



Student Teaching Handbook

University Supervisor/ Mentor Teacher Guide

Fall 2018 – Spring 2019

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West Chester University of Pennsylvania
125 West Rosedale Avenue, Suite 107, Wayne Hall, West Chester, Pennsylvania 19383
<https://www.wcupa.edu/education-socialWork/fieldPlaceStuTeach.aspx>

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THE STUDENT TEACHING EXPERIENCE

Thank you for your willingness to mentor a West Chester University teacher candidate this semester. Student teaching is the “capstone” event of each teacher candidates preparation. Our shared goal is to prepare each candidate to become a confident, caring and highly effective professional and to be a leader in the educational field. Your commitment and dedication to this mentoring process will help develop an emerging teacher who will collaboratively have an impact on generations of students to come. Through your guidance, the teacher candidate will begin the process of translating educational theory into classroom practices and instructional strategies which will impact each student achievement.

The time and dedication that you are devoting to successfully develop a new teacher is evidence of your willingness to help mold the next generation of teachers. We trust that your participation as a cooperating teacher will be a professionally enriching experience for you.

Remember, you are an ambassador from West Chester University. Your conduct and performance will not only demonstrate your skills, but also attest to the quality of the University which you represent.

Best regards,

John Carr, Ed.D.
Associate Director
Office of Clinical Experiences
West Chester University

James B. Price, Ph.D.
Director
Office of Clinical Experiences and
Candidate Services
West Chester University

QUICK REFERENCE

Expectations of the Teacher Candidate in the following circumstances::

SITUATION -	Illness, family emergency, funeral, etc.
ACTION -	Telephone your Mentor Teacher, and University Supervisor
SITUATION -	Change in daily school schedule (for example, special assemblies or standardized testing)
ACTION -	Telephone your University Supervisor immediately
SITUATION -	In-service day, Back To School Night, parent conferences, field trips
ACTION -	Attend with mentor teacher if the principal permits Telephone your University Supervisor
SITUATION -	Faculty strike
ACTION -	Telephone your University Supervisor
SITUATION -	Inclement weather
ACTION -	Listen to designated radio or television reports which announce whether the school is open, closed or delayed.

IMPORTANT TELEPHONE NUMBERS

The teacher candidate should provide the following telephone numbers:

Student Teaching Coordinator _____

University Certification Office _____

University Supervisor #1 _____

University Supervisor #2 _____

Note: ALWAYS check with the mentor teacher and University Supervisor regarding proper procedure and whether they wish to have you telephone them at home.

PROGRAM DESCRIPTION

Commonwealth of Pennsylvania Regulations

Rules and regulations set forth by the Commonwealth of Pennsylvania establish the framework for West Chester University's Teacher Education Program. The University has been given program approval by the Commonwealth for the certification of teachers. Through periodic review by the Pennsylvania Department of Education, the University maintains program approval leading to certification of teachers.

Preparation and Assignment of Student Teacher Candidates

The primary purpose of the student teaching experience is to provide an opportunity for the acquisition and demonstration of instructional competence by the teacher candidate. Mentor teacher assignments for student teaching are made by the Director of the Office of Clinical Experiences and Candidate Services. Teacher candidates are assigned to specific mentor teachers, not to a school or school district. All student teaching assignments are full-day, full-time experiences for which students receive 12 semester hours of credit.

GENERAL RULES AND POLICIES FOR TEACHER CANDIDATES

TEACHING RESPONSIBILITIES

The first obligation of the teacher candidate is to fulfill as effectively as possible every role of the teacher. The teacher candidate is urged to participate as fully as possible in the activities of the host school including after-school activities. Student teaching is the culminating activity of the Teacher Education Program and is a full-time responsibility. The teacher candidate's actions have an impact, not only upon the teacher candidate, but also upon the P-12 students, the mentor teacher, the hosting school, and West Chester University. Therefore, the student teaching experience must take precedence over all other commitments.

ATTENDANCE

The teacher candidate is responsible for the full teaching day. The teacher candidate reports to his or her school at the same time that the mentor teacher is required to report and is to remain until the end of the scheduled day (following the same schedule as the mentor teacher). In addition, each teacher candidate is required to attend a professional practicum or seminar which is conducted concurrently with student teaching. The practicum is conducted by the university supervisor and is designed to consider practical problems encountered while teaching and to develop a functional understanding of Pennsylvania School Law. Attendance and participation in the practicum is factored into the teacher candidate's final grade for student teaching.

Because of the value of this professional experience, teacher candidates are encouraged to attend parent-teacher conferences, workshops, faculty meetings, and other professional activities if permitted by the building administration.

An absence from practicum which is not cleared previously with the university supervisor will be considered as **one full-day of absence** and will be deducted from the five days which the teacher candidate is permitted to be absent during the student teaching experience.

ABSENCES

Teacher candidates are permitted five days of absence for the entire semester. These absences may be used for illness, emergencies, conferences, or interviews. Absences for conferences and interviews must be first cleared with the mentor teacher and the university supervisor at least two days in advance.

In the case of an absence, teacher candidates must notify their mentor teacher and the university supervisor of the impending absence as soon as it becomes apparent that an absence will be necessary. The university supervisor and mentor teacher will keep a record of the date and the reason for each absence.

ALL ABSENCES FROM STUDENT TEACHING IN EXCESS OF FIVE DAYS MUST BE MADE-UP BY THE TEACHER CANDIDATE.

Arrangements for such make-up days must be made with the university supervisor and the mentor teacher. Student teaching grades and credits will be withheld until the make-up arrangement is fulfilled.

PUNCTUALITY

Teacher candidates are expected to observe the same rules regarding punctuality which apply to mentor teachers. The mentor teacher and university supervisor will keep a record of lateness. It is the responsibility of the teacher candidate to report lateness to the university supervisor.

CALENDAR AND VACATIONS

Teacher candidates follow the calendar of the host school to which they are assigned.

TRANSPORTATION

TEACHER CANDIDATES ARE RESPONSIBLE FOR ARRANGING THEIR OWN TRANSPORTATION TO AND FROM THEIR ASSIGNED SCHOOL.

TEACHER CANDIDATES MUST NOT TRANSPORT SCHOOL STUDENTS IN ANY VEHICLE. THIS STIPULATION INCLUDES FIELD TRIPS AND OTHER ACTIVITIES.

FINAL GRADE

The final grade for student teaching is the **responsibility of the university supervisor** after consultation with the mentor teacher. To be eligible for a Pennsylvania Teaching Certificate, the teacher candidate must receive at least an academic grade of “C” for both assignments. Candidates are evaluated on the Danielson (which includes the PDE 430) and the SLO.

The Danielson evaluation and the dispositions are completed in the Professional Education Unit’s online assessment system called Tk20. For more information about and to view the evaluation forms, please access the Professional Education Unit’s [Assessment Handbook](#).

“Assessment Handbook” hyperlink = <https://wcupa.edu/education-socialWork/assessmentAccreditation/documents/AssessmentHandbook.pdf>

DISCIPLINARY ACTION

Mentor teachers and principals who believe a teacher candidate has behaved in an inappropriate manner should contact the university supervisor immediately. The Unit Dispositions Policy will be utilized to address the concern. The supervisor will assist the mentor teacher and principal in addressing the matter and will coordinate any disciplinary action which is taken against the teacher candidate either by university or school district officials. Please use the link below to access the appropriate policies, procedures, and documentation regarding the the Unit Disposition protocol:

(<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/dispositions.aspx>).⁴

USE OF TEACHERS' ROOMS AND OTHER FACILITIES

Each principal and/or mentor teacher is requested to instruct teacher candidates regarding the use of teacher's lounge and other facilities.

STATE LAWS CONCERNING LIABILITY

TEACHERS AND TEACHER CANDIDATES HAVE BEEN HELD LEGALLY LIABLE BY THE PENNSYLVANIA COURTS FOR THE BEHAVIOR OF STUDENTS UNDER THEIR DIRECTION. IF A STUDENT IS INJURED BECAUSE OF THE NEGLIGENCE OF EITHER A TEACHER OR TEACHER CANDIDATE, BOTH THE TEACHER AND THE TEACHER CANDIDATE CAN BE HELD LEGALLY RESPONSIBLE. FOR THIS REASON, IT IS HIGHLY ADVISABLE FOR THE TEACHER CANDIDATE TO BE PROTECTED BY LIABILITY INSURANCE. SUCH INSURANCE IS HIGHLY RECOMMENDED AND TYPICALLY AVAILABLE THROUGH MEMBERSHIP IN THE STUDENT PENNSYLVANIA STATE EDUCATION ASSOCIATION (PSEA)/NATIONAL EDUCATION ASSOCIATION (NEA) OR THROUGH AN INSURANCE COMPANY.

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular program at each school site offers an excellent opportunity for a teacher candidate to gain needed professional experience in planning and directing an extra-curricular program. Teacher candidates are encouraged to assist with clubs, and other extra-curricular programs as long as the activities do not interfere with teacher candidate's teaching responsibilities. The teacher candidate should discuss any question of remuneration with the university supervisor. Teacher candidates should not be assigned to lunch, hall or bus duty, study halls, or supervision of a field trip without the presence of the mentor teacher.

INJURIES INCURRED WHILE STUDENT TEACHING

Teacher candidates are encouraged to maintain a health insurance program in case of an injury suffered while participating in the student teaching experience. Student insurance plans are available through the Student Health Services. Information regarding the insurance program may be obtained from the Student Health Services, Ground Floor, Commonwealth Hall, telephone: (610) 436-2509.

If a teacher candidate incurs an injury while performing the duties of a teacher candidate, West Chester University will not accept responsibility for the medical care required to treat the injury. The school district to which the teacher candidate is assigned may or may not accept responsibility.

TWARDOWSKI CAREER DEVELOPMENT CENTER

The Twardowski Career Development Center is located on the second floor of the Lawrence Center, room 225. The career center assists West Chester University students and alumni in locating and applying for teaching positions, as well as other employment opportunities. The Career Development Center has resources that will assist in creating resumes and other employment documents, getting prepared for interviews, as well as connecting with online applications.

Students are encouraged to visit the career center to learn about job search strategies and ways to interact with recruiters. The career center uses a resource called **Ram Career Network (RCN)** <https://wcu-csm.symplicity.com/students> to manage position openings and career related events. You are encouraged to log-in and upload a resume for review. You may, also, prepare for interviews by using the Mock Interview module. Current information and electronic resources are readily available on the homepage: www.wcupa.edu/cdc.

Telephone: 610-436-2501

E-mail: cdc@wcupa.edu

HOURS

Fall and Spring Semesters

Monday – Friday 8:00am to 4:30pm

Summer

Monday – Friday - 8:00am to 4:00pm

JOB FAIR INFORMATION

Job Fairs are a great way for teacher candidates to interact with recruiters face-to-face during their job search process. Many fairs are held during the Spring semester; however, there are some in the Fall semester. One of the largest job fairs on the east coast is the Delaware Valley Education Consortium's annual Teacher Job Fair held in April at the Greater Philadelphia Expo Center in Oaks, PA (five minutes from the King of Prussia Mall). As a member of the Consortium, the Career Development Center coordinates registration for this event. View the Greater Philadelphia Teacher Job Fair website at www.dvec.net. The Career Development Center posts other relevant events through the calendar which is directly visible from the homepage <http://www.wcupa.edu/services/stu.car/calendar.aspx>. Additionally, Chester County Intermediate Unit (CCIU) holds an Interview Day twice a year in December and May.

EXPECTATIONS, GOALS, AND OUTCOMES

All public school districts utilized for student teaching experiences have been approved by West Chester University. Each department continuously evaluates each student teaching assignment and investigates new situations in order to provide optimum and diverse opportunities for each teacher candidate.

The successful outcome of the experience is dependent upon the positive relationships between the teacher candidate, the mentor teacher, and the university supervisor.

The basic roles and responsibilities are as follows:

MENTOR TEACHER:

- Provides opportunities for the student to observe effective teaching styles, processes, and procedures through the use of current materials and strategies.
- Assists the teacher candidate in assimilating experiences into appropriately structured teaching/learning strategies and procedures, i.e., long/short range planning and subsequent instruction.
- Evaluates student teaching experiences at the end of each day and provides pertinent feedback which will promote continuing improvement.
- Develops within the teacher candidate an awareness of classroom management skills, professional responsibilities, and faculty/administration rapport.
- Completes a recommendation for each teacher candidate to be submitted to the university supervisor within one week after the close of each assignment.
- Evaluates the teacher candidate on the four domains of Danielson, including the sub-domains, and provides written feedback related to the candidate's progress in each domain.

UNIVERSITY SUPERVISOR:

- Observes each teacher candidate a minimum of six times per semester or three times per 7.5 week assignment.
- Evaluates each observation and confers with the teacher candidate and the mentor teacher.
- Assigns the final grade in consultation with the mentor teacher.
- Completes a recommendation for each teacher candidate.
- Schedules, plans, and conducts seminars for teacher candidates.
- Evaluates the teacher candidate on the four domains of Danielson, including the sub-domains, and provides written feedback related to the candidate's progress in each domain.

TEACHER CANDIDATE:

- Observes classroom teaching strategies, techniques, procedures, student behavior, and classroom management techniques of the mentor teacher and other faculty members within the school.
- Replicates or "models" the above while instructing assigned classes.
- Presents an appropriate lesson plan for each assigned teaching situation **one week prior to the actual instructional period.**
- Evaluates student responses to the above activities.
- Complies with the Acceptable Use of Technology Policy established by the school district.
- Evaluates himself/herself on the four domains of Danielson, including each sub-domain.

REQUIREMENTS FOR THE TEACHER CANDIDATE

The mentor teacher and university supervisor should plan together to establish specific requirements for the teacher candidate. Teacher candidates should be responsible for the following:

- Assuming full responsibility for the class/schedule for a period of time to which the mentor teacher and university supervisor agree; the decision concerning how and when to increase a teacher candidate's classroom responsibilities should be a joint decision, involving all three key participants – the mentor teacher, the teacher candidate, and the university supervisor.
- Observing at least four other teachers during the semester; these teachers should represent a variety of curricular areas and styles of teaching.
- Writing daily lesson plans for all lessons taught.
- Attending all seminars required by the university supervisors.
- Maintaining a three-ringed notebook or electronic file for organizational purposes; this file should include lesson plans and other student materials; the notebook or e-file should also contain teaching ideas and materials accumulated during student teaching.
- Developing and implementing at least one complete instructional thematic/interdisciplinary unit during the student teaching semester; the unit must include a student evaluation component.
- Creating two visual displays (e.g., bulletin boards, showcases, and learning center) in a classroom or elsewhere in the school; these displays should be instructional in nature or a display of the students' projects, etc., and must be approved by the mentor teacher.
- Using educational technology either alone or in conjunction with the mentor teacher.
- Creating and critiquing a video of a lesson taught by the teacher candidate (the video must comply with the school district's privacy policy).

ASSUMPTION OF TEACHING RESPONSIBILITIES BY THE TEACHER CANDIDATE

The teacher candidate should assume a series of gradually more challenging tasks. The teacher candidate should:

- Begin with observations.
- Continue with assisting the mentor teacher or department/grade level members with small tasks such as tutoring or teaching small groups.
- Progress to responsibility for instructing one or more subjects/classes.
- Proceed to full responsibility for instructing the class/schedule (if appropriate).

Progress in the assignment of new tasks will depend upon the readiness of the teacher candidate and the needs of the students. The mentor teacher should give consideration to the teacher candidate's satisfactory completion of tasks at each stage. The teacher candidate is expected to participate in all aspects of teaching, including but not limited to attending faculty meetings and parent conferences, reviewing homework, and administering assessments.

SUGGESTIONS TO ASSIST IN PLANNING FOR THE STUDENT TEACHING EXPERIENCE AND FOR WORKING WITH A TEACHER CANDIDATE

Before the teacher candidate arrives:

- Inform the students and parents.
- Introduce the teacher candidate as a member of the teaching team/faculty.
- Collect materials and textbooks for the teacher candidate to use; please feel free to give the teacher candidate materials to prepare for the assignment.
- Set aside and dedicate desk and work space for the teacher candidate.
- Specify certain basic teaching responsibilities for the teacher candidate.
- Make a copy of the class schedule for the teacher candidate.
- Verify the candidate's arrival with the principal.
- Duplicate copies of class lists, seating charts, and the school calendar.

During the first week:

- Orient the teacher candidate to the school, appropriate school and district personnel, support services, students, and community.
- Arrange a meeting with the principal and the teacher candidate.
- Share school rules, regulations, policies, the faculty handbook, and calendar.
- Discuss expectations for the teacher candidate regarding:
 - confidentiality
 - working hours
 - reporting times
 - procedures to follow in case of illness
 - personal property
 - procurement of supplies
 - other general responsibilities
- Explain your method of classroom or laboratory management and discipline.
- Review the school district's discipline policy.
- Assist the teacher candidate in preparing and distributing a letter of introduction.
- Assist in arranging opportunities for the teacher candidate to observe other teachers.
- Give the teacher candidate informal opportunities to adjust to being in front of the class.
- Explain your methods of assessment, record keeping, and communication with parents.
- Help the teacher candidate become familiar with the location, operation, and procedures or using various pieces of instructional equipment.
- Provide opportunities for the teacher candidate to work with individual students.
- Share curriculum and review educational goals.
- Provide daily feedback regarding the teacher candidate's performance.
- Check lesson plans at least one week in advance of the teacher candidate teaching the lesson. (Initial them to show your approval).
- Confer with the teacher candidate daily.

During the second week:

- Discuss the developmental characteristics of the age group currently being served.
- Discuss unique individual student characteristics which directly affect student learning.
- Permit the teacher candidate to accept more teaching responsibilities.
- Check lesson plans prior to utilization.
- Provide the teacher candidate with opportunities to observe and to be involved in parent conferences.
- Alert the principal and the university supervisor immediately if significant problem areas emerge.
- Provide frequent written and oral feedback to the teacher candidate.
- Confer with the teacher candidate daily.

Beginning the third week to end of experience

- Promote self-evaluation of lessons by the teacher candidate thereby helping him/her to develop a perception of his/her own strengths and weaknesses.
- Give the teacher candidate an opportunity to accept full responsibility for the class/schedule.
- Encourage increasingly independent lesson plan development.
- Continue informal daily evaluations which commend strengths.
- Assist the teacher candidate in developing the skills to analyze his/her own teaching.
- Permit the teacher candidate the freedom to try his/her own ideas and techniques; reassure the teacher candidate that if a technique fails, it is not necessarily due to poor judgment or the appropriateness of the strategy.
- Demonstrate techniques to help the teacher candidate remediate weaknesses.
- Confer with the teacher candidate daily.
- Submit a final evaluation to the university supervisor.
- Schedule and hold a mid and end of assignment joint conference with the teacher candidate and the university supervisor for the purpose of completing the TIPR.
- Confer with the university supervisor before completing the final teacher candidate evaluation.

GUIDELINES FOR UNIVERSITY SUPERVISORS

Coordinate each phase of the student teaching experience through the department coordinator of student teaching by maintaining and filing accurate and correct materials for:

- Student teaching placements (including any mid experience changes)
- Individual student records
- Travel forms (completed monthly)
- Observation forms
- PDE 430 evaluation forms and appropriate assessment documents
- Assignment of academic grades

Develop and maintain a working relationship between mentor teachers, school administrators, and teacher candidate as follows:

- Schedule an initial conference with each mentor teacher to discuss the expectations of the teacher candidate experience.
- Schedule a mid-assignment conference with the mentor teacher and teacher candidate to discuss the progress of the teacher candidate and to complete the PDE 430 and other appropriate assessment documents.
- Conduct an end-of-assignment conference with the mentor teacher and the teacher candidate for the purpose of completing the overall evaluation of the teacher candidate and completing the PDE 430 and other appropriate assessment documents.
- Confer with school administrators to discuss issues concerning the student teaching program and/or particular teacher candidates.
- Serve as a liaison between teacher candidates and the building and district personnel.

Work with mentor teachers in the planning of observations, and evaluation of teacher candidates as follows:

- Review the manner and logistics of observations and conferences.
- Review the type, level, and intensity of experiences which contribute to the growth of teacher candidates.
- Provide guidance and information to aid the mentor teacher in preparing an evaluation of the teacher candidate's performance.
- Observe the teacher candidate's teaching and provide guidance to make his/her teaching more effective and efficient.

Perform Observations and Critique Performance

- **Six on-site observations are required. If the teacher candidate has two assignments, three are required for each assignment.**
- An observation may be announced or unannounced. In order to gather sufficient information and to provide effective feedback, an observation should include a complete lesson. During the observation, the teacher candidate's lesson plan as well as the implementation of the plan should be considered by the supervisor.
- Each observation should be immediately followed by a conference with the teacher candidate.
- The observation must be recorded on an approved observation form.
- Data gathered from observations will be utilized in the preparation of performance ratings for the teacher candidate.
- Determination of the teacher candidate's grade should be made by the university supervisor after conferring with the mentor teacher and completing other appropriate assessment documents and the final PDE 430 evaluation. Both the appropriate assessment documents and the PDE 430 must be delivered to the program coordinator who will forward them to the appropriate individuals within the university.
- Final academic grades for teacher candidates must be assigned and submitted to the Office of the Registrar.

Conduct Conferences

- A conference should have five components:
 1. The student's self-evaluation.
 2. A review of the student's performance
 3. A statement of the areas, instructional strategies, and/or activities which were effective
 4. A statement of areas for improvement
 5. Specific recommendations regarding how to improve

Assist teacher candidates with problems which may arise during the student teaching experience.

- The university supervisor should serve as a liaison between the teacher candidate and the school. The university supervisor should make every reasonable effort to assist the teacher candidate in making the adjustment to the professional world. This may entail more than the minimum number of observations, more frequent conferences, three-way conferences, etc. The university supervisor is also responsible for enlisting the aid of the department student teaching coordinator to utilize other university services including the Units' **dispositional expectations** for candidates.

Conduct a professional practicum course (seminar)

- Seminars shall be held on campus unless other arrangements have been made with the department coordinator. Teacher candidates may leave their schools before the end of the school day in order to arrive at the seminar in a timely fashion.
- Each university supervisor shall submit to the department and to the students a syllabus of course topics and assignments that include the core requirements and additional assignments that contribute to the development of the teacher candidate.
- The course topics will be designed to help teacher candidates interpret their experience more fully and promote professional growth.

GUIDELINES FOR MENTOR TEACHERS

The student teaching experience is the most strategic and important aspect of the teacher candidate's education program. Mentor teachers determine the direction and outcome of each student's experience as a teacher candidate.

Qualifications

A mentor teacher must be an experienced teacher with the following specific qualifications:

- Be willing to serve as a mentor teacher and to provide the necessary time to plan and evaluate the teacher candidate's performance.
- Hold a Pennsylvania Instructional Certificate in the same field as the one for which the teacher candidate is seeking certification.
- Have a minimum of three years of successful teaching experience in public schools, with at least one year in the current school district.
- Have a regular, full time teaching schedule.
- Be recommended by the district/school administration.

Role and Responsibilities

- The role of mentor teachers is critical in the professional growth of teacher candidates. The mentor teachers become mentors who guide the growth and transition of teacher candidates from student to professional. As such, mentor teachers act as a trusted guide, teacher, sponsor, host, counselor, supporter, advisor, coach, encourager, and consultant. The roles and responsibilities are discussed as part of the mentor teacher workshop held each semester. An invitation to attend the workshop will be distributed by e-mail. Your participation in this workshop will be valuable in your role and carries with it ACT 48 hours.

Assigned Duties of the Teacher Candidates

- Delegate certain routine but essential responsibilities to the teacher candidate at the onset of the experience. Assign additional instructional and teaching assignments/classes as are appropriate in accordance with the readiness of the teacher candidate.

Instructional Planning by Teacher Candidates

- Effective teaching necessitates good planning. West Chester University prepares all teacher candidates to create lesson plans utilizing a lesson plan rubric contained in the Assessment Handbook:
- (<https://wcupa.edu/education/socialWork/assessment/Accreditation/documents/AssessmentHandbook.pdf>.)
- Review the teacher candidate's lesson plan for each lesson before it is taught so that suggestions may be made and incorporated. No lesson should be taught until a complete lesson plan is presented.
- The importance of thinking and planning in terms of the individual students in each class, the students' needs, students' interests, etc. is stressed throughout the the College of Education Teacher Preparation.

Classroom Teaching by Teacher Candidates

- Assign a major responsibility for one or two lessons, for a unit, or for a period of time. As the teacher candidate demonstrates his/her readiness, you may assign additional lessons.
- Provide experiences with groups which include students with varying abilities.
- Make clear to the teacher candidate, and indirectly to the students, the level of authority and responsibility which is being assigned to the teacher candidate.
- Provide the teacher candidate experiences for measuring and evaluating student growth and development; the teacher candidate should prepare a variety of tests, assessment tools, and evaluation situations.
- Inform the students that the teacher candidate is "in charge" when teaching.
- Help the teacher candidate realize that without proper classroom management nothing worthwhile can be accomplished and that good planning and instruction will do much to minimize the need for extreme disciplinary measures.

Welfare of Students

Mentor teachers have the ultimate responsibility for the growth and development of the students in their class; therefore, the mentor teacher should:

- Intervene in the middle of a class period **ONLY** when he/she is certain of irreparable damage to the students. Like everyone else, teacher candidates can learn from mistakes. If the mentor teacher must take over, it should be done with tact and finesse.
- Schedule a conference with the teacher candidate, as soon as possible after the conclusion of the lesson, to help him/her determine why the situation developed and what measures could be taken to deal with a similar situation in the future.
- Confer with the university supervisor if the teacher candidate cannot be permitted normal responsibility without jeopardizing the best interest of the students. **If dispositional expectations are not met, changes to the placement may result.**
- Along with the principal, address parental concerns regarding their son or daughter being taught by a teacher candidate.

Professional Growth and Development

The mentor teacher should:

- Advise and guide the teacher candidate in proper interpretation and involvement in faculty room experiences and discussions.
- Encourage planned professional reading.
- Promote development of a carefully planned library of teaching aids.
- Prepare the teacher candidate for interactions with parents or other teachers.
- Help the teacher candidate to become conscious of the application of professional ethics to the many and varied situations which arise such as a request by a parent that the teacher candidate tutor a.

Evaluation of Growth and Development

The evaluation by the mentor teacher is of enormous importance to the growth of the teacher candidate; therefore, the mentor teacher should:

- Make evaluation a continuous process taking place before and after every lesson which is taught by the teacher candidate.
- Schedule conferences with the university supervisor.
 - The initial conference should concern expectations.
 - The mid-assignment conference should concentrate on growth and development.
 - The end-of-assignment conference should focus on overall level of performance.These conferences, as well as others, may be informal, but they will provide the university supervisor with valuable input relative to the PDE 430 evaluation report and the other appropriate documents.
- Guide the teacher candidate's self-evaluation at the midpoint and at the close of the assignment.

- Report the status of professional growth and development of the teacher candidate to the university supervisor.

The evaluation should be done in such a way as to provide school officials with a thorough, reliable basis for selecting teachers. Your remarks on evaluation letters will provide school districts with valuable insights during the hiring process.

MENTOR TEACHER HONORARIUM

An honorarium is provided to mentor teachers by West Chester University as set forth by the State System of Higher Education:

Teachers who have mentored West Chester University teacher candidates for ***less than two full or less than four half semesters receive:***

Rates as of July, 2014

- \$130.00 for one half semester
- \$260.00 for one full semester

Teachers who have mentored WCU teacher candidates for ***more than two full or more than four half semesters receive:***

Rates as of July, 2014

- \$260.00 for one half semester
- \$520.00 for one full semester

Honorariums cannot be processed unless the appropriate honorarium form is completed and secure information provided within the form or by phone. You will receive an e-mail at the beginning of the semester. The e-mail will include an attachment--***the honorarium form***. Complete the form and return to Susan McKnett by e-mail, kmcknett@wcupa.edu, fax (610) 436-2874 or USPS--address is Office of Clinical Experiences and Candidate Services, 125 W. Rosedale Avenue, Wayne Hall, Suite 107, West Chester University, West Chester, PA 19383. If you have any questions, contact the Office of Clinical Experience at 610-436-3425.

GUIDELINES FOR PROVIDING FEEDBACK TO THE TEACHER CANDIDATE

“Feedback” is a way of helping another person to consider changing his/her behavior. It is a form of communication which gives the individual information about how he/she impacts others.

Some criteria for useful feedback are:

- It is **descriptive** rather than evaluative. By describing one’s own reaction, it leaves others free to use it or not to use it as the individual sees fit. Avoiding evaluative language reduces the need for the individual to react defensively.

- It is **specific** rather than general (To be told that one is “dominating” will not be as useful as to be told that “just now when we were deciding the issue, you did not listen to what others said and I felt forced to accept your arguments”).
- It takes into account the needs of both the receiver and giver of feedback. Feedback can be destructive when it serves only the provider’s own needs and fails to consider the needs of the person who receives the feedback.
- It is directed toward behavior which the receiver can rectify. Frustration is only increased when people are reminded of short-comings over which they have no control.
- It is **solicited**, rather than imposed. Feedback is most useful when the receiver has formulated the kind of question which those observing can answer.
- It is **well timed**. In general, feedback is most useful when given at the earliest opportunity after the observed behavior, when consideration is given to the person’s readiness to hear it, and when support is available from others.
- Negative feedback is most effective when given in a relaxed manner. It is not necessary to severely criticize an individual in order to obtain results. Before offering suggestions for the solution of a professional problem, provide the teacher candidate an opportunity to reflect and provide his/her suggestions to resolve the situation.
- Feedback should provide clear communication. The recipient should rephrase the feedback received to confirm that the recipient’s understanding corresponds to what the sender intended.
- The feedback conference should close with three things:
 1. A summary of findings, conclusions, and decisions.
 2. A specific course of action.
 3. A closing which encourages and leaves the teacher candidate with the confidence that the discussion held within the conference and the resulting decisions will ensure the growth and development of her/his ability.

CHECKLIST FOR TEACHER CANDIDATES

Learn Daily Procedures

Time teachers enter and leave:

_____ AM

_____ PM

Mentor teacher's supervisory duties

_____ Recess

_____ Restrooms

_____ Halls

_____ Assemblies

_____ Study halls

_____ Cafeteria duties

_____ Buses

_____ Before/after school supervision

_____ Other duties

Homeroom procedures

_____ Attendance

_____ Daily announcements

_____ Opening exercises

_____ Schedule for special classes

_____ Speech

_____ Music lessons

_____ Resource room

_____ Tutors

_____ Itinerants

Classroom forms and records

_____ Attendance

_____ Excuse notes

_____ Lunch count forms

_____ Hall pass forms/lavatory passes

_____ Health pass forms

_____ Grading forms and system

_____ Report forms and report cards

_____ Discipline forms

_____ Health records

_____ Permanent record forms

_____ SAP, IEP, ER

_____ Other special forms

Student information

_____ Names

_____ Ability levels

_____ Methods for grouping and flexibility of the groups

_____ Special seating arrangements

_____ Special health and physical needs of students (Consult District Confidentiality Policy)

_____ Appropriate home and family information (Consult District Confidentiality Policy)

_____ Procedures for involving counselors and/or parents in helping students

Classroom and laboratory procedures:

_____ How students are expected to enter and exit the classroom or laboratory

_____ Method used to take and record attendance

_____ Procedure to send and receive messages

_____ System used to dismiss students to other classes, recess, lunch, and fire drills

_____ Method used to distribute, collect, and store materials

_____ Procedures for students who finish class work early

_____ Procedure to close the school day

General Supplies supplies:

_____ Procedure to requisition supplies

_____ Location of supplies

_____ Supplies with free access and those which require special permission

Curriculum, instruction, materials

- _____ Review the course of study and units for the semester
- _____ Obtain textbooks, reference materials, supplies, tools, and equipment
- _____ Learn the location of these materials
- _____ Learn which materials the students supply
- _____ Learn the materials the teacher candidate will need to supply

Library/Media Center:

- _____ Review, checkout, and return procedures
- _____ Identify the location of card catalogue, special reference materials, videos, computer software, and curriculum materials
- _____ Review additional policies and procedures
- _____ Preview materials which you plan to use
- _____ Locate resources to develop instructional materials e.g., school production center (Intermediate Unit Teacher Center)
- _____ Become familiar with the available professional journals and publications

Audio-visual equipment policies and procedures:

- _____ Copy machine
- _____ Whiteboards
- _____ Smartboards
- _____ Learn procedures to obtain obtain equipment
 - _____ iPad/Laptop cart
 - _____ TV-DVD
 - _____ Listening stations with headsets
 - _____ Laminating machine
- _____ Procedure to obtain equipment and supplies for audio-visual equipment
- _____ Procedure to order and return materials from the Intermediate Unit

Keep the university supervisor informed:

- _____ Provide school and classroom schedules
- _____ Share whatever paperwork the university supervisor needs about the school (e.g., school rules, regulations, policies)
- _____ Communicate regularly

Maintain a three-ringed notebook which will include:

- _____ Material on topics listed above
- _____ Teacher Candidate Handbook
- _____ Observation notes from the mentor teacher and university supervisor
- _____ Copies of the university supervisor's evaluation
- _____ Copies of lesson plans

CHECKLIST FOR MENTOR TEACHERS

The following checklist provides suggestions for use by mentor teachers.

Before the teacher candidate arrives:

- | | |
|--|---|
| _____ Inform the students and parents, when possible | _____ Explain your method of classroom or laboratory management and discipline, and review the district's policy and philosophy about these items |
| _____ Collect materials for the teacher candidate to use | _____ Assist in arranging observations of other teachers |
| _____ Set aside desk and workspace for the teacher candidate | _____ Give the teacher candidate informal opportunities to adjust to being in front of the class |
| _____ Outline basic teaching responsibilities for the teacher candidate | _____ Explain your methods of testing and grading, recordkeeping, and reporting to parents |
| _____ Have a copy of the class schedule for the teacher candidate | _____ Help the teacher candidate become familiar with the location and the operation of equipment |
| _____ Review teacher candidate's background information | _____ Provide the opportunity for the teacher candidate to work with individual students |
| _____ Verify teacher candidate's arrival with principal | _____ Share curriculum and review educational goals |
| _____ Duplicate class lists and seating charts | _____ Confer with the teacher candidate daily |
| _____ List days of special schedules and days on which school will be closed | _____ Provide daily feedback on the teacher candidate's performance |

During the first week:

- | | |
|--|--|
| _____ Orient the teacher candidate to the school, school personnel, support services, students, and community | _____ Check and initial the teacher candidate's lesson plans at least one week in advance of their use |
| _____ Arrange a meeting with the principal and the teacher candidate | |
| _____ Share school rules, regulations, policies (give the teacher candidate the teacher handbook and calendar) | |
| _____ Discuss expectations for the teacher candidate with respect to: | |
| _____ Confidentiality | |
| _____ Working hours | |
| _____ Procedures to follow in case of illness | |
| _____ Personal property | |
| _____ Procurement of supplies | |
| _____ Other general responsibilities | |

During the second week:

- _____ Explain developmental characteristics of the age group
- _____ Explain unique characteristics of individual students and how these characteristics directly effect their learning
- _____ Permit the teacher candidate to accept more and more teaching responsibilities
- _____ Check and initial the teacher candidate's plans before the lessons are presented
- _____ Provide the teacher candidate with opportunities to observe and assist in parent conferences
- _____ Demonstrate a variety of teaching techniques
- _____ Alert the principal and the university supervisor of significant problem areas which the teacher candidate is experiencing
- _____ Provide both written and oral feedback to the teacher candidate frequently
- _____ Confer with the teacher candidate daily
- _____ Assist the teacher candidate in fulfilling the practicum requirement

During the remainder of the experience:

- _____ Demonstrate a variety of teaching techniques
- _____ Promote self-evaluation of lessons by the teacher candidate (This reflection will help him/her to develop a perception of his/her strengths and weaknesses)
- _____ Give the teacher candidate an opportunity to accept full responsibility for the class/schedule
- _____ Encourage increasingly independent lesson plan development by the teacher candidate
- _____ Continue informal daily evaluations noting the teacher candidate's strengths and weaknesses
- _____ Assist the teacher candidate in developing skills to analyze his/her teaching performance, techniques and strategies
- _____ Commend the teacher candidate for his/her strengths
- _____ Permit the teacher candidate freedom to try his/her own ideas and techniques; reassure the teacher candidate that just because a technique failed, it was not necessarily due to poor judgment or an inadequate instructional strategy or technique
- _____ Demonstrate techniques which will help the teacher candidate remediate weaknesses
- _____ Confer with university supervisor throughout the term and in preparing the final teacher candidate evaluation
- _____ Complete and share your final evaluation with teacher candidate and university supervisor

CHECKLIST FOR UNIVERSITY SUPERVISORS

The university supervisor serves as a liaison between West Chester University and the mentor teacher participating in the student teaching program. The supervisor's responsibilities include:

Information and orientation

- _____ Explaining the goals, philosophy, and organization of the teacher-preparation program
- _____ Conferring about the experiences and responsibilities the teacher candidate should have under the direction of the mentor teacher
- _____ Explaining procedures used to evaluate the teacher candidate
- _____ Serving as a resource person for the mentor teacher and school district
- _____ Assisting the mentor teacher in completing the official paper work required for the program
- _____ Identifying potential mentor teachers in the school district

Evaluations

- _____ Evaluating in written and oral form the performance of the teacher candidate in the classroom or laboratory
- _____ Conferring with the mentor teacher following each classroom or laboratory observation
- _____ Discussing the final evaluation of the teacher candidate with the mentor teacher prior to awarding the final grade(s)
- _____ Retaining all written evaluations and observations for one year after the assignment is completed

Observations, classroom visits, and practicum

- _____ Contacting the mentor teacher and teacher candidate within the first week
- _____ Observing the teacher candidate for a full period during each of the required **SIX** visits
- _____ Consulting regularly with the mentor teacher on the performance of the teacher candidate
- _____ Discussing with the mentor teacher possible techniques and methods for use by the teacher candidate
- _____ Inviting the mentor teacher's suggestions and recommendations for enhancing the teacher candidate's experience
- _____ Planning and conducting professional seminars

REQUIREMENTS FOR A PENNSYLVANIA PROFESSIONAL EDUCATOR CERTIFICATE

In order to teach in a Pennsylvania public school, candidates must apply for a Pennsylvania Teacher Certificate through the PA Department of Education (PDE)'s online Teacher Information Management System (TIMS). Please follow [all directions provided by the Office of Certification](#).

It is strongly recommended that program completers apply, although they may not be planning to seek a position immediately or they may be planning to work in another state. In current practice, if a person applies for PA certification sometime in the future, that person must meet the requirements in effect at that time. New requirements could mean additional coursework, testing, and/or higher test scores to qualify for a certificate.

QUALIFICATIONS FOR A PA CERTIFICATE

- Complete all of the academic requirements of a PDE approved educator preparation program at West Chester University as stated in the [Academic Catalog](#)
- Meet current [PA test requirements](#) established by the PDE
- Be at least 18 years of age
- Be a citizen of the United States – or hold a valid immigrant visa and file a “Declaration of Intent to Become a Citizen of the United States”; candidates applying for foreign language certifications are exempt from this regulation
- Be a person of good moral character

Questions about any part of this process should be directed to the Office of Certification in 302 Recitation Hall, 610-436-2321.

**Pennsylvania Code
of
Professional Practice and Conduct for Educators**

<http://www.pacode.com/secure/data/022/chapter235/chap235toc.html>

§ 235.1. Mission.

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

§ 235.2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

§ 235.3. Purpose.

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

§ 235.4. Practices.

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101—27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employe Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

§ 235.5. Conduct.

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6—235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

§ 235.6. Legal obligations.

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101—27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employes, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401—413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Cross References

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

§ 235.7. Certification.

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Cross References

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

§ 235.8. Civil rights.

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Cross References

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

§ 235.9. Improper personal or financial gain.

The professional educator may not:

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

Cross References

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

§ 235.10. Relationships with students.

The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Cross References

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

§ 235.11. Professional relationships.

The professional educator may not:

- (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- (2) Knowingly and intentionally distort evaluations of colleagues.
- (3) Sexually harass a fellow employee.
- (4) Use coercive means or promise special treatment to influence professional decisions of colleagues.
- (5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

Cross References

This section cited in 22 Pa. Code § 235.5 (relating to conduct).

**West Chester University- College of Education
Dispositional Expectations**

<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/dispositions.aspx>

Formal Evaluation of Student Teaching

Student Teacher Candidates are evaluated using the Pennsylvania Department of Education (PDE)-430 evaluation form and West Chester University's Danielson evaluation. The Danielson evaluation is completed by the Student Teacher Candidate, University Supervisor, and Cooperating (Mentor) Teacher twice during the semester.

For more information about and to view the evaluation forms, please access the Professional Education Unit's assessment website: <https://www.wcupa.edu/education-socialWork/assessmentAccreditation/assessmentResources.aspx>