University of Alaska Southeast
School of Education, Distance K-8 Credential/MAT Program

ECE 661, ED 615, ED 616, ED 617, ED 618 and ED 619
Information for Practicum Host Teachers
Spring 2013

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December 13, 2012

Dear Host Teacher

The most important part of methods courses is the time our 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. If you have a practicum student for 2 or more courses, you may register for 2 credits.

We will have one audio conference for those who wish the credit course. This will be on Tuesday, January 29 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 essential 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 klsangler@uas.alaska.edu.

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

Katy Spangler, Ph.D.
Coordinator, Distance Elementary Credential/MAT Programs
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. During the semester, the Host Teacher observes and assesses 3 lessons taught in the classroom. At the end of the semester, the Host Teacher provides assessment via an online assessment system regarding overall learning in the practicum, and professional dispositions.

**ED 615: Literary in the Intermediate and Middle School Grades**

Instructor: Julia Gibeault, Literacy Specialist, Anchorage School District, jbgibeault@uas.alaska.edu

- 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.

- Observe three lessons for formal evaluation.

**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. Chip McMillan, Assistant Professor of Education, chip.mcmillan@uas.alaska.edu

• 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.

ED 618: Social Studies in the K-8 Curriculum

Instructor: Dr. Pamula Hagan, Instructor, pamhagan2002@yahoo.com

• 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 3 of these, and provide the Lesson Observation Form to the student. Any feedback that you can give the UAS student is helpful.

• 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 Klspangler@uas.alaska.edu

• Observe and interview host teacher about management practices
• Work with one child on an issue of self-management during the semester.
• 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.
• Please observe and evaluate 3 lessons that the practicum student teaches in your classroom.
ECE 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
Week4#6 Interactive Writing (May choose Shared Writing, etc)

Students will report on their experiences and observations of students. All assessments will be collected, analyzed and included in a student case study.
Please do 3 formal lesson observations.
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 online assessments.

The School of 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. Enrolls in the appropriate online assessment system, either TaskStream or LiveText.
8. Observes the practicum student and provides constructive feedback. Records observations of specific lessons online.
9. Completes the Practicum Assessment Form at the end of the class. If comfortable, shares this with the practicum student.
10. Completes the Dispositions Checklist online.
11. Notifies the methods teacher if there are questions or concerns.
12. Registers for one of our online assessment systems. Your student will tell you which one. The directions for each system are attached at the end of this packet.
**Lesson Plan Template: MAT/Certification Elementary**

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>Host Teacher Name:</th>
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<table>
<thead>
<tr>
<th>School:</th>
<th>Grade Level:</th>
<th># of Students:</th>
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<table>
<thead>
<tr>
<th>Date &amp; Time of Lesson:</th>
<th>Length of Lesson:</th>
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<table>
<thead>
<tr>
<th>Topic of Lesson:</th>
<th>Content Area:</th>
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<table>
<thead>
<tr>
<th>Materials: Include all materials including technology</th>
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**Standard:**


**Methodology:**


**Learning Theory:**


**STAGE ONE**

<table>
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<tr>
<th>Objective(s):</th>
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**STAGE TWO:**

<table>
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<tr>
<th>Student Assessment:</th>
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</table>

**STAGE THREE: Learning Plan**

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

- **Introduction**

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Differentiation</th>
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</table>

**Closure**
How is this lesson sensitive to cultural and language issues?

Attachments: 3 artifacts of student work

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 S593 – JO-6 CRN #37372 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), ECE 661 Literacy Young Children
1-2 credits
Spring 2013

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)

Note: UAS will pay your tuition, however you will have to pay the administration fee of $15.

Class meetings
Weekly, 3 hours, time to be determined with practicum student
Audio conference: Tuesday, January 29, 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

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>SOE (Conceptual Framework) Standard</th>
<th>Under Grad Competencies</th>
<th>SPA National Board Competencies</th>
<th>Assessment Ensuring that the Objective has been met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Effectively mentor a practicum student</td>
<td>8</td>
<td>2.1 2.2 2.3</td>
<td>ACEI 5.1</td>
<td>Completion of required assessments of the practicum student</td>
</tr>
<tr>
<td>2. Add to personal professional knowledge in the target content area.</td>
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<tr>
<td>3. Develop skills for observation and assessment of teaching practice</td>
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</table>

Technology Needed:
- High speed internet access
- Enrollment in TaskStream
- Telephone

Required Readings
- Practicum Host Teacher materials packet
- Please see your practicum student’s syllabus for the course.

Course Requirements
1. Attendance in 1 audioconference designed as an orientation to supervision
2. Practicum Host Teacher Information Sheet online
3. Practicum Assessment Form online
4. Observation forms for 3 observed lessons online
5. Professional Dispositions Progress Report online
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.

Relationship of the Conceptual Framework to Standards
An increasing emphasis on professional standards for educators reinforces the relevance of the School of Education’s vision of an informed, reflective and responsive professional educator as the grounding tenants of our Conceptual Framework. As the lists of expected achievement indicators, competencies, and dispositions issued by government and professional groups become more extensive, only an informed professional who actively reflects on his/her teaching and is responsive to student, family and community needs will be capable of meeting the intent of those standards. The general theme of our vision is that each of these areas strives to nurture and prepare professional educators so that they can meet the needs of diverse learners. Efforts include continuous endeavors to creatively incorporate technology throughout individual subject area fields, promoting understanding and appreciation for diversity, and support of the development of literacy skills needed in an increasingly complex society.
Basis for Student Evaluation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Teacher Information</td>
<td></td>
<td>January 29, 2013</td>
</tr>
<tr>
<td>Practicum Assessment Form</td>
<td></td>
<td>April 26, 2013</td>
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<tr>
<td>Dispositions Assessment</td>
<td></td>
<td>April 26, 2013</td>
</tr>
<tr>
<td>Lesson Evaluations: Please do these</td>
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<td>April 26, 2013</td>
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<tr>
<td>as the students teach them, not at</td>
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<td></td>
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<tr>
<td>the end. This way the student</td>
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<td></td>
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<tr>
<td>receives your feedback.</td>
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</table>

Explanation of Assignments
(Please see Host Teacher Packet)

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 14 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:  
Spring 2013
Audio conference and Course Registration Due:  
January 29, 4:30 pm  
January 29, 2013
Last week of semester  
April 29-May 3
Due date for assessments  
April 26, 2013
Please complete your assessment for the 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!

Academic Policy Statement:
Honesty in academic endeavors is a central tenet of the UAS philosophy. One may feel proud of accomplishments and success attained honorably through hard work. Knowledge gained in this way often leads to later success in professional pursuits and in personal life. Unfortunately, academic stress and anxiety sometimes impact the individual in ways that produce dishonest behavior, or taking an “easier” route to fulfilling academic responsibilities. Infractions of academic dishonesty can lead to serious consequences. Refer to the UAS Student Handbook for more details. Programs offered through the Learning Center and the Student Resource Center address topics such as study skills and time management to reduce stress and thus help to prevent dishonest behavior.

Students with Disabilities:
To aid college students who experience a documented physical, cognitive, and/or psychiatric disability. Disability Support Services are available on all UAS campuses. The University of Alaska Southeast is committed to equal opportunity and programmatic access for students with disabilities (See University of Alaska Regents Policy: www.alaska.edu/bor/policy/policy.xml). For further information on disability support services and guidelines about documentation please visit our website at www.uas.alaska.edu/dss www.uas.alaska.edu/dss or:
In Juneau:  
(907)796-6000  
In Ketchikan:  
(907) 228-4505  
In Sitka:  
(907) 747-7716  
Early contact with this program promotes a positive educational experience

**Civility and Harassment**  
Intellectual honesty, mutual respect, and freedom from discrimination, intimidation, harassment and violence against persons or property are central to the UAS mission. Acts of intolerance and abusive behaviors which violate these basic values will not go unchallenged within our academic community.

UAS is committed to standards promoting speech and expression that fosters the maximum exchange of ideas and opinions. Ideally, discourse is open, candid, and characterized by mutual respect and dignity.

It is the goal of the University to foster a campus climate which promotes the ideals of civility and appreciation for the uniqueness of each member of our academic community.

**Dispositions for Professional Educators**

1. Abide by a philosophy of education and remain flexible to revising it based on new research and teaching experience.
2. Appreciate unique thinking processes of learners at different stages of development.
3. Appreciate multiple perspectives and value individual differences.
4. Commit to professional discourse about content knowledge and student learning of content.
5. Value assessment and instruction as integrated processes.
6. Commit to ensuring student well being and development of self-regulation and group interaction skills.
7. Recognize the school as an integral part of the community and value parents as partners in promoting student learning.
8. Value professional ethics, democratic principles, and collaborative learning communities.
9. Value technology as a tool for student and teacher lifelong learning.

**References**


Denmark, V. (2000) *Coaching and supporting 1st year and student teachers.*  Eyed on Education

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 Education Excellence’.

1. Go to www.taskstream.com

2. On the TaskStream home page click the **Create or Renew Account** link located on the purple area on the top left side of the screen.

You should now see the **Purchase or Activate Subscription page**.

3. Select the appropriate subscription option:
   - **Create** a new TaskStream subscription should be selected if you are creating a new account.
   - **Renew** my TaskStream subscription if you would like to extend a previously created TaskStream account.

   **Note:** **Convert** my guest account to paid subscription option is usually reserved for organization leads if you would like to convert your previously existing guest account.

4. Enter the key code specified below in the appropriate fields under Option 2 and then click **Continue** to proceed.

   **Key Code:** WZ34BG-LYKH4X

5. 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.

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

7. 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.
8. Completing the Host Teacher Information Form Online – Adding Host Teachers to LiveText

9. 1: The host teacher information form is online and can be accessed at this link or by pasting the following URL into the address bar of your web browser: http://c1.livetext.com/misk5/formz/public/62988/Wmd9xGn5wW

10. Form: Host Teacher Information

11. 2: When the form is completed, click “Submit.” If any required questions were left blank or not formatted correctly, you will be prompted to re-enter these responses.

12. 3: Your host teacher information form has been successfully completed when you reach the screen that says “Form as been completed. Thank you!” If you would like to print a hard copy for your own records, you will see a link called “Create a Printable Version.” This will direct you a printer-friendly version of your completed form.

13. 4: In order for the host teacher to receive his or her LiveText account, you must notify Lee Salinas cesalinas@uas.alaska.edu once this form has been submitted successfully.