



Elementary Practicum Guidelines

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Statement of Purpose and Overview of Expectations

Statement of Purpose:

The methods practicum is designed to provide classroom experiences that will enhance understanding of elementary instructional methods and curriculum design. Students will have the opportunity to observe teaching and learning in progress and connect theories discussed in-class with classroom practices. The Site teacher will serve as a resource for students, providing a strong professional model, discussing practices with students, and supporting the student as they “try out” lesson planning and classroom teaching.

Overview of Expectations:

Successful completion of the practicum requires the teacher candidate to do following:

Observe and support instruction in the classroom of the Site teacher for 50 hours.

- Approximately five hours per week for ten weeks. All hours must be completed and recorded in the attendance log prior to the final week of the semester.
- Professionalism is a must. Candidates are expected to be dependable, prompt, respectful, dress in a professional manner, and keep confidential private information about students and staff members.
- While in the classroom, candidates are expected to confer regularly with the Site teacher, work closely with students, ask questions and show interest in observing and practicing assessment and instructional strategies, and assist the Site teacher with the educational work of the classroom.

Teach three lessons or portions of lessons.

- These lessons should be planned with the guidance of the Site teacher.
- A lesson plan must be submitted to the teacher and/or supervisor.
- You are encouraged to videotape and reflect on at least one of these lessons.
- Two of these lessons need to be observed by the University Supervisor,
- One lesson needs to be observed by the classroom teacher.

In order to ensure an appropriate placement, candidates should not attempt to arrange for a field experience placement on their own.

Site Teacher / Teacher Candidate Agreement

Dear Site Teacher:

Thank you for agreeing to mentor a USD teacher candidate this semester. Please review the information in this booklet and discuss your expectations with the USD teacher candidate. If you have any questions or concerns, please contact us directly. Thank you again for supporting our teacher candidates.

Betsey Gibbs, USD Field Experience Manager
Ph: 619-260-8801, email: bgibbs@san Diego.edu

1. It is the responsibility of the teacher candidate to manage all forms, keep track of his or her activities, and set up times for practice teaching. Each teacher candidate has also been asked to collect your preferred contact information and to notify you as soon as possible should he or she be unable to attend on a practicum day.
2. Through the course of the semester, please:
 - a. Discuss your teaching and students' learning with the teacher candidate. Any information you are able to share with the candidate about your practices and the theories that guide your practices is much appreciated.
 - b. Provide opportunities for the candidate to participate in teaching three lessons or portions of lessons. These lessons should be planned by the candidate in response to your input and with your supervision. They should support your larger instructional and content goals. The candidate is encouraged to video tape him or herself teaching one of the lessons. Please observe the candidate while they teach these lessons and provide them with constructive feedback.
 - c. Sign the teacher candidate's **Practicum Attendance Log** *after each visit*. It is the teacher candidate's responsibility to keep the log up-to-date and to present it to you for your initials. Teacher candidates have committed themselves to serving approximately 5 hours per week, for 10 weeks, totaling 50 hours in your classroom.
 - d. Complete and sign a final **Teacher Candidate Evaluation Form**. In addition to providing feedback to USD, this form may be used, at your discretion, as a forum for discussing the teacher candidate's progress with him or her. Please return the completed evaluation to the University Supervisor at the end of the semester. This evaluation will be considered in the EDUC 383/583 and EDUC 385/585 course grade; the teacher candidate will receive a grade of **Incomplete** if it is not received by the date designated.
3. You are always welcome and encouraged to contact the University Supervisor, Field Experience Manager or course instructor with questions, observations, or concerns. In addition, if you have serious concerns regarding the teacher candidate's commitment and/or ability to meet the practicum requirements, you may file a statement of concern. Depending on the severity of the concern, the practicum experience may be terminated.

Please sign below to indicate that the Teacher Candidate and Site Teacher have reviewed the practicum expectations and set a mutually agreed upon schedule:

Signature, USD Teacher Candidate: _____

Signature, Site Teacher: _____

PRACTICUM FIELD EXPERIENCE RESPONSIBILITIES

TIME: Candidates are expected to observe and support teaching and learning at their placement site for a minimum of **50 hours PER SEMESTER**. All field placement documentation must be completed and returned by the end of the semester. The hours that a candidate spends at the site should be arranged in advance so that both the candidate and the site can make appropriate accommodations. At the first site meeting, candidates will work with the site teacher to complete the **“Site Teacher / Teacher Candidate Agreement.”** This form must be signed and returned.

ATTITUDE AND ATTIRE: Professionalism is a must. Candidates are expected to be dependable, prompt, courteous, and respectful at all times. Candidates should dress in a professional manner. Private information about students and/or staff members should be kept confidential.

ACTIVITIES: Candidates should observe and support teaching and learning at the site. Activities may include the following:

- *Classroom observation* – Candidates must spend a significant portion of their time observing the instruction and interactions in classrooms at the site.
- *Individual or small group interaction* – Candidates must spend significant time working with individuals or with small groups who need a bit of extra time and/or support in their learning. This work should be done under the direction of the classroom teacher and should support on-going teaching and learning in the classroom.
- *Understanding instructional planning and assessment*– Candidates are encouraged to spend time observing site teachers’ work in planning for and assessing instruction. When possible, candidates should have the opportunity to ask questions about the theory behind instructional practices, differentiation to meet student needs, and measures of student learning. Understanding the thinking behind site teachers’ work will support candidates as they transition into student teaching.
- *Classroom teaching* –The candidate will teach at least 3 lessons or portions of lessons as directed in the university class syllabus.
- *Inappropriate activities* –Candidates should not be expected to take on responsibilities at the site that fall outside of the direct realm of teaching and learning. Although making the occasional photocopy is fine, regularly running to the copy center is not. Examining student work to assess learning can be helpful, but grading stacks of student papers is an inappropriate use of time. Getting to know students while chaperoning in an occasional field trip helps everyone, coaching sports detracts from time that should be spent in class. Candidates and University Supervisors

should use their best judgment to ensure that the candidate's field experience supports the program learning objectives as well as the students and teachers at the school site. If there are questions or concerns, please contact the University Supervisor or Field Experience Manager.

RECORD KEEPING:

A University Supervisor will be assigned to each practicum student. The supervisor will observe and evaluate the candidate. Evaluations should be completed using the “**Practicum Candidate Evaluation**” form. Satisfactory evaluations are required in order for the candidate to advance to student teaching.

In addition to the formal evaluation, if staff at the site placement have concerns about the candidate at any time, they should contact the supervisor and/or the Field Experience Manager.

Finally, Candidates need to complete a “**Practicum Experience Site Evaluation**” to provide feedback on the site placement. Detailed feedback and specific suggestions are helpful in ensuring quality field experiences for future candidates. Responses will be kept confidential and may be returned anonymously. Site placement evaluation forms should be submitted to the Field Experience Manager at the end of the semester.

Field Experience Observation & Scheduling

Site Teacher:

Thank you for agreeing to host a USD teacher candidate this semester. Please review the information below and discuss your expectations with the USD teacher candidate. If you have any questions or concerns, please contact the supervisor or Field Experience Manager. Thank you again for supporting our teacher candidates.

Description of Responsibilities:

1. It is the responsibility of the teacher candidate to manage all forms, keep track of his or her activities, and set up times for site visits. Each teacher candidate has also been asked to collect your preferred contact information and to notify you as soon as possible should he or she be unable to attend on a previously agreed upon day / time.

2. Through the course of the semester, please:

Provide opportunities for the candidate to participate in the following activities:

- **Observation of teaching and learning**—Several hours need to be devoted to observation of teaching and learning at your site. This time spent observing (without simultaneously tutoring, working with small groups, etc.) will allow the candidate to learn from the teachers at the site and provide opportunities to make connections between the practices in place at your site and the theory and research discussed in their education coursework.
- **Interaction with individuals or small groups**— Candidates are required to provide support for the on-going educational activities at your site by working with individual students or small groups of students. Candidates may tutor individual students, offer academic enrichment to small groups of students, and provide additional support as directed by the site teacher.
- **Interaction with an English Language Learner**— Candidates must have the opportunity to interact with and provide support for at least one student who is an English Language Learner.
- **Provide a description of the site**, its goals, the students and community served, the successes and challenges it faces. Discuss your teaching and students' learning with the teacher candidate. Any information you are able to share with the candidate about your practices and the theories that guide your practices is much appreciated.
- Sign the teacher candidate's **Field Experience Attendance Log** *after each visit*. It is the teacher candidate's responsibility to keep the log up-to-date and to present it to you for your initials. Teacher candidates have committed themselves to serving at least 50 hours at their field experience site during the semester.
- Complete and sign a final **Practicum Candidate Evaluation**. In addition to providing feedback to USD, this form may be used, at your discretion, as a forum for discussing the teacher candidate's progress with him or her. Please return the

completed evaluation to the University Supervisor of Field Experience Manager by the end of the semester.

3. You are always welcome and encouraged to contact the Field Experience Manager with questions, observations, or concerns. In addition, if you have serious concerns regarding the teacher candidate's commitment and/or ability to meet the field experience requirements, you may file a statement of concern. Please send a written and signed statement documenting your concerns to the Field Experience Manager. A meeting will be scheduled with the teacher candidate as soon as possible to discuss an appropriate course of action. Depending on the severity of the concern, the field experience may be terminated.

FORMS AND EVALUATION MATERIALS

On the following pages you will find materials that will facilitate the field experience. Please be aware that the teacher candidates are responsible for maintaining all necessary records for the field experience. Advancement to student teaching is dependent upon successful completion of all practicum experience requirements.

Observation Schedule

Copies should be provided to site teacher, teacher candidate, and course instructor.

Site Teacher: _____ Room: _____

E-mail: _____ Phone: _____

Course Schedule:

Date	Time	Subject

Teacher Candidate: _____

E-mail: _____ Phone: _____

Planned Observations:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays

Anticipated Holidays / Dates of Non-Attendance:

Date	# of Hours (Today)	# of Hours (Total)	Activities (Briefly describe your activities on this day)	Site Teacher Initials

Total Hours Completed: _____ Completion Date: _____

Candidate Teaching Opportunities:

Date	Description (Briefly describe your teaching activities)	Site Teacher Initials

Teacher Candidate Signature: _____

Site Teacher Signature: _____



Elementary Practicum Teacher Candidate Evaluation Form

USD Student: _____ Practicum School: _____
 Site Teacher / Supervisor: _____

Rating: 1= Needs improvement 3= Strong
 2= Satisfactory 4= Outstanding
 N/O= Not Observed

Student Performance	1	2	3	4	N/O	Comments
1. Dependability (attendance and promptness)	1	2	3	4	N/O	
2. Professionalism	1	2	3	4	N/O	
3. Commitment and willingness to work	1	2	3	4	N/O	
4. Ability to receive feedback and suggestions	1	2	3	4	N/O	
5. Capacity for reflection and inquiry	1	2	3	4	N/O	
6. Enthusiasm and potential for teaching	1	2	3	4	N/O	
7. Flexibility	1	2	3	4	N/O	
8. Clear communication	1	2	3	4	N/O	
9. Relationship/rapport with students	1	2	3	4	N/O	
10. Sensitiveness to issues of diversity including cultural, linguistic, economic and cognitive histories.	1	2	3	4	N/O	
11. Implementation and interpretation of assessments and classroom/ school observations to determine student strengths and needs, and develop an intervention plan.	1	2	3	4	N/O	
12. Working with students individually.	1	2	3	4	N/O	
13. Working with students in groups.	1	2	3	4	N/O	

Other Comments: (Please add additional comments on the back of this form or on a separate sheet of paper)

Site Teacher / Supervisor Signature: _____ **Date:** _____

Note: the Site Teacher and the University Supervisor must complete a separate copy of this form. In addition to providing feedback to USD, this form may be used, at your discretion, as a forum for discussing the teacher candidate’s progress with him/her. The Supervisor will collect these completed forms.

Practicum Experience Site Evaluation

To be completed by the candidate

Field Experience Site: _____

Site Teacher: _____

Rating: 1= Needs improvement

2= Satisfactory

3= Strong

4= Outstanding

Field Experience Survey Response	1	2	3	4
1. Opportunities to observe teaching and learning	1	2	3	4
2. Opportunities to interact with students in educational settings	1	2	3	4
3. Opportunities to interact with teachers / supervisor	1	2	3	4
4. Accessibility of site (time schedule, location)	1	2	3	4
5. Educational environment of site	1	2	3	4
6. Knowledge, experience, & pedagogy of teachers / supervisor	1	2	3	4
7. Sensitivity of teachers / supervisor to issues of diversity including cultural, linguistic, economic, and cognitive histories.	1	2	3	4
8. Support for student learning	1	2	3	4
9. Clear communication.	1	2	3	4

Short Answer Response:

10. Was this experience intellectually stimulating? Did it stretch your thinking?

11. What knowledge, skills, and/or dispositions did you gain from this experience?

12. What aspects of this field experience contributed most to your learning?

13. What aspects of this field experience detracted from your learning?

14. Would you recommend continued use of this field placement? What suggestions do you have for improving the experience?

15. Other comments:

If extra space is required, please attach additional pages. Please return completed form to Betsey Gibbs, Field Experiences Manager.