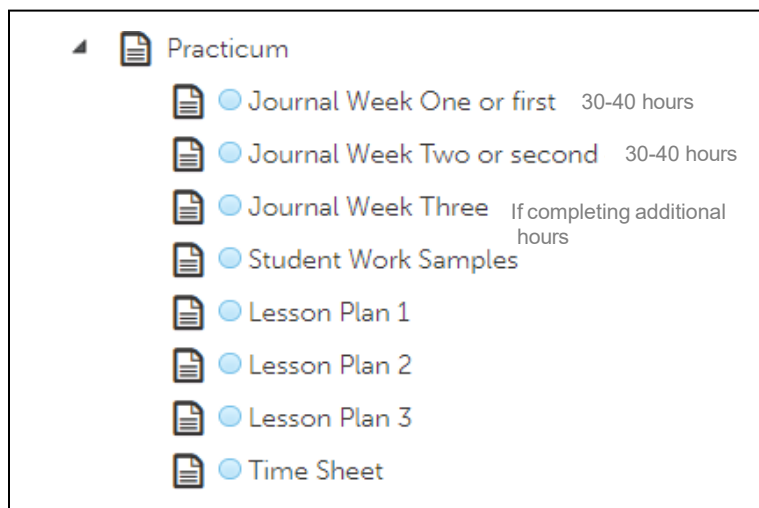


Practicum Overview and Student Requirements

1. Log into [Chalk and Wire](#). If you cannot remember your username and/or your password, contact Shaen Polasky. Your username is your sting email, or the initial of your first name and your full last name.
2. Click on Menu, Work, My Coursework and then click on your Assessment Portfolio and click on Edit Portfolio. You will see a section called Practicum.



3. You will see a place to upload artifacts for each of the items below.
 - When you are ready to submit an item, you will choose that item, Add Content, and Add File. Find and drag and drop or upload your file and then click on Insert Files.
 - You will then click the Green Submit Button on the upper right-hand corner of the screen.
 - Type in the name of your university supervisor and click the blue submit button.
 - If you look at your practicum section, the light blue dot will be turned to green to show that it has been completed.

4. Journal

You will need to address five of the [InTASC Standards](#) (2, 4, 5, 7, and 8) during your practicum. Keep a **daily** journal to reflect on your school/classroom activities and to provide evidence that you are addressing InTASC principles in your teaching. In your first journal, include your plans for teaching three lessons.

Ask your supervisor when he/she expects you to submit your journal. Some supervisors might give a Friday deadline while others prefer Saturday or Sunday. Write your journal in Microsoft Word, starting a new document each week. If you use another word processing program, save the file as Rich Text Format (rtf) so your supervisor will be able to open it with Microsoft Word. If you are using an Apple device, convert documents to a .pdf or word before submitting them. Please

do not submit documents using .pages.

The purpose of your journal is to reflect on how teaching impacts student learning. Choose one or more events each day to write about using the DAR model. Your writing should be Descriptive, Analytical, and Reflective. Start out by describing what happened, then analyze and explain why it happened. Reflect by focusing on the quality of your work as well as your strengths and weaknesses related to teaching principles and activities. What will you do differently in the future because of this experience? What worked well that you intend to follow in the future? Because your journal also provides evidence that you are addressing InTASC Standards, specify the related InTASC Standard e.g. (InTASC 2) at the end of each event.

Although your journal is not intended to be used as a daily “diary”, it may be beneficial to also include any concerns or problems you might have had that day. This is your opportunity to dialog with your supervisor about your experiences and ask for input. Your supervisor’s feedback will be valuable as you continue to grow and develop into a successful educator.

For every thirty hours (5 full days) of practicum, a journal entry should be submitted in one document to your university supervisor in Chalk and Wire. You will click on Journal Week One, Add Content, Add File. Add, or drag the file to the green Add Files box and then click on Insert Files. Click the green Submit Button and enter the name of your university supervisor.

5. Lesson Plans

Prepare and teach three lessons. Your cooperating teacher will observe and evaluate your planning and delivery of the lesson(s). Submit the lesson plan(s) to your university supervisor in Chalk and Wire. Click on Lesson Plan, Add Content, Add File, add your lesson plan and click Start Uploading All. Close and submit. Use the [Lesson Plan Template](#) to create your lesson plans. Your lesson plans should include your analysis of the lesson taught including strengths and weaknesses, your reflection, and your considerations for future practice. For more detailed instruction about using the template, refer to the [Lesson Plan Guide](#).

6. Student Work Samples Analysis and Rationale

For one of the lessons taught, collect three samples of student work or evidence of student achievement that demonstrates your ability to accurately plan and assess student learning. You will analyze the three samples that are identified as:

- Does not meet the standard (Not Met)
- Meets the standard (Met)
- Exceeds the standard (Exemplary)

In your submission, you will explain why you identified these artifacts at the specific level and what implications the work has for future instruction. Both the work samples and the accompanying explanations should be submitted to the university supervisor in ePortfolio. The work samples can be a word document, pdf, scanned image/picture, or video. All work samples and explanations can be submitted in one entry.

7. Timesheet

Download and save the [Time Sheet](#). You may print it off and complete it by hand or fill it in electronically. At the end of the practicum, submit the time sheet in Chalk and Wire to your university supervisor. Your cooperating teacher may sign your actual timesheet before you upload it, or they can verify your hours on your final evaluation form.

To finish a practicum successfully, you must complete 60 hours for a one-credit hour practicum or 80 hours for a two-credit hour practicum.

You *must* receive *Developing ratings or above* on assignments from your university supervisor.

Suggested timeline for your practicum

*Note that practicums are 60-80 hours long. Some practicums run for two weeks straight, and others are spread out over the semester. In the case of a practicum that is spread out over the semester, Week One refers to the first 40 hours and Week Two refers to the next 40 hours of the experience.

Week One (first 30-40 hours)

- Meet your cooperating teacher, exchange contact information, become acquainted with the classroom and your workspace.
- Discuss arrival and departure expectations with your cooperating teacher.
- Discuss dress code.
- Refrain from sharing personal information about students; maintain a professional relationship.
- Discuss computer etiquette and use of your supplies.
- Tour building, learn copier use, learn where the supplies are located.
- Meet the other faculty and principal.
- Discuss any “unwritten” norms of building/district.
- Discuss relevant routines and procedures.
- Clearly understand all behavior management routines and procedures.
- Review practicum requirements and plan for week 1 lesson.

By the end of Week One

- You will teach at least one lesson and go over critique with CT.

Week Two (next 30-40 hours)

- Plan out final 2 lessons to be taught.
- Plan collaboration times to discuss:
 - Procedures for progress monitoring and data collection.
 - Program specific evaluations and materials used.
 - How district determines eligibility and service delivery priorities.
 - Beneficial professional development and resources to consider.
- Teach final two lessons and go over critique with CT.
- Prepare and submit final paperwork for grade.

You may not begin student teaching unless you have completed your pre-requisite practicum.