# **Messiah University**

# **Teacher Education Program**

# **SEMESTER AT A GLANCE**

**PRE-STUDENT TEACHING EXPERIENCES**

Below are significant events/dates and references that you will want to review in the Pre-Student Teaching Handbook.

The handbook can be found online at [www.messiah.edu/teacher](http://www.messiah.edu/teacher), under the “School hosts” tab.

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| **Events** | **Activity Description** | **Notes or References** |
| **T/Th Visits to School Site** | Following on-campus orientation, the pre-student teacher will begin visits to schools. | Clearances, TB Screening, district-specific forms must be on file with TEP Office |
| **Introductory meeting by University Supervisor** within the **first two weeks** of the start of student placement | The **university supervisor** will schedule an introductory meeting. The purposes of the meeting are to review expectations and to address questions that the pre-student teacher and/or mentor may have. | The university supervisor will complete the **INITIAL VISIT PERFORMANCE OBSERVATION FORM** on **page 26** of the Pre-Student Teaching Handbook. |
| **Formal Observations** | The **university supervisor** will visit the classroom to formally **observe** a full lesson being taught at least in part to the whole group of students.  The **mentor teacher** will complete **two** formal observations during the semester.  Both mentors will use the **Performance Observation Form** for written feedback and conference with the student after each observation. | Both mentors will use the **PERFORMANCE OBSERVATION FORM** on **page** **27-28**  Students are to use the Instructional Planning Templates on **page 22, 23, 24, or 25** |
| **Video Assignment** | Three-part self-monitoring video activity  Part 3 of this assignment may be done in conjunction with the final evaluation conference if planned in advance with the university supervisor. | Assignment and forms on **pages 19, 20, 21**  **Reviewed by the university supervisor.** |
| **Final Evaluation** | Summative evaluation done collaboratively by the **mentor teacher and university supervisor** and reviewed by the university supervisor with the pre-student teacher in a final conference setting. | Processed electronically (instructions will be sent via email). *Forms must be signed electronically.* Sample form on **page 29-32** |
| *Note: In addition to the above, the pre-student teachers will:*   * *Share Individual Competency Inventory(ICI) with university supervisor at start & end of experience;* * *Teach as much as possible (co-teach with mentor, teach from mentor’s plans, work with small groups, develop and deliver no less than 3 self-created plans using the MU format for planning)* * *Update Resume and Add at least one artifact (shared with university supervisor) to portfolio by end of semester* | | |

**Field Experience Coordinator**

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