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**EDU 470 & 472: Practicum Responsibilities – for Protocol Visit Agenda**

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

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

**The results of the practice ADEPT/SCTS/Dispositions evaluation will determine if the candidate is prepared to assume an induction-year teaching position if offered one (as long as he/she has met all other TEP requirements).**

***I have read and understood the expectations of the senior block 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 syllabus. These should be completed on LiveText and sent to your university supervisor, Teacher to Teacher Program coordinator, and all block instructors.  **Conference Form:** Please participate in the creation of the Midterm and Final Summative 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 and have them ready for observations in a three ring binder in chronological order. \*Refer to Lesson Plan Expectations in course syllabus. | **Throughout:**  **Weekly evaluation:** Please complete a weekly evaluation beginning the first full week that the candidate is in schools and ending the last full week of their full-time teaching using the Weekly Cooperating Teacher Evaluation form. Please send to both the university supervisor and the candidate at the end of each week. 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 what areas the candidate needs improvement. | **Throughout:**  **Formative Observation**: The university supervisor will conduct a total of at least four lesson observations using the Lesson Observation Formative Evaluation & Feedback form. For each observed visit, the university supervisor will provide the candidate with feedback. This form will also be used to document and collect evidence for the candidate’s Midterm and Final Summative Evaluation form.  **Midterm Conference:** The Midterm and Final Summative Evaluation form is to be completed as a work in progress. University supervisors add evidence throughout the spring term. Periodically they will share with the candidate. |
| **First Week(s) of Experience:**  **Observation of Teaching:** It is important during the first two weeks of the practicum for the candidate to re-familiarize themselves with the classroom routines and to observe his/her cooperating teacher, gradually taking over teaching responsibilities.  **Creation of Schedule:** The candidate will work with his/her cooperating teacher to create a schedule for their teaching experience, planning out when he/she will teach the unit work sample and the gradual build up to three weeks of full-time teaching. | **First Week(s) of Experience:**  **Creation of Schedule:** Collaborate with the candidate as they create a schedule for their practicum experience. This experience will include when they will teach their unit work sample and take over full-time teaching. The candidate will need to teach a unit work sample that is a two to three-week unit. We recommend that he/she begin with the unit work sample and gradually build up to full-time teaching. | **First Week(s) of Experience:**  **First Visits:** University supervisors will conduct protocol visits with both the cooperating teacher and the candidate to explain the course requirements and to review the candidate’s schedule. University supervisors will discuss required forms with the cooperating teacher. |
| **Unit Work Sample**: This is a 2-3 week integrated unit plan the candidate will create for part of the senior block course work this term. We **highly** recommend that our candidates teach their unit work sample before Furman’s spring break. Please see course syllabi for due dates and specific requirements for this assignment.  **Build Up to Full-Time Teaching:** Begin taking over teaching responsibilities, starting with the unit work sample subject and gradually building up to the full-time teaching experience. Collaborate with the cooperating teacher on creating a schedule to ensure a minimum of three weeks full-time teaching will be met during the practicum. | **Formative Observation:** Please conduct one announced formative observation of the candidate during their instruction of a planned lesson using the Lesson Observation Formative Evaluation & Feedback evaluation form.  **Build Up to Candidate’s Full-Time Teaching:** Gradually release teaching responsibilities to the candidate. We recommend the candidate begin teaching one subject area and then add as the candidate gains confidence. The candidate will teach his/her planned unit work sample. | **Formative Observation on Unit Work Sample:** The university supervisor will conduct at least one formative observation of the candidate during the implementation of their unit work sample using the Lesson Observation Formative Evaluation & Feedback form.  **Pre-Post-Lesson Conference:** The university supervisor will use the pre-observation form to conduct the pre-observation conference using the Pre-Conference Form for Lesson Observations. Following the pre-observation conference the university supervisor will use the Lesson Observation Formative Evaluation & Feedback form. Following the observation, the university supervisor will use the Post-Conference Form for Lesson Observations to conduct the post observation conference. |
| **3 Weeks of Full-Time Teaching:** During this time candidates are expected to have full lesson plans prepared and available for all lessons taught. | **Support of Candidate’s 3 Week of Full-Time Teaching:** The candidate will begin full-time teaching. It is important that we support him/her during this experience with valuable feedback and with time spent as the instructional leader in the classroom. The more experience he/she receives the more prepared he/she will be during their induction year. | **Evidence Collection**: The university supervisor will continue to collect evidence for the candidate’s performance on the Midterm and Final Summative Evaluation form. |
| **Last Week(s) of Experience:**  **Final Conference:** During the last two weeks of the candidate’s teaching 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 Summative 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 receive consensus Dispositions Assessment scores on the Midterm and Final Summative Evaluation form. | **Last Week(s) of Experience:**  **Final Conference:** During the last two weeks of the candidate’s teaching experience, the university supervisor along with the cooperating teacher will participate in a final conference with the candidate. In this conference, the group will use the evidence compiled in the Midterm and Final Summative Evaluation form to discuss how the candidate has grown throughout the experience, citing the candidate’s strengths as well as areas for improvement.  The cooperating teacher will complete a Dispositions Assessment form independently. (The university supervisor will also complete an independent Dispositions Assessment form.) | **Last Week(s) of Experience:**  **Final Conference:** During the last two weeks of the candidate’s practicum, the university supervisor along with the cooperating teacher and the candidate will participate in a final conference. In this conference, the group will use the evidence compiled in the Midterm and Final Summative Evaluation form to discuss how the candidate has grown throughout the experience, citing the candidate’s strengths as areas for improvement.  The university supervisor will complete a Dispositions Assessment rubric form. (The cooperating teacher will also complete an independent Dispositions Assessment form.) University supervisor and cooperating teacher consensus Dispositions Assessment scores will be provided on the Midterm and Final Summative Evaluation form and shared with the candidate. |

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**Practicum Minimum Activity Chart**

**(US-University Supervisor, CT=Cooperating Teacher)**

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|  | **Minimum Required Activity** | **Timeline** | **Who** | **Requirement** | **US Initial/ Date** |
| 1 | Protocol Visit |  | US, CT, Candidate | Calendars, timelines, expectations. All sign *Summary of Practicum Responsibilities* document. |  |
| 2 | Weekly Cooperating Teacher Evaluation | Weekly | CT | Evaluation throughout using the *Weekly Cooperating Teacher Evaluation Form*. |  |
| 3a | US Lesson  Pre- conference | POP cycle 3a, 3b, 3c within 2 week time frame | US meets with candidate after receiving pre-conference form | *Pre-Conference Form* *for Lesson Observations* completed. |  |
| 3b | US Lesson Observation | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 3c | US Lesson  Post-conference | US, candidate conference after receiving post-conference form | *Post-Conference Form* *for Lesson Observations* completed. |  |
| 4 | US Lesson Observation  (Announced or Unannounced) |  | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 5 | Midterm Conference |  | US, CT, Candidate | *Midterm/Final SCTS Form* completed by US taking into account CT lesson observations and weekly evaluations, assignments & reflections, and dispositions evidence to date. Feedback from SCTS 4.0 and dispositions is shared with the candidate. |  |

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|  | **Minimum Required Activity** | **Timeline** | **Who** | **Requirement** | **US Initial/ Date** |
| 6a | CT Lesson  Pre- Conference | POP cycle 6a, 6b, 6c within 2 week time frame | CT meets with candidate after receiving pre-conference form | *Pre-Conference Form* *for Lesson Observations* completed. |  |
| 6b | CT Lesson Observation | CT observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 6c | CT Lesson  Post-Conference | CT, candidate conference after receiving post-conference form | *Post-Conference Form* *for Lesson Observations* completed. |  |
| 7 | US Unannounced Lesson Observation |  | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 8 | US Invitation Lesson Observation |  | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 9 | Principal/Other Admin Observation | Before Final Conf. | Admin observes candidate | Preferred evaluation using *Lesson Observation Formative Evaluation & Feedback Form* or informal written feedback |  |
| 10 | Final Conference |  | US, candidate, CT meeting/conference | *Midterm/Final SCTS Form* completed by US taking into account CT lesson observations and weekly evaluations, assignments & reflections, and dispositions evidence. Scores and feedback from SCTS 4.0 and Dispositions Assessment is shared with the candidate. Candidate receives recommendation results for Induction year position and confirmation of completing all program requirements for advancing to Internship. |  |