**MAT Internship: Candidate, University Supervisor, and Cooperating Teacher Responsibilities – Spring 2021**

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 internship 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 EDEP 670 syllabus. These should be completed using the template provided on LiveText and sent to your university supervisor and Dr. Lipscomb (if not your supervisor) via email.  **Conference Form:** Please participate in the creation of the Midterm and Final 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. Weekly plans should be shared with the university supervisor by the end of the day Saturday prior to that week’s teaching. | **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. | **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 Midterm and Final Evaluation form.  **Conference Form:** Once observations begin, the university supervisor will update the Midterm and Final 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 Two Weeks (Jan. 11-Jan 22):**  **Observation of Teaching:** It is important during these four days for the candidate to re-learn classroom routines, particularly with the adjustment to more students in the classroom.  **Full-time plan**- Develop a plan with the cooperating teacher for instruction during the remainder of the internship.  **\*\*\*Present Tuesdays and Thursdays only** | **First Two Weeks (Jan. 11-Jan 22):**  **Observation of teaching:** Try to integrate the candidate into the classroom during the Tuesday/ Thursday visits including teaching mini-lessons/ full lessons or taking on meaningful classroom tasks where possible.  **Full-time plan**- Develop a plan with the candidate for instruction during the remainder of the internship. | **First Two Weeks (Jan. 11-Jan 22):**  **First Visit(s):** University supervisors will conduct a protocol visit (virtual or face-to-face) with both the cooperating teacher and the candidate to explain the EDEP 670 course requirements. University supervisors will discuss required forms with the cooperating teacher. (may be week of Jan. 25th) |
| **Next Three Weeks (Jan. 25- Feb. 12):**  **More Classroom Involvement:** Begin taking over teaching responsibilities. (ex. a period or two) including, but not limited to: planning, teaching entire lessons, grading, etc. | **Next Three Weeks (Jan. 25- Feb. 12):**  **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. | **Next Three Weeks (Jan. 25- Feb. 12):**  **Formative Observation**- Complete at least one formative observation using the Lesson Observation Formative Evaluation & Feedback form. |
| **Full Time Teaching- Feb. 16- April 2**  **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 take on most, if not all, of the duties of the cooperating teacher including grading, parent communication, attending meetings, etc. | **Full Time Teaching- Feb. 16- April 2**  **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. Complete at least one formative observation using the Lesson Observation Formative Evaluation & Feedback form and one POP Observation- complete pre and post conference meetings along with a second observation. | **Full Time Teaching- Feb. 16- April 2**  **Evidence Collection**: The university supervisor will continue to collect evidence for the candidate’s performance on the Midterm and Final Evaluation Form and make at least two formal observations during this period. |
| **Winding down period: April 12- April 27**  The candidate will wrap up any teaching, grading, etc. that was not completed prior to Spring Break. This time can also be used to observe other teachers in the building. | **Winding down period: April 12- April 27**  **Take back over courses as designed in the original plan. Continue to provide guidance** | **Winding down period: April 12- April 27**  **Conduct additional observations (if necessary) and prepare for final conference.** |
| **Final Conference:** During the last week of the candidate’s full time internship 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 Midterm and Final 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. | **Final Conference:** During the last week of the candidate’s full time internship 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 Midterm and Final 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.) | **Final Conference:** During the last week of the candidate’s full time internship 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 Midterm and Final 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. |