**MAT Practicum: Candidate, University Supervisor, and Cooperating Teacher Responsibilities – Fall 2020**

All forms and documents referenced in this document and underlined are located at:

<https://www.furman.edu/academics/education/facilities-resources/documents/>

***I have read and understand the expectations of the practicum requirements provided below.***

Teacher candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cooperating Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Teacher Candidate Responsibilities** | **Cooperating Teacher Responsibilities** | **University Supervisor Responsibilities** |
| **Throughout:**  **Reflection:**  Please complete reflections throughout the term as noted in the EDMT 972 syllabus. These should be completed using the template provided on LiveText and sent to your university supervisor and the MAT coordinator via email.  **Conference Form:** Please participate in the creation of the Practicum Evaluation form. The university supervisor will send and ask for feedback and additional evidence from the teacher candidate throughout the experience.  **Lesson Plan:**  For all lessons taught it is required that the candidate prepare **complete** lesson plans. If using the cooperating teacher’s plans, please add appropriate elements from the Furman Education Department Lesson Plan Template | **Throughout:**  **Weekly evaluation:** Please complete a weekly evaluation once the candidate begins teaching parts of lessons using the Weekly Cooperating Teacher Evaluation form. Please send to both the university supervisor and the candidate at the end of each week submitted (*or alert that a Google Doc has been updated*). Please date and provide evidence for the standards the candidate has demonstrated for that particular week. Continue to add evidence each week to the same document so that throughout the experience it will show where the candidate is strong and in what areas the candidate needs improvement for the Spring Internship. | **Throughout:**  **Formative Observation**: For each observed visit, the university supervisor will provide the candidate with feedback. For at least one observation with a pre- and post-conference the university supervisor will use the Lesson Observation Formative Evaluation & Feedback form. This form will also be used to document and collect evidence for the candidate’s Practicum Evaluation form.  **Conference Form:** Once observations begin, the university supervisor will update the Practicum Evaluation form and continue doing so throughout the term. The university supervisor will also ask for feedback and additional evidence from the teacher candidate throughout the experience. |
| **First Five Weeks (Aug 18- Sept. 24):**  **Observation of Teaching:** It is important during the first few weeks of the practicum for the candidate learns classroom routines, observes how his/her cooperating teacher manages the classroom, and assists the teacher and students as necessary. Candidates will work on their Community, Classroom, and School Profiles.  \*\*\*candidates will not be at the schools Sept. 15th or Sept. 22nd in order to receive SCTS rubric training | **First Five Weeks (Aug 18- Sept. 24)::**  **Observation of teaching:** Try to integrate the candidate into the classroom during the Tuesday/ Thursday visits including teaching mini-lessons or taking on meaningful classroom tasks where possible.  \*\*\*candidates will not be at the schools Sept. 15th or Sept. 22nd in order to receive SCTS rubric training | **First Five Weeks(Aug 18- Sept. 24):**  **First Visit(s):** University supervisors will conduct a protocol visit (most likely virtual) with both the cooperating teacher and the candidate to explain the course requirements and to review the fall schedule. (before Aug. 28th) University supervisors will discuss required forms with the cooperating teacher. The supervisor may also make an informal classroom observation towards the end of this time period.  \*\*\*candidates will not be at the schools Sept. 15th or Sept. 22nd in order to receive SCTS rubric training |
| **Next Four Weeks (Sept. 29- Oct. 29):**  **More Classroom Involvement:** Begin taking over teaching responsibilities, including, but not limited to: planning, teaching parts of/ entire lessons, grading, etc.  **Full-time plan**- Develop a plan with the cooperating teacher for instruction during the full-time portion of the practicum. | **Next Four Weeks (Sept. 29- Oct. 29):**  **Classroom involvement:** Allow the candidate to gain more experience in the classroom including but not limited to: planning, teaching parts of/ entire lessons, grading, etc.  **Full-time plan**- Develop a plan with the candidate for instruction during the full-time portion of the practicum.  \*\*\*Tentative plan for cooperating teacher training Sept. 29th | **Next Four Weeks (Sept. 29- Oct. 29):**  **Formative Observation**- Complete at least one formative observation using the Lesson Observation Formative Evaluation & Feedback form. Take time during the Methods course to discuss planning, implementation, and assessment strategies. |
| **Schools All Day- Nov. 4- Nov. 19**  **2 Weeks of Full-Time in the classroom:** During this time candidates are expected to have full lesson plans prepared and available for all lessons taught. Candidates are expected to play a much more active role in the classroom and teach lessons whenever possible. | **Schools All Day- Nov. 4- Nov. 19**  **Support of Candidate’s 2 Weeks of Full-Time in the classroom:** It is important that the candidate is supported during this experience with valuable feedback and through time spent as the instructional leader in the classroom. The more experience he/she receives the more prepared he/she will be for the Spring Internship  **Formative Observation**- Complete at least one formative observation using the Lesson Observation Formative Evaluation & Feedback form. | **Schools All Day- Nov. 4- Nov. 19**  **Evidence Collection**: The university supervisor will continue to collect evidence for the candidate’s performance on the Practicum Evaluation Form and make at least two formal observations during this period. |
| **Practicum Conference:** During the last week of the candidate’s full time practicum experience, the university supervisor along with the cooperating teacher and the teacher candidate will participate in a final conference. In this conference, the candidate will use the evidence compiled in the Practicum Evaluation Form to discuss how he/she has grown throughout the experience, citing his/her strengths as well as areas of teaching practice that he/she would like to focus future growth.  The candidate will also receive a consensus Dispositions Assessment rubric evaluation. | **Practicum Conference:** During the last week of the candidate’s full time practicum experience, the university supervisor along with the cooperating teacher and the teacher candidate will participate in a final conference. In this conference, the candidate will use the evidence compiled in the Practicum Evaluation Form to discuss how he/she has grown throughout the experience, citing his/her strengths as well as areas of teaching practice that he/she would like to focus future growth.  The cooperating teacher will complete a Dispositions Assessment form independently. (The university supervisor will also complete an independent Dispositions Assessment form.) | **Practicum Conference:** During the last week of the candidate’s full time practicum experience, the university supervisor along with the cooperating teacher and the teacher candidate will participate in a final conference. In this conference, the candidate will use the evidence compiled in the Practicum Evaluation Form to discuss how he/she has grown throughout the experience, citing his/her strengths as well as areas of teaching practice that he/she would like to focus future growth.  The university supervisor will complete a Dispositions Assessment rubric form. (The cooperating teacher will also complete an independent Dispositions Assessment form.) A university supervisor and cooperating teacher consensus Dispositions Assessment form will be completed and shared with the candidate. |