



Student Teaching Handbook

Teacher Candidate Guide

Fall 2019 – Spring 2020

Updated: August 1, 2019

TABLE OF CONTENTS

Information common to All WCU Teacher Education Programs

The Student Teaching Experience	1
Quick Reference – What to do in case of	2
Important Telephone Numbers.....	2
Program Description.....	3
General Rules and Policies for Teacher Candidates	3
Disciplinary Action	5
Use of Teachers' Room and Other Facilities.....	5
State Laws Concerning Liability	5
Extra-Curricular Activities.....	5
Injuries Incurred While Student Teaching.....	5
Twardowski Career Development Center	6
Job Fair Information	6
Teacher Candidate Expectations, Goals and Outcomes.....	7
Requirements for the Teacher Candidate	8
Assumption of Teaching Responsibilities by the Teacher Candidate.....	8
Suggestions to Assist in Planning for the Student Teaching Experience and for Working with a Teacher Candidate.....	9
Guidelines for University Supervisors	11
Guidelines for Mentor Teachers.....	13
Checklist for Teacher Candidates	13
Checklist for Mentor teachers.....	15
Checklist for University Supervisors	16
Requirements for a Pennsylvania Professional Educator Certificate (Teaching Certificate)	17
Pennsylvania's Code of Professional Practice and Conduct for Educators	18
West Chester University College of Education Dispositional Expectations	22
Formal Evaluation of Student Teaching	22

THE STUDENT TEACHING EXPERIENCE

Dear WCU Teacher Candidate:

You are about to begin an exciting phase of your teacher preparation, student teaching. During this experience, you will continue to gain additional practical knowledge as well as an understanding of how educational theory connects to instruction in the classroom. You will plan and teach a variety of lessons and encounter the everyday and sometimes not so everyday problems related to education. It is a time to try your ideas and to listen and learn from your mentor teacher and the students. You will have an opportunity to grow both personally and professionally. Savor this time, enjoy each day's challenges and rewards, and reflect on all that occurs.

An invitation has been sent to your mentor teacher via e-mail inviting your mentor teacher to attend a workshop. These workshop sessions are designed to provide important information concerning the role of the mentor teacher and an opportunity to gain additional insight and experience in the supervision of teacher candidates. Your mentor teacher will receive a separate e-mail regarding the honorarium. The honorarium form will be contained in the e-mail as an attachment. This form must be completed and returned in order that we may process the mentor teacher's stipend.

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.
Executive Director
Office of Clinical Experiences
West Chester University

QUICK REFERENCE

WHAT TO DO IN CASE OF:

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

Coordinator of Field Experiences _____

University Career Development Center _____

University Certification Office _____

University Supervisor #1 _____

University Supervisor #2 _____

Mentor Teacher #1 _____

Mentor Teacher #2 _____

School Office #1 _____

School Office #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

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.

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 for the **Early Grades Preparation Program, Middle Grades Preparation Program, dual Early Grades Preparation and Special Education, dual Middle Grades Preparation and Special Education, Special Education (with content area), Secondary Education (content area), Health and Physical Education and Music Education**. 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 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 the assigned 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 SLO assignment are completed in the Professional Education Unit's online assessment system called Tk20. For more information and to view the evaluation forms, please access the Candidate Assessment Resources webpage, <https://www.wcupa.edu/education-socialWork/assessmentAccreditation/assessmentResources.aspx>.

DISCIPLINARY ACTION

In the event that a teacher candidate behaves in an inappropriate manner, 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.

The district always has the right to ask the student teacher to be removed from the assignment if they believe that the student teacher has violated any policy or procedure at either the district level or the building level as indicated on page 2 item 5 of the Standard Affiliation Agreement:

Professional Standards: Both parties to this agreement have a right and an obligation to insist on standards of professional decorum on the part of the Teacher Candidates that are consistent with applicable law and regulations, and the prevailing standards in the school community and the educational profession.

USE OF TEACHERS' ROOMS AND OTHER FACILITIES

The teacher candidate will consult the mentor teacher and the building principal 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 coaching, 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 **Handshake** <https://wcupa.joinhandshake.com/login> to search for jobs and internships, make a career appointment, and learn about career resources. 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 to interact with recruiters face-to-face during your 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 <https://www.wcupa.edu/services/careerDevelopment/>. Additionally, Chester County Intermediate Unit (CCIU) holds an Interview Day twice a year in December and May.

TEACHER CANDIDATE 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 assignments 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 **two days 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:

- Reviewing with the mentor teacher any and all applicable policies, codes or confidentiality issues related to the experience
- 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

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 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 methods of assessment, record keeping, and communication with parents.
- Help the teacher candidate become familiar with the location, operation, and procedure for 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.

- Begin the process of the SLO.

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 including IEP's, 504 agreements, parent requests for specific learning situations, etc.
- 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 Danielson.
- Confer with the university supervisor before completing the final teacher candidate evaluation (Danielson).

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
- SLO and Danielson and the appropriate assessment forms
- 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 Danielson and other appropriate assessment forms
- 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 Danielson and other appropriate assessment forms
- Confer with school administrators to discuss issues concerning the teacher candidate 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 the appropriate assessment forms on TK20.
 - Final academic grades for teacher candidates must be assigned and submitted to the Office of the Registrar.

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 will 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 learn as much as possible about applying instructional strategies and grow professionally.

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.

CHECKLIST FOR TEACHER CANDIDATES

- | | |
|---------------------------------------|---|
| Learn Policies and Procedures | _____ Health records |
| _____ District level | _____ Permanent record forms |
| _____ Building level | _____ SAP, IEP, ER |
| | _____ Other special forms |
| Learn Daily Procedures | |
| Time teachers enter and leave: | Student information |
| _____ AM | _____ Names |
| _____ PM | _____ Ability levels |
| | _____ Methods for grouping and flexibility of the groups |
| Mentor teacher's supervisory duties | _____ Special seating arrangements |
| _____ Recess | _____ Special health and physical needs of students (Consult District Confidentiality Policy) |
| _____ Restrooms | _____ Appropriate home and family information (Consult District Confidentiality Policy) |
| _____ Halls | _____ Procedures for involving counselors and/or parents in helping students |
| _____ Assemblies | |
| _____ Study halls | |
| _____ Cafeteria duties | |
| _____ Buses | |
| _____ Before/after school supervision | |
| _____ Other duties | |
| Homeroom procedures | Classroom and laboratory procedures: |
| _____ Attendance | _____ Method used to take and record attendance |
| _____ Daily announcements | _____ Methods used to take and record lunch count |
| _____ Opening exercises | _____ Procedure to send and receive messages |
| _____ Schedule for special classes | _____ System used to dismiss students to other classes, recess, lunch, and fire drills |
| _____ Speech | _____ Method used to distribute, collect, and store materials |
| _____ Music lessons | _____ Procedures for students who finish class work early |
| _____ Resource room | _____ Procedure to close the school day |
| _____ 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 | |

General 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 equipment
 - _____ LCD projector
 - _____ Computer
 - _____ TV-DVR
 - _____ 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
- _____ 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 teacher

During the first week:

- _____ Orient the teacher candidate to the school, school personnel, support services, students, and community
- _____ 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

- _____ Provide both written and oral feedback to the teacher candidate frequently
- _____ Confer with the teacher candidate daily

During the remainder of the experience:

- _____ 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 teaching performance, techniques, and strategies
- _____ 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
- _____ Complete and share your final evaluation with teacher candidate and university supervise

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

- _____ 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
- _____ Assisting the mentor teacher in completing the official paper work required for the program
- _____ Identifying potential mentor teachers in the school district

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

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)

REQUIREMENTS FOR A PENNSYLVANIA PROFESSIONAL EDUCATOR CERTIFICATE

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 Employee 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 employees, 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>