use both the Stockton University TaskStream lesson plan format for university evaluation purposes and also for the mentor teacher evaluations you will send to the university. School district required lesson plans are fine for use in daily and or weekly planning. The Taskstream lesson is designed to be thorough in nature and often much longer than a plan a seasoned teacher will write. The document should reflect a candidate's full understanding of all aspects of planning as outlined in the template. (A well-written, thorough lesson plan will be approximately 3-4 pages in length and include discussion of learners, resources to be used, details on all assessment methods (formative and summative), and a detailed procedure utilizing an instructional model (i.e. inquiry, direct, three-phase, etc.) including key concepts to be taught, academic language to be used, key questions, and timing of activities.

As you remember from your first years in the classroom, getting the timing right is one of the most difficult hurdles in lesson preparation. The teacher candidate must learn that he/she needs to foresee difficulties that may arise and must be able to plan positively to take care of them.

Please make time for the teacher candidate to debrief with you daily. The teacher candidate is just that: a teacher candidate, so expect that there will be mistakes and errors in judgment during the semester. Part of learning is making a mistake and learning how to recover. You serve a vital function as a mentor for the teacher candidate. You both may wish to keep a journal to jot down thoughts during the day to help inform your conversations later when things are not as busy.

Teachers often wish to be helpful and provide their own resources to the teacher candidate while telling them to "make it their own." Unfortunately this does not teach the teacher candidate to curate their own resources and encourages them to become a mini-me rather than develop his/her unique teaching style. You know why you selected a resource, but that is not always obvious to the teacher candidate. Have the teacher candidate hunt for resources and explain the rationale for using those items that makes connections to the needs of the class and goals and objectives of the lesson. Then you can discuss what resources you have used in the past.

When planning for instruction, be mindful that the teacher candidate will be evaluated using the Danielson Framework. Using the rubric as a guide can help to inform conversations and planning. (See Appendices for link to access a free copy online.)

Building Classroom Management Skills

As a mentor teacher, you know that the most difficult area for teacher candidates is often classroom management. The beginning of classroom management is building a rapport with the students. Please assist the teacher candidate in developing methods for the management of diverse groups of learners; stressing that planning and preparation both go far in mitigating classroom disruptions.

Providing Feedback

Feedback from you is essential in helping the teacher candidate develop as a professional. Be straightforward, detailed, and clear. The ultimate goal is for teacher candidates to become self-assessing and reflective professionals. **REMINDER: There is no coaching on the content of the edTPA.** Avoid giving direct feedback on any items that will be submitted for edTPA.

Assuming the Responsibility for the Classroom

Meet and Greet

Prior to the first week, hold a meet and greet with your teacher candidate and the University supervisor. There you will discuss expectations for the teacher candidate and a schedule for what subjects/classes will be taken over and in what order. You should expect this meeting to take an hour. At this meeting, the University supervisor will assist you in setting up the TaskStream account that you will be using for the duration of student teaching.

Lesson Plans/Unit Plans

Reach an understanding early with the teacher candidate concerning the form and due dates for weekly lesson plans and unit plans so you have time to review before the lesson is taught. If your lesson plans are due a week ahead of time, so are your teacher candidate's. Keep in mind that you will be responsible for four Stockton Danielson-based observations, using the university's format. (See appendices for timing of observations.)

Specify what units of work are to be covered during the time the teacher candidate is in charge of your class/classes. Reach a clear understanding of what you would like your class/classes to accomplish during the student teaching experience. Discuss the grading system and data management system where applicable.

Parent Contact

Please ensure that you provide modeling for your teacher candidate on the many forms of parent contact. Teacher candidates should never contact parents without you being present (in person or on the phone) or copied (in email).

504/IEP

Please ensure that your teacher candidate reviews any 504s or IEPs for the students in your class and you discuss the accommodations and resources available to help meet the needs of those students. Teacher candidates will be responsible for making the appropriate accommodations for students in their lesson planning, teaching, and assessing.

Other Employment by the School District

During the period of student teaching, a teacher candidate is not to be employed by the school district in any capacity (Example: NO coaching or substitute teaching).

Extracurricular Activities and Chaperoning

If a teacher candidate chaperones student trips or assists with sports or other extra-curricular activities, the school administrator must give formal approval and the teacher candidate must always be accompanied by a certified district teacher. The teacher candidate must serve without remuneration and must not handle school funds unless under your direct supervision.

edTPA-specific Planning & Instruction

The edTPA assessment is the **responsibility of the teacher candidate**. Their work will include planning the content and timing of the required lesson elements, arranging for video recording during implementation, and gathering documentation of the process. As part of this process, the teacher candidate may be released from their placement to attend mandatory sessions as part of their required EDUC 4992 *edTPA Capstone* course. Consult teacher candidate's capstone syllabus for dates and times.

The teacher candidate should work collaboratively with you and the University Supervisor to set up a plan for completing his/her edTPA work and alert you to any specific requirements that require your input. **You may NOT provide direct feedback on any part of the actual edTPA submission (in other words, no coaching!)** Your work should be supportive in nature such as providing details regarding learners' specific needs, curricular resources to reference, guidance on timing of the instruction, and assisting with video capture. A full document discussing acceptable support of the teacher candidate can be found at and also in the appendices of this handbook: <https://www.edtpa.com/content/docs/guidelinesforsupportingcandidates.pdf>.

Formal Evaluation Procedures

Formal Evaluations by the Mentor Teacher

You will be asked to complete four formal evaluations on single lessons and the summative mid-term and final using the **Danielson Framework for Teaching aligned forms**. Forms are housed and prepared via the free TaskStream account you are provided. Forms are housed and prepared via the free TaskStream account. An email from the School of Education will be sent to you at the start of student teaching containing details for registering and accessing this system.

1. Please choose responses in the appropriate section of the forms; comment boxes are provided so additional written feedback can be added to explain your reasoning for the rating.
2. Discuss the ratings and comments with the teacher candidate. Once submitted, the evaluation form is housed on TaskStream where it is available to the University supervisor, teacher candidate and Strategic Partnership Specialist. (Please keep a physical copy for your records.)
3. The calendar in the Appendix will indicate specific dates by which the evaluation forms must be completed and submitted. These dates are meant to coincide with planned visits of the University supervisor who will want to read your report before observing the teacher candidate. Normally, your evaluations should take place at the end of three weeks, six weeks, nine weeks, and twelve weeks of student teaching.
4. NOTE: You may NOT complete an evaluation for the edTPA-recorded lesson or the same lesson content that the University supervisor is evaluating.

Daily Debriefing

In no way should these formal evaluative procedures supplant the regular daily debriefing and discussions with the teacher candidate.

edTPA Related Changes to the Schedule

NOTE: Due to edTPA assessment training, teacher candidates will be reporting to Stockton's campus on either Wednesday afternoon (spring 2020 only) or Friday morning for 5-6 sessions and will not be in your classroom. See edTPA Capstone syllabus for dates.

Important Note on Grading

The minimum grade requirement for successfully completing Student Teaching is a B minus (B-). Should a student's grade fall below a B-, a full semester of Student Teaching must be repeated to be recommended for certification.

Mid-Term and Final Evaluations

You also will complete the midterm and final evaluations. These evaluations are used in conjunction with University Supervisor evaluation to determine a student's grade. Follow the procedure as outlined above.

Final Determination of the Grade

The University supervisor will determine the grade after consultation with the mentor teacher. The final determination of a grade for student teaching rests with University supervisor.

Observations by the University Supervisor

Observations by the University Supervisor

The School of Education will assign one University supervisor to work with the teacher candidate. This supervisor will make a minimum of seven bi-weekly visits. A School of Education faculty member or administrator may make an additional observation. It is not necessary for you to stay in the classroom during the University supervisor's observation of the teacher candidate.

Consultation with the University Supervisor

When a University supervisor from Stockton is at the school observing the teacher candidate, please consult with him/her separately and then also with the teacher candidate and the supervisor together. Share your evaluation of the teacher candidate and his/her progress. Be candid in your assessment of the strengths and weaknesses and report problems that the supervisor can help solve. **Please discuss criticisms and problems as they arise during the semester.** Your valuable feedback will be considered in the final evaluation of the student.

Contacting the University Supervisor

If a situation arises that requires discussion with the University supervisor and you are unable to reach them directly, feel free to contact the Strategic Partnerships Specialist of the School of Education at the email below.

fielddirector@stockton.edu

Mentor Teacher Survey

Mentors will complete a short survey of their experience as a mentor teacher with Stockton Students and Supervisors. This survey will be emailed to you. Upon completion you will get your PD certificate and your Honorarium.

Honorarium Payment and Contact Information

The School of Education will email an honorarium form (agreement) and a W-4 to you.

Please complete and sign both forms and return forms to the School of Education as soon as possible by email. (Scanning the forms and attaching them to the email to Karen.digirolamo@stockton.edu works best.) You will receive the honorarium payment at the completion of the semester.

For questions about this process, please contact karen.digirolamo@stockton.edu.

Part IV: Guidelines for the University Supervisor

A University supervisor is an experienced teacher and/or school administrator who has recently worked in the public schools and/or has recently supervised teacher candidates in the public schools.

The University supervisor:

1. Is employed by the Stockton University of New Jersey for the purpose of supervising the teacher candidates; he/she may be a member of the University faculty
2. Accepts the responsibility for the guidance of one or more teacher candidates
3. Recognizes sound teaching practices and can articulate their philosophies, purposes, and methods
4. Shows a desire to grow professionally himself/herself and to promote the professional growth of novice teachers
5. Has at least a master's degree in education (e.g., teaching of a subject area or grade level, school administration, supervision and curriculum)
6. Have had experience supervising, consulting, or otherwise working in an elementary and/or secondary school in contact with classroom teachers within the previous two years for all instructional certificate programs with the exception of the preschool endorsement; for preschool programs, the supervisor shall have had experience supervising, consulting, or otherwise working in an early childhood setting.
7. Understands the principles of planning, evaluation, supervision and curriculum development
8. Familiarity with the *Danielson Framework for Teaching* Evaluation, the SGO, SGP, New Jersey Student Learning Standard, and edTPA

Before Student Teaching

- A. At the **mandatory** student teaching meeting, confer with the teacher candidate to clarify procedures and to develop a rapport before the teacher candidate leaves campus to begin student teaching.
- B. Make sure the teacher candidate has the necessary information to contact you; make sure you use your **Stockton.edu** email address for all University-related matters.
- C. Make sure that you have an active **TaskStream** account and are able to access the Stockton GO Portal System.

Supervision of the Teacher candidate

- A. Participate in supervisor training each semester with annual inter-rater reliability exercises.
- B. Visit the school and the mentor teacher(s) at the beginning of student teaching. This is the *Meet and Greet Session*; reserve at least an hour for this meeting, as there are many issues regarding planning and paperwork, including assisting the mentor teacher in logging into the TaskStream system.
- C. Plan visits (minimum of seven) to observe the teacher candidate and to confer with both the teacher candidate and the mentor teacher at each visit. Coordinate your visits with the teacher candidate and the mentor teacher, using the school calendar provided. If possible, have the visit coincide with the conference period/prep period. During the semester, the Dean of Education or her appointee or other faculty from the University may also visit the teacher candidate.
- D. Work with the teacher candidate and mentor teacher to arrange and structure the timing for the completion of edTPA tasks. **Formal observations may not take place at the same time as edTPA lesson implementation.** Supervisors who have been requested by school districts to be present for edTPA lessons should consult with the Strategic Partnership Specialist for responsibilities and compensation.
- E. Notify the principal's office of your presence in the school on each visit.
- F. Confer with the principal, department chairperson, supervisor or other designated administrator frequently, if possible.
- G. At a minimum, stay for the complete lesson on each school visit in order to observe the teacher candidate's classes. Confer with both the mentor teacher and the teacher candidate before you leave.

- H. You should expect the teacher candidate to submit a lesson plan on TaskStream to you in the Stockton University format 3 to 4 days before the observation for your review. Lessons should be thorough with enough detail to have a full understanding of what is to be taught and how it is to be accomplished. (The rule of thumb is 3-4 pages in length.) Comments made should be documented within the TaskStream lesson and given to the teacher candidate prior to completing the formal observation of the lesson reviewed.
- I. The written commentary or formal observations must be more than descriptive in nature. Focus on evidence from observation identifying both areas of both strength and for improvement. Specific recommendations should be made for instructional strategies aimed at strengthening of the areas for improvement.
- J. Your evaluations should be submitted to TaskStream for both the teacher candidate and the mentor teacher to read, as soon as possible, but no later than the next visitation date.
- K. If any problems arise that the teacher candidate and the mentor teacher(s) cannot resolve, the teacher candidate or mentor teacher should contact the University supervisor who - in turn - will contact the Strategic Partnership Specialist.
- L. Occasionally, a student is unable to meet the performance standards of student teaching or a student comes to the realization that he/she does not wish to pursue a career in teaching.

The final grade will be determined by the University supervisor in consultation with the mentor teacher.

Responsibilities to the School of Education

Meet and Greet

You are asked to make a minimum of seven visits. The first meeting (the Meet and Greet) should occur within the first week or so of the experience. This initial visit is to acquaint you with the school and mentor teacher, and to assist with TaskStream. You should review the calendar provided in the appendices including required observations and timing options of the edTPA assessment (done early in the experience).

Classroom Observations

After the initial meeting, your next six visits will be classroom observations. University supervisors shall observe each assigned candidate at least once every other week during the candidate's semester of full-time clinical practice. After each of these, please submit the required evaluation form on TaskStream to the School of Education. NOTE: You may NOT complete an evaluation for the edTPA-recorded lesson, or the same lesson content that a mentor teacher is evaluating.

Initial Progress Report

The initial progress report is completed after the 2nd observation and serves as a summative indicator of a teacher candidate's performance to date. The report is designed to offer insight on the candidate's contributions in planning and instruction as well as their overall behavior and professionalism. While this report is done early in the experience, it serves to document any early concerns or areas in need of growth that will be important to candidate success. Rate teacher candidate accordingly giving specific written feedback to support ratings. Low ratings are a sign of areas for improvement. It is essential that ratings reflect performance so that candidates are aware of any areas for improvement and what is needed to meet program expectations of performance. If your candidate has issues that could impede success beyond those normal for a new teacher candidate such as unpreparedness/tardiness or if there are other issues with the placement, please notify the Strategic Partnership Specialist and Dean of the School of Education immediately. This allows for additional support and early intervention to take place where needed.

Support the Candidate in Completing the edTPA

As noted earlier, you should NOT evaluate the candidate when they are completing their edTPA instruction. As a summative assessment, the edTPA should represent a teacher candidate's own, authentic work. As such, you should not provide direct feedback on edTPA artifacts (e.g., lesson plans, instructional materials, video clips, or

student work samples) to your candidate. Lesson plans and other artifacts prior to the completion of the edTPA can be evaluated with feedback provided to the candidate and used as formative experience, shaping their work on the edTPA. During formal observations of your candidate, you are encouraged to provide commentary and constructive feedback with attention to areas emphasized within the edTPA. Consult provided EdTPA Handbook and training materials on ways you can appropriately support your teacher candidate.

Mid-Term Evaluation and Review of Progress

The student teaching is a growth model of instruction. The midterm evaluation is a summative evaluation of the teacher candidate's performance to date including all previous formal observations and input from the mentor teacher. This evaluation is completed after the 4th observation. Evaluation will include a level of performance for all domains of Danielson Framework. Levels of performance should be noted with commentary to support each rating given. Areas of strength and need for improvement should be articulated in comment areas provided. The evaluation should be discussed with the teacher candidate and mentor teacher. In addition, the mentor teacher will be asked to complete a separate midterm evaluation. If the teacher candidate is not making sufficient growth by mid-term provide ratings to indicate areas for improvement with specific commentary articulating deficiencies in performance then please contact the Strategic Partnership Specialist as soon as possible.

The Strategic Partnership Specialist is the "teacher of record" for the student teaching course.

Final Evaluation

The *Final Evaluation Form* is completed after the 6th or last observation (if additional visits are planned). This serves as a summative evaluation of the teacher candidate's performance for the full semester. All previous observations, evaluations, and input from the mentor teacher should be considered prior to completing this form. Evaluation will include a level of performance for all domains of *Danielson Framework for Teaching*. Responses should include ratings for each component within *Danielson Framework for Teaching* and written commentary to support the ratings. You will also indicate a grade for the student teaching experience. The grade should align with ratings, commentary, and conform to grading policy (see p.22). This form should be discussed with the student and mentor teacher. The mentor teacher will also be asked to submit his/her own separate mid-term and final evaluation form; however, you make the final judgment of performance in consultation with the mentor teacher.

Special Problems/ Issues

If any other problems arise, the University supervisor should call the Strategic Partnership Specialist at the School of Education (609) 652- 4688. The University supervisor should feel free to discuss a problem, even after the first supervisory visit, should he/she sense that there would be difficulty in resolving it satisfactorily. Serious problems should be documented in writing and, if warranted, a student teaching experience may be discontinued or terminated.

Supervisor Teacher Survey

Supervisors will complete a short survey of their experience at the end of the semester. The survey gathers feedback on the student teaching structure including your experiences with the mentor teacher.

Payroll and Travel Expenses

Complete the required payroll and travel forms and submit these electronically to the School of Education in a timely manner.

Part V: Student Teaching Termination Procedures

Definition

There are three types of termination:

- school district termination, generally arising after a breach or unexpected situation, which follows the School District Procedure, below
- School of Education termination, generally arising for academic or behavioral reason, which follows the University Procedure, below
- self-termination, a teacher candidate who decides to withdraw voluntarily, which follows the Self-Termination Procedure, below

Follow All Applicable Policies and Procedures

Teacher candidates must adhere to the policies and procedures of

- the University (Campus Conduct Code as found in the University Bulletin and Student Handbook); and
- the School of Education (Teacher Education Program & Student Teaching Handbooks); and
- the school building and district where they are completing their placement; and
- the New Jersey Professional Standards for Teachers (N.J.A.C.6A: 9).

A breach of any of the above may result in student teaching termination.

Reasonable Cause

Students may be considered for termination following verifiable reports of low performance, unprofessional or unethical conduct, and/or multiple reports of a student's lack of capacity for appropriate teaching dispositions. Reasons for termination include, but are not limited to, inadequacy, incompetency, insubordination, and ethical misconduct. Stockton's School of Education will inform students on reasonable cause as soon as we have verified reports. However, according to their own jurisdiction, a school district holds the right to terminate a teacher candidate at any time. This Handbook provides for a strict limit of one re-attempt for Student Teaching, provided that the situation does not result in dismissal from the program and/or university.

School District Procedure

Placement: Generally, the School of Education is formally alerted to a school district concern, which is immediately referred to the Dean of Education. In the case of a school district requesting termination, the decision of the school district is final and not subject to appeal.

Program: Students must attend a post-termination meeting with the Dean, Program Coordinator and Strategic Partnership Specialist. The Program Coordinator communicates the outcome(s) of this meeting to the Dean of Education. If a reattempt at student teaching is requested, this too is communicated to the Dean who makes the decision on whether a student may be granted a second and final attempt.

Academic Affairs/University: Based on the circumstances, the Dean may opt to refer relevant aspects of the situation to the Provost's or Dean of Students' offices.

University Procedure

Placement: A situation that appears to warrant termination will be investigated by the Dean of Education, who will make every effort to gather information from multiple sources (University supervisor, appropriate faculty, school administrator(s) and mentoring teacher(s)) regarding the situation). Once the investigation is complete, the Dean makes a recommendation to the Strategic Partnership Specialist for appropriate action on the placement. The Strategic Partnership Specialist makes the final decision regarding placement.

Program: As warranted, the Strategic Partnership Specialist will also notify the Program Coordinator if a program level meeting is required. The Program Coordinator communicates the outcome(s) of this meeting to the Dean of Education including an improvement plan that must be met the student if a second attempt of student teaching is to be granted. The plan may include credit bearing course work during an additional semester of study.

Academic Affairs/University: Based on the circumstances, the Dean may opt to refer relevant aspects of the situation to the Provost's or Dean of Students' offices. The Provost will make the final decision regarding the student's status with the University.

Self-Termination Procedure

Placement: Teacher candidates who find it necessary to terminate their placement must notify their university supervisor and the Strategic Partnership Specialist. The Strategic Partnership Specialist makes the final decision regarding placement and notifies the Program Coordinator to set up a Program level meeting.

Program: Students who self-terminate their placement must meet with the Program Coordinator to review their exit and/or re-entry plans. In the case of reported performance issues by the Supervisor and/or Mentor teacher that may have led to self-termination, an improvement plan will be written should the student wish to seek a second attempt at student teaching. The Program Coordinator records the outcome of this meeting in the student's record and notifies the Strategic Partnership Specialist.

Academic Affairs/University: Students who self-terminate and wish to re-attempt Student Teaching, must follow all applicable policies regarding leaves of absence and matriculation.

Charges for Incurred Expenses

Should a student be terminated, or self-terminate at any time once student teaching begins, she/he will be assessed accordingly for University expenses already incurred, i.e. tuition & fees, mentor teacher's honorarium, student teaching supervisor fees, administrative costs, etc. Any monetary refunds are subject to student teaching timetables (fall/spring) and University policy. Note: the student teaching experience begins approximately three weeks prior to the official start of classes for the spring term.

Grading/Withdrawal

Grading and withdrawal procedures will be determined on an individual basis according to the policies outlined by the University, and at the discretion of the Dean of Education. No incompletes will be awarded in student teaching (EDUC 4990 and EDUC 4991). There are only two attempts permitted for student teaching. If you plan to register for your second attempt, you must first meet with the Program Coordinator for a debrief of your first attempt to design and implement a professional improvement plan. After the improvement plan has been successfully completed, the Program Coordinator and Dean may grant you to continue to your second and final attempt to pass student teaching.

Part VI: Student Teaching Grading Policies

Assigning the final grade for student teaching is the responsibility of the supervisor. The grade should reflect the supervisor's professional judgment of the teacher candidate's overall performance during the semester based on all observations, evaluations and include consideration of input from the mentor teacher. To be recommended for certification, the teacher candidate must earn a grade of B- or higher and have demonstrated Basic levels of competence in all four domains assessed: (1) Planning and Preparation, (2) Classroom Environment, (3) Instruction, and (4) Professional Responsibilities.

Note: If a student is performing at below Basic levels of competence at the Initial Progress Report or Midterm Evaluation, the supervisor must notify the School of Education no later than the Mandatory Midterm Summary Performance Review.

Final Grades

Final grades are determined using the following rating breakdown based on *Danielson Framework for Teaching* levels of performance. Each component is judged on a 1 to 3 scale (1-unsatisfactory/developing, 2-basic, and 3-proficient). Ratings for components of all domains are averaged to determine the final grade. This practice is modeled against state guidelines for performance expectations of novice teachers. (See <https://www.state.nj.us/education/AchieveNJ/resources/scoring.shtml> for details.) The following grading scale will be used for determination of the final grade for student teaching (EDUC 4990):

<u>Grade</u>	<u>average rating</u>
A:	2.6-3.0
A-:	2.5-2
B+:	1.9
B:	1.8
B-:	1.7
C:	1.6 or lower

A Range (A or A-) —Indicates that the teacher candidate has consistently met all expectations of the program, supervisor, and mentor teacher throughout the course of the semester as determined by the overall performance rating within all domains of the *Danielson Framework for Teaching*.

B Range (B, B+, or B-) —Indicates that the teacher candidate has generally, but with some inconsistencies, met the expectations of the program, supervisor, and mentor teacher during the semester as determined by the overall performance rating within all domains of the *Danielson Framework for Teaching*.

Grades below B- indicate that a student will not be recommended for certification. A supervisor with a teacher candidate performing below Basic levels must communicate with the School of Education prior to issuing a grade.

The minimum grade requirement for successfully completing Student Teaching is a B minus (B-). Should a student's grade fall below a B-, a full semester of Student Teaching must be repeated to be recommended for certification (again at a level of B- or higher). The School of Education reserves the right to determine whether or not the student will be permitted to repeat Student Teaching, after reflection and completion of a professional improvement plan which may takes an additional semester. See page 22.

The grade appeals policy can be accessed from the Stockton Home Page under Academic Affairs/Policies & Procedures.

As with all other Professional Education Requirements, a student may not register for Student teaching more than twice.

No incompletes are awarded in student teaching.

Student Teaching Calendars

Calendar Fall 2019

<u>Supervisor</u>		<u>Important Dates</u>		<u>Mentor Teacher</u>	
Date	Visit/Observation	Date	Visit/Observation	Date	Visit/Observation
9/3 - 9/6	Meet and Greet	September 2019			
9/9 - 9/20	1st Observation by Supervisor	9/2 Labor Day		9/9 - 9/27	1st Observation by MT
9/23 - 10/4	2nd Observation by Supervisor & Progress Report				
10/4	Progress Report	October 2019			
10/7 - 10/18	3rd Observation by Supervisor	10/14 Columbus Day		9/30 - 10/18	2nd Observation by MT
	edTPA window			10/18	Midterm Evaluation
	edTPA window				
10/21-11/1	4th Observation by Supervisor			10/21 - 11/8	3rd Observation by MT
11/1	Midterm Summary Performance Review by Supervisor	November 2019			
		11/5 Election Day			
		11/7-8 NJEA Convention Atlantic City			
11/11 - 11/22	5th Observation by Supervisor	11/11 Veterans Day		11/11 - 11/29	4th Observation by MT
11/18 - 11/29	6th Observation by Supervisor	<i>11/12 Final day to withdraw from course with W grade.</i>			
		11/28 Thanksgiving			
12/3-12/6	Final Performance Review by Supervisor	December 2019		12/6	Final Performance Review by MT
12/6	Final Day of Student Teaching (Unless absences require additional days of student teaching)			12/6	Final Day of Student Teaching (Unless absences require additional days of student teaching)
		12/17 Term ends			

Calendar Spring 2020

Supervisor

Date	Visit/Observation
1/2-1/10	Meet and Greet
1/13-1/24	1st Observation by Supervisor
1/27-2/7	2nd Observation by Supervisor & Progress Report
2/7	Progress Report
2/10-2/21	3rd Observation by Supervisor
	edTPA window
	edTPA window
2/24-3/6	4th Observation by Supervisor
3/6	Midterm Summary Performance Review by Supervisor
3/9-3/27	5th Observation by Supervisor
3/30-4/10	6th Observation by Supervisor
4/12-4/17	Final Performance Review by Supervisor
4/17	Final Day of Student Teaching (Unless absences require additional days of student teaching)

Important Dates

January 2020
1/1 New Year's Day
1/2 School starts
1/20 Martin Luther King Day
February 2020
2/17 President's Day
March 2020
3/15 - 22 Stockton Spring break
April 2020
4/9 Final day to withdraw from course with a W grade.
4/10 Good Friday
4/12 Easter Sunday
May 2020
5/1 Term Ends
5/15 Commencement

Mentor Teacher

Date	Visit/Observation
1/13-1/31	1st Observation by MT
2/3-2/21	2nd Observation by MT
2/21	Midterm Evaluation
2/24-3/13	3rd Observation by MT
3/16-4/3	4th Observation by MT
4/6-4/10	Final Performance Review by MT
4/17	Final Day of Student Teaching (Unless absences require additional days of student teaching)

Appendix A

Completion of Student Teaching, Graduation and State Certification

Students who successfully complete all the requirements of the Stockton Education Program at the minimum grade level of a B- or better are recommended for certification by the Dean of Education.

Requirement	Information	Important Notes & Reminders
Graduation	<p>Please note: Students must actually apply to graduate by completing a Graduation Application. This application can be found on-line.</p> <p>At the time of the application, students must designate that they will be walking in graduation with the School of Education.</p> <p>Failure to apply for graduation will stop the process of certification</p>	<p><i>The application must be submitted at the beginning of the term in which you plan to complete your graduation requirements. Please obtain, complete, and submit your application by: October 1st for Fall Term, February 1st for Spring Term, and June 1st for Summer Term.</i></p>
Program Distinction	<p>Teacher Education Program Distinction is achieved by earning a grade of A in all of the following: the inclusive learning course; Instructional Technology or an equivalent; Diversity course; Development of the Learner course if taken; and all courses in the Clinical Experience, PT Clinical Practice I, PT Clinical Practice II and Final Clinical Practice semesters. This includes the actual grades earned in any of these courses transferred from other institutions. Every grade must be an A. In addition, the overall GPA earned must be a 3.5 or higher.</p>	<p><i>The awarding of program distinction is done by the School of Education and does not require any additional paperwork by the graduate herself/himself.</i></p> <p><i>Any other honors designation is conferred upon the graduate per Stockton's policy.</i></p>
Certification Application	<p>Instructions, applications forms and exit surveys will be emailed at the end of student teaching directly to each teacher candidate.</p>	
Licensure	<p>Instructions will be sent in an email with dates and times for license intake.</p> <p>Note: a 3.0 GPA is required for licensure.</p>	<p><i>Failure to attend license intake will cause a delay in having an individual's licensure application forwarded to the NJDOE.</i></p>
Missing Content Courses	<p>Students are strongly advised to complete all of the subject matter /content coursework required for state licensure before student teaching.</p>	<p><i>Failure to complete the content requirements will delay the School of Education's recommendation to the New Jersey Department of Education.</i></p>

Recommendation for Certification from the School of Education	<p>After the application is approved by the School of Education and after clearance from the University to release transcripts, the recommendation for certification is submitted to the New Jersey Department of Education in Trenton.</p> <p>Note: the University must confer the degree before any recommendation is sent. Refer to the University calendar for graduating senior and commencement dates.</p>	<p><i>The submission requires the following: reviewing individual records for holds on Stockton accounts, checking inconsistencies in transcripts, producing individual documentation that an approved training program has been completed, and the formal completion of the BA/BS.</i></p>
Receipt of the Actual Teaching License/Certificate	<p>Paper certificates will no longer be issued by the state. All information about certificates is now online including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found here:</p> <p>http://www.nj.gov/education/educators/license/tcis/instructions.pdf</p>	<p><i>The holder of a CEAS certificate may apply for jobs in New Jersey or in states party to the Interstate Certification Agreement and the NASDTEC reciprocity agreements. There are more than 40 states that are part of this agreement.</i></p>

Type of Certificate	Definition
<p>CEAS Certificate of Eligibility with Advanced Standing</p>	<p>You are eligible to be hired and you have completed student teaching</p>
<p>Provisional</p>	<p>You are hired and working in a school as a first year teacher</p>
<p>Standard</p>	<p>You are eligible for a permanent certificate after being mentored for a minimum of 30 weeks and receive two annual effective or highly effective annual evaluation ratings in your school/district.</p>

Appendix B

New Jersey Professional Standards for Teachers

The Stockton Teacher Education Program is aligned to the New Jersey Professional Standards for Teachers (NJPST). These standards outline the competencies expected of a novice teacher including the performances, knowledge and dispositions. Standards are broken into four main categories with a total of eleven standards. These standards are further aligned with the 2011 Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. For more information, see the New Jersey Department of Education website (<http://www.state.nj.us/education/profdev/profstand/>).

NJAC 6A: 9C – 3.3 Effective May 5, 2014

The Learner and Learning (Standards 1-3)

1. Standard One: Learner Development The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
2. Standard Two: Learning Differences. The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
3. Standard Three: Learning Environments. The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

Content Knowledge (Standards 4-5)

4. Standard Four: Content Knowledge. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches, particularly as they relate to the Common Core Standards and the New Jersey Core Curriculum Content Standards and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.
5. Standard Five: Application of Content. The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Instructional Practice (Standards 6-8)

6. Standard Six: Assessment. The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.
7. Standard Seven: Planning for Instruction. The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
8. Standard Eight: Instructional Strategies. The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Professional Responsibility (Standards 9-11)

9. Standard Nine: Professional Learning. The teacher engages in ongoing individual and collaborative professional learning designed to impact practice in ways that lead to improved learning for each student, using evidence of student achievement, action research and best practice to expand a repertoire of skills, strategies, materials, assessments and ideas to increase student learning.
10. Standard Ten: Leadership and Collaboration. The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues,

other school professionals, and community members to ensure learner growth, and to advance the profession.

11. Standard Eleven: Ethical Practice. Teachers shall act in accordance with legal and ethical responsibilities and shall use integrity and fairness to promote the success of all students.

NEA Code of Ethics of the Education Profession

The Stockton Teacher Education Program is aligned to the NEA Code of Ethics of the Education Profession. As such, students are expected to maintain a commitment to the children they serve and the profession by abiding by the code of ethics set forth below.

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the higher ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct. The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

Principle I – Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formation of worthy goals.

In fulfillment of the obligation to the student, the educator –

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student's access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly –
 - a) Exclude any student from participation in any program.
 - b) Deny benefits to any student.
 - c) Grant any advantage to any student.
7. Shall not use professional relationships with the students for private advantage
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II – Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the profession, the educator –

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a student for a professional position
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Adopted by the NEA 1975 Representative Assembly

Reprinted from the National Education Association (NEA) website: www.nea.org

National Education Association
1201 16th Street, NW
Washington, D.C. 20036
(202) 833-4000

Appendix C

Reporting of Allegations of Child Abuse

The New Jersey Administration Code (6:29-9.2) requires that individuals who have reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse as defined under N.J.S.A. 9:6-8.9 shall immediately report to DYFS (Division of Youth and Family Services). DYFS accepts all reports of suspected child abuse and neglect and other referrals in writing, by telephone, and in person from all sources including identified sources, news, media, anonymous sources, sources which have incomplete information, and referrals from the child or parent his/herself.

Types of Abuse:

Physical, Sexual, Emotional, Neglect, and Abandonment

Classroom Signs:

- Poor performance
- Complaints of pain
- Malnourishment
- Ill-clothed/dirty
- Disruptive behaviors
- Withdrawn/quiet behavior
- Abnormal absences
- Nervous habit
- Tiredness
- Physical injuries

Appendix D

Danielson Framework for Teaching

The Stockton Teacher Education Program is aligned to the state approved teacher practice evaluation instrument, *Charlotte Danielson: The Framework for Teaching* (2013 edition). This framework provides a detailed discussion of all aspects of a teacher's role in and outside of the classroom including descriptions of the various levels of performance expected by a teacher from novice to seasoned level. This framework is used as a guide throughout program curriculum and utilized to formally evaluate student teaching performance.

<p>DOMAIN 1: Planning and Preparation</p> <p>1a Demonstrating Knowledge of Content and Pedagogy</p> <ul style="list-style-type: none"> • Content and the structure of the discipline • Prerequisite relationships • Content-related pedagogy <p>1b Demonstrating Knowledge of Students</p> <ul style="list-style-type: none"> • Child and adolescent development • Learning process • Special needs • Students' skills, knowledge, and language proficiency • Students' interests and cultural heritage <p>1c Setting Instructional Outcomes</p> <ul style="list-style-type: none"> • Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners <p>1d Demonstrating Knowledge of Resources</p> <ul style="list-style-type: none"> • For classroom use • To extend content knowledge and pedagogy • Resources for students <p>1e Designing Coherent Instruction</p> <ul style="list-style-type: none"> • Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure <p>1f Designing Student Assessments</p> <ul style="list-style-type: none"> • Congruence with instructional outcomes • Criteria and standards • Design of formative assessments • Use for planning 	<p>DOMAIN 3: Instruction</p> <p>3a Communicating With Students</p> <ul style="list-style-type: none"> • Expectations for learning • Directions for activities • Explanations of content • Use of oral and written language <p>3b Using Questioning and Discussion Techniques</p> <ul style="list-style-type: none"> • Quality of questions/prompts • Discussion techniques • Student participation <p>3c Engaging Students in Learning</p> <ul style="list-style-type: none"> • Activities and assignments • Grouping of students • Instructional materials and resources • Structure and pacing <p>3d Using Assessment in Instruction</p> <ul style="list-style-type: none"> • Assessment criteria • Monitoring of student learning • Feedback to students • Student self-assessment and monitoring of progress <p>3e Demonstrating Flexibility and Responsiveness</p> <ul style="list-style-type: none"> • Lesson adjustment • Response to students • Persistence
<p>DOMAIN 2: The Classroom Environment</p> <p>2a Creating an Environment of Respect and Rapport</p> <ul style="list-style-type: none"> • Teacher interaction with students, including both words and actions • Student interaction with students, including both words and actions <p>2b Establishing a Culture for Learning</p> <ul style="list-style-type: none"> • Importance of content and of learning • Expectations for learning and achievement • Student pride in work <p>2c Managing Classroom Procedures</p> <ul style="list-style-type: none"> • Instructional groups • Transitions • Materials and supplies • Performance of classroom routines • Supervision of volunteers and para professionals <p>2d Managing Student Behavior</p> <ul style="list-style-type: none"> • Expectations • Monitoring student behavior • Response to student misbehavior <p>2e Organizing Physical Space</p> <ul style="list-style-type: none"> • Safety and accessibility • Arrangement of furniture and use of physical resources <p>Copyright 2014 The Danielson Group LLC. All Rights Reserved (see https://danielsongroup.org/framework/framework-teaching to download a full copy).</p>	<p>DOMAIN 4: Professional Responsibilities</p> <p>4a Reflecting on Teaching</p> <ul style="list-style-type: none"> • Accuracy • Use in future teaching <p>4b Maintaining Accurate Records</p> <ul style="list-style-type: none"> • Student completion of assignments • Student progress in learning • Non instructional records <p>4c Communicating with Families</p> <ul style="list-style-type: none"> • Information about the instructional program • Information about individual students • Engagement of families in the instructional program <p>4d Participating in a Professional Community</p> <ul style="list-style-type: none"> • Relationships with colleagues • Participation in school and district projects • Involvement in culture of professional inquiry • Service to the school <p>4e Growing and Developing Professionally</p> <ul style="list-style-type: none"> • Enhancement of content knowledge and pedagogical skill • Receptivity to feedback from colleagues • Service to the profession <p>4f Showing Professionalism</p> <ul style="list-style-type: none"> • Integrity/ethical conduct • Service to students • Advocacy • Decision-making • Compliance with school and district regulation

Appendix E

Request for Absence from Student Teaching

Approval for a planned absence, including early dismissal and late arrival, must be made 48 hours prior to the absence with approval from both the Mentor teacher and University Supervisor. As stated in the Student Teaching Handbook under the section on Professional Conduct, absences are reserved for serious illness or death in the immediate family. Any other absences may negatively impact your evaluation and grades. In the event of an unplanned absence, this form is to be submitted as soon as possible to your Mentor teacher and University Supervisor following an absence. Once signed, please submit to fielddirector@stockton.edu.

Teacher candidate: _____

Today's date: _____

Dates and times of leave: _____

Reasons for leave (Check those that apply). Please continue on the back of the paper if more space is needed.

_____ Sick leave
_____ Bereavement
_____ Emergency-Specify _____
_____ Approved professional development. Specify _____
_____ Other. Specify _____

Absences will not be approved unless all signatures are included. Absences will require students to make up days. A copy of this form will be submitted to fielddirector@stockton.edu and placed on file.

Signed: _____
Teacher candidate

Signed: _____
Mentor teacher

Signed: _____
University Supervisor