University of Alaska Southeast  
School of Education, Distance K-8 Credential/MAT Program  
ED 615, ED 616, ED 617, ED 618, ED 619 and ED 661  
Information for Practicum Host Teachers  
Spring 2010

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Dear Host Teachers:

_Probably the most important part of methods courses is the time students spend in your classroom. Thank you for volunteering to work with a UAS practicum student._

- These courses provide our graduate students the opportunity to learn about teaching in specific content areas, classroom management, curriculum and the day-to-day realities of elementary and middle school teaching. The more practical experience the students have, the better they will be prepared for student teaching.

- The student should be in your classroom at least 3 hours a week, per class she is taking.

- The student should schedule a regular weekly time, at your convenience, that he will be in your room.

- The UAS student's first and foremost responsibility is to be a help to you and your students. Please make your expectations clear to the student.

- The UAS student should provide you with the syllabus for the class he is taking, as well as an information packet for the Practicum Host Teacher.

- You may host a UAS practicum student for more than one methods class. Practicum students are aware that they must do practicum work at the primary, intermediate _and_ middle school levels.

- As a Host Teacher, you are eligible to take ED 593 Practicum Supervision. This is a one-credit course offered through the School of Education that acknowledges the effort and learning that supervising a practicum student entails. UAS pays the tuition, we ask only that you pay the $15 registration fee. Materials for registration are in this packet.

We will have one audio conference for those who wish the credit course. This will be on February 3 at 4:30 pm. The phone number is 800-570-3591 and the code is 6506720.

Thank you for supervising one of our students. We have found that the practicum is very helpful in preparing our students for student teaching and for the first years of teaching. It’s an opportunity to truly learn about teaching under the direction of an effective teacher.

If you have any questions about the practicum, the UAS student, or the ED 593, please contact me. My phone is 907-694-7019 and my email is klsplangler@uas.alaska.edu.

Again thank you for your support of our program and for hosting a UAS graduate practicum student.

Katy Spangler, Ph.D.
Specific Classroom Requirements for Each Course

Each course requires that the UAS student be in the practicum for approximately 3 hours per week during the semester. At the end of the semester, the Host Teacher provides a “Practicum Assessment Form” and a Professional Dispositions Progress Report for the UAS student. There are different requirements for each of the methods courses, as follows.

ED 615: Literary in the Intermediate and Middle School Grades

Instructor: Julia Gibeault, Literacy Specialist, Anchorage School District, jbgibeault@hotmail.com

- Discuss standards and local curriculum with you.

- Work with an individual student on a weekly basis. This may be a child who needs tutoring, extra motivation or study skills. The UAS student will be required to create a portfolio for this child that will be given to you for her permanent records. The UAS student will learn to give an Informal Reading Inventory and to do holistic writing assessment. The UAS student understands that information about this child is confidential.

- Participate in reading instruction with small or large groups. When you feel the UAS student is ready, please give her as much responsibility as possible. Other possibilities: conferences, reading for social studies and science, literature circles, skill instruction, plays and drama, response to literature activities, reading aloud to the class, and so on.

- Participate in writers' workshop. The student can respond to students, do conferencing, help with all stages of the writing process, work with response groups, help publish, model strategies and skill lessons and so on. The UAS student should work with individuals and groups. Please give him as much responsibility as possible.

The student will need to turn in lesson observations and the Practicum Assessment Form in order to receive credit for the course.

ED 616: Math in the K-8 Curriculum

Instructor: Dr. Chip McMillan, Assistant Professor of Education, chip.mcmillan@uas.alaska.edu

- Interview with host teacher about curriculum and practices.

- Intensive work with one student: This will be a way to observe, assess and teach to a student’s current math level.

- Teach 3 math lessons in 3 different areas of math. The host teacher is asked to observe, give feedback and fill in observation forms for each lesson.
ED 617: Science in the K-8 Curriculum

Instructor: Dr. John Butler, Retired Teacher Anchorage School District and UAS Adjunct, johnbutler@gci.net

- Interview with host teacher about curriculum and practices.
- Interview 3 students: This will be a way to observe student’s current knowledge about science.
- Teach 3 science lessons, one in life science, one in physical science and one in earth science. The host teacher is asked to observe, give feedback and fill in observation forms for each lesson.
- The student will be designing a science kit and conducting a scientific inquiry. Integration of these projects into your classroom would be helpful.

The student will need to turn in the Practicum Assessment Form and 3 lesson observations to receive credit for the course.

ED 618: Social Studies in the K-8 Curriculum

Instructor: Dr. Chip McMillan, UAS School of Education Faculty, chip.mcmillan@uas.alaska.edu

- Discuss standards and local curriculum with you. Share social studies materials that you have.
- Participate in social studies instruction on a regular basis. Please allow the UAS student to plan, teach and evaluate at least 5 social studies lessons. Please observe at least 2 of these, and provide the Lesson Observation Form to the student. Any feedback that you can give the UAS student is helpful.
- The student will be designing a unit using Wiggins and McTighe’s Design for Understanding model. If possible, it would be great if the UAS student could design a unit that could be taught in your classroom. This is not required, but some host teachers encourage this.
- Discuss your philosophy of teaching the social studies with your student. We will be considering the differences between curriculum centered and student centered instruction, and your insights will be valuable.
**ED 619 Elementary Classroom Management**

Instructor: Katy Spangler, UAS Program Coordinator  Kjspangler@uas.alaska.edu

- Observe and interview host teacher about management practices
- Work with one child on an issue of self-management
- Teach a differentiated lesson (any subject) and a lesson with emphasis on student responsibility
- Use an original rubric to evaluate the student work for one lesson
- Respond to daily discipline issues as they occur.

**ED 661 Advanced Topics in Literacy for Young Children.**

Instructor: Susan Andrews, Early Childhood Education, UAS smandrews2@mail.uas.alaska.edu

There are 6 practicum activities and 4 assessments that students will be asked to do in their practicum. We prefer that UAS students be placed in the 1st grade.

Week #1 Observation and explorations with children in conversation
Week #2 Create a Literacy environment (e.g. Lemonade Stand, Flower Shop, Pet Shop Post Office, etc)
Week #3 Work with a group of students writing a Morning Message
Week #4 Conduct a Shared Reading experience using a Big Book
Week # 5 Conduct a Guided Reading lesson with at least 4 students
Week 4#6 Interactive Writing (May choose Shared Writing, etc)

Students will report on their experiences and observations of students.

Schedule of Assessments:
Week of 9/15 Alphabet Recognition and Sight Word
Week of 10/5 Phonemic Awareness and Concepts About Print
Week of 11/2 Writing Known Words and Hearing/Records Sounds in Words
Week of 11/9 Running Records

All assessments will be collected, analyzed and included in a student case study.
Assessing Your Practicum Student

All assessments this semester will be done on line, via our TaskStream Assessment System. This is our first semester to use the system and we may be dealing with some glitches. Please be patient and send any feedback on the system to klspangler@uas.alaska.edu

First, you must go to the website www.taskstream.com and create a user identification and password.

**STEP ONE:** The website will look like this: Click on the indicated link “Subscribe/Renew Today.”

Choose the option that applies to you. First time subscribers should choose the “Create a new TaskStream subscription” option.

**STEP TWO:** You will get this screen. Choose the first option:

If you are purchasing by credit card, use Option 1.
STEP THREE: You will get this screen. You are going to select Option 2.
The KEYCODE you type in is: RSEJHT-EJ4KA5

![Image showing subscription options]

STEP FOUR The next page will display a link to take you to the home page (as displayed on the previous page) where you can create your username and password to login and begin using your TaskStream account.

Once you have created your TaskStream account, I will need your name and the student you are hosting. Please email this to me klspangler@uas.alaska.edu with the heading TaskStream Host Teacher. Once I receive that information, I will link you to the materials that you need.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.

Once you are logged in to TaskStream, you will be directed to give your user information. You will later be directed to the appropriate materials you’ll need for supervising the practicum student. They include:

**Practicum Host Teaching Information Form**
Please fill this out as soon as you are logged in.

**Lesson Observation Form**
Your UAS student will ask you to observe and give feedback on several lessons. This is the form to use for the feedback. You can do the form offline if necessary.

**Practicum Assessment Form**
for the appropriate class(es) that your practicum student is taking. These are completed at the end of the semester. Please take a look at these early in the semester so you are familiar with what we are looking for.

**Professional Dispositions Progress Report**
If you have the same UAS student for more than one practicum, you only need to do this form once! If you have a concern about a practicum student, this form will document the concern. You may send it directly to Katy Spangler if you prefer.

*The student will not receive a grade until these forms are turned in.*
(These are the TaskStream directions, a repeat of above.)

Using your TaskStream Key Code

You have been selected to receive a TaskStream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on TaskStream ‘Advancing Educational Excellence’.

1. Go to www.taskstream.com

2. On the TaskStream home page click the Subscribe/Renew Today link located on purple area on the top left side of the screen.

   You should now see the Purchase or Activate Subscription page.

3. Select whether or not you are creating a new (First Time Subscriber), renewing an account, or converting a guest account. Then enter the key specified below in the appropriate fields and click Continue button.

   Key Code: RSEJHT-EJ4KA5

4. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen.

   This will be the username and password you will use to access TaskStream.

5. Confirm your registration information in Step 4. If you need to edit any of the information you have entered Edit button. Otherwise click to complete your registration.

6. The next page will display a link to take you to the home page where you can enter your username and password to login and begin using your TaskStream account.
**Practicum Host Teacher Responsibilities**

The Practicum Host Teacher supervises candidates in K-8 classrooms. The practicum experiences are linked to our six methods courses, which are the core part of our Practicum/Methods phase. Practicum teachers are volunteers. They host candidates in the classroom approximately 3 hours per week for each class.

Practicum teachers provide opportunities for candidates to observe, assist and teach in the classroom. They approve lessons that candidates prepare for teaching, and provide feedback before, during and after teaching. At the end of the semester, Practicum Host Teachers assess candidates via a Practicum Assessment Form.

The Center for Teacher Education may offer a 1-credit 500 level course for Practicum Host Teachers. Additionally, Practicum Host Teachers are invited to register for methods courses along with the candidates they supervise.

Specifically, the Practicum Host Teacher

1. Welcomes the practicum student into the classroom and introduce him/her to the students
2. Asks the practicum student for the class syllabus and review expectations for the practicum student.
3. Provides a seating chart or other materials so the practicum student can learn names.
4. Assists the practicum student in becoming familiar with standards and local curriculum, and with classroom curriculum for the semester.
5. Acquaints the practicum student with appropriate school policies, personnel, materials, resources and programs.
6. Requires lesson plans from the practicum student in advance of teaching lessons.
7. Observes the practicum student and provides constructive feedback.
8. Completes the Practicum Assessment Form at the end of the class. If comfortable, shares this with the practicum student.
9. Completes the Dispositions Checklist if applicable.
10. Notifies the methods teacher if there are questions or concerns.
Lesson Plan Format

Alaska Standard:

Goal:

Topic:

Methodology:

Learning Theory

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<tr>
<th>Objective(s):</th>
<th>Student Assessment:</th>
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Materials: List all materials used, including technology.

Activities: What will the teacher and children do to address the objectives?

   Introduction

   Learning Activities

Closure

Differentiation for special learners:

How is this lesson sensitive to cultural and language issues?:

Practicum Host Teacher Packet (9/07)
Suggestions for Pre and Post Lesson Conferencing with Host Teacher:

Examples of questions for prior to the lesson:

• What is the objective of the lesson? How will you know if the students have met the objective?
• What provisions are you making for faster and slower learners?
• How does this lesson fit into the overall curriculum?
• Have you changed the lesson plan at all?

Examples of questions for reflection after the lesson:

• How did the lesson go?
• Did the students meet the objective? How do you know?
• Were there any unexpected events? How effectively did you respond?
• Comment on one student who did particularly well and one who did not meet your expectations. Why did this happen? What can you do to follow up with the student who did not do well?
• Are there any changes you would make in this lesson if you could do it again? Why?
ED 593 – JO-4 CRN# 37035 Practicum Student Supervision
Supervision of Practicums for UAS Students in ED 615 (Literacy), ED 616 (Math)
ED 617 (Science), ED 618 (Social Studies), ED 619 (Management), ED 661 Literacy Young Children

1-3 credits
Spring, 2010

Instructor: Katy Spangler
PO Box 773354
Eagle River, AK 99577
klspangler@uas.alaska.edu
FAX: 907-694-8797
PHONE: 907-694-7019 (9 am to 5 pm only)

Class meetings
Weekly, 3 hours, time to be determined with practicum student

Audio conference: February 3, 4:30 pm
Dial 1-800-570-3591 code 6506720

Course Context
Special topics course for K-8 teachers who are supervising a practicum student in the Distance K-8 Credential Program.

Course Description
Supervision of a candidate for the K-8 credential in a weekly practicum situation. The Practicum Host Teacher meets weekly with the Practicum Student, supervising observations, tutoring and practice teaching in the classroom.

Relation to Conceptual Framework
Goal 8: Teachers develop and maintain professional, moral, and ethical attitudes, behaviors, relationships, and habits of mind.
Performances
a. Keep current in knowledge of content and teaching practice. (K)
b. Participate in and contribute to the teaching profession. (S)
c. Communicate effectively with students, colleagues, and supervisors. (S)
d. Value professional ethics, democratic principles, and collaborative learning communities. (D)
Required texts
- Linked course syllabus
- Practicum Host Teacher materials packet
- Please see your practicum student’s syllabus for the course.

Course Objectives
1. Effectively mentor a practicum student
2. Add to personal professional knowledge in the target content area.
3. Develop skills for observation and assessment of teaching practice

Course Content
1. Overview of practicum student’s course content and requirements.
2. Introduction to basic mentoring skills in communications and assessment.
3. Overview of lesson evaluation plan.
4. On-going assessment, feedback and modeling.

Course Requirements
1. Attendance in 1 audioconference designed as an orientation to supervision
2. Practicum Host Teacher Information Sheet
3. Practicum Assessment Form
4. Observation forms for 2-3 observed lessons.
5. Professional Dispositions Progress Report
6. Regular meetings with the practicum student to provide supervision, feedback and encouragement

Grading: Pass/fail. The passing grade is obtained for participating in required meeting and turning in all required paperwork.

Course Schedule
The practicum student will be in the school beginning the week of September 4. The practicum student is expected to volunteer in your class for 15 weeks, with approximately 3 hours per week during the time you teach the target content area. You will need to arrange your time together.

Dates of Importance: Fall, 2009  |  Spring, 2010
--- | ---
Audio conference | September 30, 4:30 pm  |  February 3, 4:30 pm
Host Teacher Information Sheet and Course Registration Due: | September 23 | January 26
Last week of semester | December 6-11  |  April 26-30
Due date for assessments | December 11  |  April 30

Please give your assessment to your student by the due date. *The student’s grade will not be issued until the assessments are received, nor will yours for ED 593.* Thank you!

Bibliography

Denmark, Vicki Coaching and Supporting 1st Year and Student Teachers.  Eye on Education, 2000

Practicum Student Lesson Observation Form

<table>
<thead>
<tr>
<th>Reading</th>
<th>Writing</th>
<th>Math</th>
<th>Science</th>
<th>Soc St</th>
<th>Health</th>
<th>P.E.</th>
<th>Arts</th>
<th>Technology (circle content area)</th>
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<th>Evidence/Notes</th>
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<td></td>
<td>Lesson plan was complete (ACEI 3.1)</td>
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<td>Student teacher was prepared</td>
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<td>Student teacher communicates effectively (ACEI 3.5)</td>
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<td>Lesson was developmentally appropriate (ACEI 1.0)</td>
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<td>Activities were differentiated for individual learners (ACEI 3.2)</td>
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<td>Student teacher’s content knowledge was accurate (ACEI 2)</td>
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<td>Student teacher understood the context of this lesson in the curriculum. (ACEI 3.1)</td>
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<td>Students were interested and engaged in active learning (ACEI 3.4)</td>
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<td>Student teacher focused on the students’ learning (ACEI 4.0)</td>
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<td>Student assessment was appropriate to objectives (ACEI 4.0)</td>
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<td>Lesson promoted higher level thinking (ACEI 3.3)</td>
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<td>Students met learning objectives (ACEI 3.1)</td>
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<td>Classroom management promoted student engagement (ACEI 3.4)</td>
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<td>Student teacher reflected on student learning and lesson design (ACEI 5.1)</td>
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0 = Not Observed  1= in progress  2= meets expectations  3= exceeds expectations for beginning teacher