TEACHER EDUCATION PROGRAM

Guidelines for 300 Level Pre-Student Teaching Field Experiences

TEP 312 – PreK-4 Certification: Grades PreK-2 (Fall)
TEP 314 – PreK-4 Certification: Grades 3-4 (Spring)
TEP 316 – Middle Level Certification: Grades 6-8 (Fall)
TEP 318 – Middle Level Certification: Grades 4-5 (Spring)
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Student Absence Report-*electronically filed on MCSquare at Self-Service/TEP profile -
   No form included in handbook*
Overview of Messiah College’s Pre-Student Teaching Field Experiences

The 300 level Pre-student Teaching Field Experiences, designed for juniors in all certification areas, require students to teach small groups and whole group instruction, to prepare instructional materials, but not yet to be in full control of the classroom. (from PDE guidelines)

The field experience will serve as a laboratory where pre-student teachers will be able to connect learning from campus-based courses to active engagement in authentic, appropriate grade-level settings with learners.

The pre-student teacher will serve as an aide/assistant to the mentor teacher and will become as fully engaged with learners and the learning process as possible during time in schools. The pre-student teacher should be a helpful, cheerful, well-prepared, and welcome addition to the classroom.

Students enrolled in Pre-student Teaching Field Experiences will be in schools as follows during their field experience semester:

<table>
<thead>
<tr>
<th>In schools full days on T-R</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEP 312 – PreK-4 Certification: Grades PreK, K, 1, or 2 (Fall)</td>
</tr>
<tr>
<td>TEP 314 – PreK-4 Certification : Grades 3 or 4 (Spring)</td>
</tr>
<tr>
<td>TEP 318-Middle Level Certification: Grades 4 or 5 (Spring)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In schools on T-R mornings</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEP 310 – Secondary and K-12 Certification Areas (Both Fall &amp; Spring)</td>
</tr>
<tr>
<td>TEP 316 – Middle Level Certification: Grades 6, 7, or 8 (Fall)</td>
</tr>
</tbody>
</table>
Key Participants in the Field Experience

Pre-Student Teacher – The Messiah College student enrolled in the pre-student teaching field experience and identified concurrent courses on campus

Mentor Teacher – The classroom teacher(s) who hosts the pre-student teacher(s) and who oversees and assesses their work in that setting

College Supervisor – A Messiah College faculty member specifically assigned to support the work of the pre-student teacher and the mentor teacher in this field experience. *(At the end of the semester and in communication and collaboration with the mentor teacher, the college supervisor will provide an official recommendation regarding the pre-student teacher’s readiness for the next field experience and/or student teaching.)*

Learners – The children/youth served by the mentor teacher and the pre-student teacher

Instructor – A Messiah College faculty member who teaches the courses that run concurrently with the field experience

Principal or Assistant Principal – The building administrator(s) responsible for guiding the work of educational professionals in that setting; on occasion, an administrator may assume a role in a field experience situation

Building/District Specialists – Pre-student teachers may find it helpful/necessary to interact with various educational specialists as a way to better understand and more effectively serve learners; specialists may include, but are not limited to, Special Educators, TESOL/ESL Educators, School Counselors, etc.

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The Junior Pre-Student Teaching Field Experience

Concurrent Courses

Juniors are concurrently enrolled in one or more college courses (each semester) simultaneously with their field experience. Curriculum and Instruction courses, such as Literacy or Math, provide content knowledge and skills while other concurrent courses, such as Instructional Design and Assessment, are provided to enable the pre-student teacher to develop capabilities that will allow them to effectively plan for and teach all learners in diverse settings.

A mandate of the PA regulations is that students enrolled in field-based courses also have on-campus discussions/debriefings to assist them in reflecting on school experiences. Concurrent course instructors will depend on observations and reflections from in-school experiences to augment classroom discussions and activities on campus.

Course instructors have agreed to limit the number and complexity of any in-school assignments for campus classes in order to allow the pre-student teacher and the mentor teacher considerable freedom to determine how best to engage/utilize the pre-student teacher in the mentor’s classroom.

The following chart shows campus courses in which the pre-student teacher is enrolled this semester. Pre-student teachers should discuss related in-school assignments with their mentor teachers as early as possible in the semester to begin planning for these.

<table>
<thead>
<tr>
<th>FIELD EXPERIENCE</th>
<th>CONCURRENT COURSES</th>
</tr>
</thead>
</table>
| TEP 312 (PreK-4 in Fall) | EDUC 301 – Literacy CC&I  
EDUC 303 – Math CC&I  
EDUC 330 – Instructional Design & Assessment  
EDSP 307 - Inclusion Practices |
| TEP 314 (PreK-4 in Spring) | EDUC 302 – Literacy CC&I  
EDUC 304 – Math CC&I  
EDUC 342—Social Studies CC&I  
EDUC 347—Science CC&I |
| TEP 316 (Middle in Fall) | EDUC 331 – Instructional Design & Assessment  
EDSP 307 - Inclusion Practices  
EDUC 305 - Middle Level Education |
| TEP 318 (Middle in Spring) | EDUC 302 – Literacy CC&I  
EDUC 304 – Math CC&I  
EDUC 342—Social Studies CC&I  
EDUC 347—Science CC&I |
| TEP 310 (Secondary, Art. FCS, HPE, Modern Languages, Music both semesters) | EDUC 331 – Instructional Design & Assessment  
OR Certification Area Specific C&I Course  
EDSP 307 - Inclusion Practices |
Expectations

Specific expectations for mentor teachers, college supervisors, and pre-student teachers are outlined on the orientation power points provided by the Teacher Education Program. These power points can be found on our website:

http://www.messiah.edu/info/21163/school_hosts

Guidelines for All Participants

The success of the pre-student teaching field experience depends on communication and coordination among the three primary participants: mentor teachers, college supervisors and pre-student teachers. The following guidelines and expectations are provided to assist each of these three participants in working together to support students’ developmental progress.

Guidelines for Mentor Teachers

Support your pre-student teacher by applying the following guidelines:

- Welcome the pre-student teacher(s) into your classroom with the understanding that they come to learn and be of assistance to you and your students.

- If possible, provide adequate workspace for your pre-student teacher(s) in the classroom setting.

- Review the pre-student teachers’ resume and ICI (Individual Competency Inventory)

- Introduce your pre-student teacher to students in ways that will help to establish them as your co-worker or assistant teacher.

- Acquaint your student with school policies and procedures. (If possible, provide them with a copy of these or the location where they may access them.)

- Share instructional guides/directives that you and/or your building must follow. (For example, be sure the pre-student teacher reviews the established curriculum and knows what the school goals are for standardized testing and student learning.)

- Provide as many opportunities as possible for your student to be actively engaged with children both in your classroom and in the school at large.

- Facilitate, as needed, meetings between your pre-student teacher and other educational specialists such as the ESL teacher in your building, learning support teacher, a school counselor, building principal, etc.

- Insist on thorough, quality planning done in advance by your pre-student teacher. This includes that the pre-student teacher:
  - uses an established planning format as provided by Messiah College (see appendix)
b. develops and provides to you a comprehensive written plan for your review and feedback at least 48 hours in advance of teaching a lesson

- Communicate openly and frequently with your pre-student teacher.
  a. provide oral and written feedback to document pre-student teacher progress and final evaluation information
  b. complete two electronic observation reports using the on-line Performance Observation Form (this can be in a large or small group setting)
  c. send a copy to the student and supervisor and discuss feedback immediately following the observation, or as soon as possible

- Model for your pre-student teachers, providing them with the freedom to attempt teaching strategies and procedures that may differ from your own.

- Remain in the classroom while your student is teaching for liability purposes and to provide feedback on performance.

- Report emerging problems or concerns (e.g., attendance, communication, preparation, professionalism) immediately to the college supervisor and/or the TEP office.

- Collaborate with the college supervisor at the end of the semester as he/she makes an official recommendation as to the readiness of the pre-student teacher for the next level of field experience and/or student teaching.

- Provide input into the electronic Final Evaluation that will arrive as a link in your e-mail toward the end of the semester and requires your attention in a timely manner. This should be done during a conference with the college supervisor.

- **OPTIONAL:** Attend an appreciation dinner on Messiah College campus. More information about this event will be sent to you.
Guidelines for College Supervisors

• Provide ongoing support for your pre-student teacher and mentor teacher by maintaining contact with them throughout the semester.
• Provide feedback and mark completion on weekly reflection forms students post to Canvas each Friday.
• Provide feedback to the pre-student teacher at least three separate times in the semester through these opportunities:
  a. Initial visit on-site: communicate and clarify expectations and procedures required by pre-student teachers and mentor teachers. *(Please complete the electronic Initial Visit Performance Observation Report form, sending copies to the student and mentor.)*
  b. Site visit to school setting *(after mid-point in semester)*: the purpose is to observe pre-student teacher working with children and to provide general feedback on student’s performance and to review. *(Please complete the electronic Performance Observation Report form, sending copies to the student and mentor.)* Explain final evaluation completion details.
  c. Review self-monitoring video project; meet to assist student in setting goals and critiquing instructional practices.
  d. Site visit to school setting *(toward the end of the experience)*: the purpose is to confer/collaborate with the mentor teacher in preparation of the final evaluation form and recommendation for the pre-student teacher’s future in the TEP. Please meet and/or discuss this final evaluation with the pre-student teacher. *(Please complete electronic Junior Field Experience Final Evaluation Form; mentor teacher and college supervisor will electronically sign this form)*

Document and inform the TEP office of early concerns that may inhibit the student from moving on to the subsequent field experience.

Request and collate on-line observation forms from mentor teacher to be submitted to TEP at the end of the semester.

Document all observations, conferences with student and/or mentor teacher, email communication, etc. and archive these in a student file for reference/referral. *(These files will be submitted to the TEP Office at the end of the semester in order to protect privacy/confidentiality as per FERPA guidelines.)*
Guidelines for Pre-Student Teachers

Prepare in advance for time in schools by:

- Developing an “introductory packet” to be shared with your mentor teacher and college supervisor (resume, ICI, copies of your current clearances and TB report)
- Securing the essential clearances and TB screening to prepare for school participation
- Establishing concrete travel plans for getting to school on each day scheduled
- Learning as much about the district/building to which you are assigned by visiting the district website
- Represent yourselves, the TEP, and Messiah College well!

Maximizing your opportunities for learning and professional development when you are in schools by adhering to the following procedural guidelines/expectations:

a. Respecting and abiding by the policies and procedures of the school and classroom to which you are assigned; communicate and dress professionally; attain and review school policies and classroom rules for reference.

b. Arriving punctually at your assigned school every morning at the time teachers are expected to arrive at the building.

c. Remaining at the field experience site as long as possible, departing appropriately to safely return to campus for any scheduled classes; (When Messiah College is not in session for fall, spring, or holiday recesses, you are not required to report to your field experience classroom but may do so with prior arrangements with your mentor and principal. If your school holds a teacher in-service day on an in-school day, please attend with permission.)

d. Notifying mentor teacher and college supervisor immediately in the event of illness or a serious, unavoidable conflict with your school attendance (TEP consultation will determine the need for additional classroom time to compensate for absences). Report absence to the TEP using electronic reporting system on MCSquare.

e. Being attentive to news and weather reports since school delays/closings may occur; (If your district declares a one or two-hour delay, please report to your school at the appropriate, delayed time. Be sure to clarify these expectations with your mentor teacher in advance of any inclement weather.) Observing a delayed schedule will be a learning experience.

f. Maintaining an accurate, written account of time/activities in school; students are expected to be in schools each day they are scheduled; (a minimum of 80 hours must be logged to fulfill the field experience requirement for Prek-4, Dual & Middle; 70 hours for Secondary & K-12). Submit a Qualtrics report of your school experiences and hours by the end of the semester.

g. Providing a weekly report to your college supervisor every Friday. The fill-in form is available on Canvas and should be sent electronically to your college supervisor.

h. Attending chapel on days when there are no school visits scheduled is a requirement. You will be excused from chapel on school visitation days. You may always attend Alternate Chapels.

i. Submitting all written instructional plans using the Messiah College Instructional Plan model for your certification area (see appendix) to your mentor teacher for approval at least 48 hours in advance of the class. Your teacher will review/approve your plans. Do not use
classroom field time to work on your written instructional plans. If you do not have adequate plans, your mentor is advised to prohibit you from teaching. It is possible that you and your mentor teacher may co-plan or even that you may teach from the mentor’s plans on occasion. You do need some experience in developing and teaching your own plans – so do not just rely on your mentor’s plans to carry you through.

j. Organizing all written instructional plans that have been approved by your mentor teacher for ready review at all times by your mentor and/or college supervisor.

k. Engaging as actively as possible in duties, activities, opportunities provided by the mentor teacher; practicing clear communications; regularly and deliberately reflect on your observations and experiences; strive to be both an effective teacher and an engaged, enthusiastic learner as you complete responsibilities in the school setting.

l. Completing any assignments in timely fashion as expected by your college supervisor.

m. Seeking and using input for improved performance of your classroom roles and responsibilities.

Messiah College Pre-Student Teachers are not available to attend events at their host school on days that interfere with college classes. These events can be valuable to the learning experience and we anticipate that you will be able to participate when you are student teaching full time during your professional semester. As Pre-Student Teachers, however, you are not allowed to miss college classes for school events.

Messiah College Pre-Student Teachers may not serve as substitute teachers during their field placement. The purpose of the field placement is to provide supervised field experience with a certified teacher who can provide support and feedback. Messiah College Pre-Student Teachers may work as substitute teachers during days/semesters when they are not fulfilling the requirements of a field experience.
GRADING

The field experience performance is evaluated and graded (Pass/Fail) separately from performance in concurrent courses. Grades earned in the concurrent courses associated with this field experience will not guarantee that the pre-student teacher will be determined to be eligible for subsequent field experience courses and/or student teaching.

A passing grade (“P”) in the pre-student teaching field experience and endorsement by the mentor teacher and college supervisor are essential in order for a pre-student teacher to move on to the next level of field experience for his/her program and/or to be considered as an appropriate candidate for the Professional Semester.

The pre-student teacher will be required to complete the following performances, self-assessments and reflective activities, as prescribed below:

<table>
<thead>
<tr>
<th>Pre-Student Teaching Experience Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Student must be in schools each day they are scheduled and document hours completed.</td>
</tr>
<tr>
<td>✓ Student will arrange to teach a minimum of three times with one lesson being observed live and two lessons recorded.</td>
</tr>
<tr>
<td>✓ Student will present a current resume to both mentor teacher and college supervisor at the beginning of the experience.</td>
</tr>
<tr>
<td>✓ Student will create and add a minimum of one artifact from the field experience to the professional portfolio. This will be shared with and approved by the college supervisor prior to the final evaluation.</td>
</tr>
<tr>
<td>✓ Student will complete a self-assessment inventory (ICI, see below) at the beginning and end of each junior field experience. This will be shared with the college supervisor at both times, beginning and end of semester.</td>
</tr>
</tbody>
</table>

ICI Self-Assessment Tool to self-determine/report progress toward student teaching and certification: An ICI (Individual Competence Inventory) allows the pre-student teacher to self-assess progress toward successful command of the capabilities needed for teacher certification. The ICI also provides a working document from which the pre-student teacher, mentor teacher, and college supervisor can establish goals and chart progress during the field experience and into student teaching.
APPENDIX

The Appendix includes samples of the forms that will be used throughout the field experience. The planning models are distinctive by certification areas.

• Forms for Pre-Student Teacher Use:
  a. Individual Competence Inventory
  b. Weekly Goal and Reflection Assignment
  c. Self-Monitoring Video Assignment
  d. Instructional Design Model (for PreK-4, Middle Level, & Secondary including FCS, Modern Languages)
  e. Art Planning Model
  f. HPE Planning Model
  g. Music Planning Model

• Electronic forms for use by Mentor Teacher and/or College Supervisor
  h. Initial Visit Form
  i. Performance Observation Report (2 by mentor teacher, 1 by college supervisor)
  j. Final Evaluation (done collaboratively by mentor teacher & college supervisor)
**I.C.I. (Individual Competence Inventory)**

**For Pre-Student Teaching Field Experience Students**

Name: [Click here to enter text.]

Major: [Click here to enter text.]

Student Teaching Semester [Click here to enter text.]

Take time now to reflect upon and rate your current perceived level of competence for each of the following items. Use the following ratings:

- **C** – Competent, confident, capable
- **S** – Satisfactorily skilled; adequately competent
- **H** – Help needed in this area; Less than competent at this time

This I.C.I. is for your personal assessment and gives you an opportunity to develop goals and strategies for areas where you want to improve during this semester and beyond. This is a NON-GRADED activity, but it should trigger thoughts about the numerous and varied capabilities and competencies needed by an educator in today’s schools and your own sense of preparedness to assume the role of teacher.

**COMPLETE ELECTRONICALLY, SAVE A COPY OF THIS I.C.I. FOR YOUR FILES, PRINT A COPY FOR YOUR INSTRUCTOR AND BRING TO OUR FIRST CLASS MEETING.**

<table>
<thead>
<tr>
<th>Category/Competence to Consider</th>
<th>Rating</th>
<th>Comment/Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C, S, H</td>
<td></td>
</tr>
</tbody>
</table>

**I. Planning and Preparation**

**A. Knowledge of Content**

1. Demonstrates depth and command of factual and skill-based knowledge
   - [Click here to enter text.]
   - [Click here to enter text.]

2. Identifies and effectively uses available content-based resources
   - [Click here to enter text.]
   - [Click here to enter text.]

**B. Knowledge of Students and Learning**

1. Utilizes learning theories, learning styles, and nature of learners to guide planning
   - [Click here to enter text.]
   - [Click here to enter text.]

2. Makes developmentally and individually appropriate choices on content and related activities
   - [Click here to enter text.]
   - [Click here to enter text.]

3. Seeks information about learners which is necessary to make sound instructional choices
   - [Click here to enter text.]
   - [Click here to enter text.]

**C. Planning for Instruction**

1. Develops detailed daily written plans
   - [Click here to enter text.]
   - [Click here to enter text.]

2. Writes and uses valid instructional goals and objectives
   - [Click here to enter text.]
   - [Click here to enter text.]

3. Purposefully selects teaching methods that achieve stated objectives
   - [Click here to enter text.]
   - [Click here to enter text.]

**II. Classroom Environment**

**A. Relationships with students**

1. Establishes positive rapport with students
   - [Click here to enter text.]
   - [Click here to enter text.]

2. Models and expects from students, respect for others and for the school environment
   - [Click here to enter text.]
   - [Click here to enter text.]

3. Acknowledges and provides for student needs
   - [Click here to enter text.]
   - [Click here to enter text.]

4. Challenges learners to think, question, interact
   - [Click here to enter text.]
   - [Click here to enter text.]
## B. Managing Students and the Instructional Setting

1. Practices firm, fair, consistent and positive discipline
   - Click here to enter text.  
   - Click here to enter text.

2. Maintains a safe, clean, aesthetically pleasing environment
   - Click here to enter text.  
   - Click here to enter text.

3. Models expected behaviors and practices
   - Click here to enter text.  
   - Click here to enter text.

4. Uses routines and procedures to support orderly learning environment
   - Click here to enter text.  
   - Click here to enter text.

5. Establishes and communicates expectations for student behavior
   - Click here to enter text.  
   - Click here to enter text.

6. Uses a variety of appropriate and constructive discipline techniques
   - Click here to enter text.  
   - Click here to enter text.

7. Recognizes and deals effectively with discipline problems
   - Click here to enter text.  
   - Click here to enter text.

8. Displays awareness of all student activity in the instructional setting
   - Click here to enter text.  
   - Click here to enter text.

## III. Instructional Delivery

### A. Instructional Strategies

1. Adapts strategies to meet individual needs and learning styles of students
   - Click here to enter text.  
   - Click here to enter text.

2. Involves students as active participants in the learning process
   - Click here to enter text.  
   - Click here to enter text.

3. Explains material at the appropriate age/ability level/pace of learners
   - Click here to enter text.  
   - Click here to enter text.

4. Uses appropriate questioning levels and strategies
   - Click here to enter text.  
   - Click here to enter text.

5. Gives directions which are clear and understood by students
   - Click here to enter text.  
   - Click here to enter text.

6. Incorporates creative teaching materials and/or media
   - Click here to enter text.  
   - Click here to enter text.

7. Teaches effectively to: (a) large group
   - Click here to enter text.  
   - Click here to enter text.

   (b) small and/or cooperative learning groups
   - Click here to enter text.  
   - Click here to enter text.

   (c) individuals
   - Click here to enter text.  
   - Click here to enter text.

8. Manages transitions between activities
   - Click here to enter text.  
   - Click here to enter text.

9. Relates classroom learning to realistic situations
   - Click here to enter text.  
   - Click here to enter text.

10. Conveys enthusiasm about teaching and students
    - Click here to enter text.  
    - Click here to enter text.

11. Utilizes technology and media to enhance learning
    - Click here to enter text.  
    - Click here to enter text.

### B. Assessment

1. Integrates assessment as an essential component of learning and instruction
   - Click here to enter text.  
   - Click here to enter text.
2. Considers assessment results in shaping future instruction
3. Utilizes feedback to students to enhance student learning
4. Assesses progress of students daily

IV. Professionalism

A. Human Relationships
1. Cooperates and collaborates effectively w/other professionals
2. Interacts appropriately with students
3. Demonstrates respect for others and their opinions
4. Respects cultural and ethnic differences; empathizes with others
5. Negotiates and resolves differences
6. Adheres to the PA Code of Professional Practice and Conduct for Educators
7. Participates in school meetings, conferences, and events as appropriate
8. Maintains confidentiality, privacy, and dignity of others

B. Organization, Management, Problem Solving
1. Establishes priorities and schedule for accomplishing work
2. Identifies problems, available resources, and possible solutions
3. Demonstrates sound judgment and common sense
4. Assists in maintaining a neat, orderly, attractive classroom
5. Assists in managing routine clerical tasks and record keeping
6. Completes responsibilities/assignments/tasks in a timely manner
7. Utilizes time well

C. Personal Performance Characteristics
1. Sets and achieves high expectations for own performance
2. Accepts constructive criticism and uses it for improved performance
4. Demonstrates flexibility and openness to change
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Assumes personal/professional responsibilities</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>6.</td>
<td>Demonstrates energy, drive, and stamina</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>7.</td>
<td>Exhibits self-confidence and poise as a teacher</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>8.</td>
<td>Demonstrates initiative</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>9.</td>
<td>Demonstrates knowledge of relevant school/district procedures and policies</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>10.</td>
<td>Is punctual and reliable in attendance</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

### D. Communication Skills

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Speaks clearly, with correct pronunciation, grammar</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2.</td>
<td>Writes clearly, with correct grammar</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3.</td>
<td>Presents written work that is clear and legible</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>4.</td>
<td>Uses vocal inflection and projection effectively</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>5.</td>
<td>Adapts communication appropriately for varying audiences/environments</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>6.</td>
<td>Asks pertinent and purposeful questions of other professionals</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>7.</td>
<td>Processes verbal, written, and non-verbal communication and responds appropriately</td>
<td>Click here to enter text.</td>
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</tbody>
</table>
**WEEKLY GOAL and REFLECTION ASSIGNMENT**

**DIRECTIONS:** This form will be a running record of your goal setting and reflections. Start with week 0 and move through week 12 of your placement adding on to the document each week.

Each week (starting with the end of week 1 in the field placement), you will reflect on what you did to accomplish the two goals you set the week before and what evidence you have collected to document your progress. You will then identify two goals for the coming week and identify what you will do to work toward those goals. Your goals may be the same from week to week or they may change based on your professional judgment and input from your college supervisor and mentor teacher.

You will save this document each week with a different name (Professional Reflection Week #___) and upload it to Canvas for your college supervisor to review.

The Danielson **domains** and **components** listed below will be the guiding framework for your goal-setting.

<table>
<thead>
<tr>
<th>DOMAIN 1: Planning and Preparation</th>
<th>DOMAIN 2: Classroom Environment</th>
<th>DOMAIN 3: Instruction</th>
<th>DOMAIN 4: Professional Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Demonstrating knowledge of content and pedagogy</td>
<td>2a. Creating an environment of respect and rapport</td>
<td>3a. Communicating with students</td>
<td>4a. Reflecting on teaching</td>
</tr>
<tr>
<td>1b. Demonstrating knowledge of students</td>
<td>2b. Establishing a culture for learning</td>
<td>3b. Using questioning and discussion techniques</td>
<td>4b. Maintaining accurate records</td>
</tr>
<tr>
<td>1c. Setting instructional outcomes</td>
<td>2c. Managing classroom procedures</td>
<td>3c. Engaging students in learning</td>
<td>4c. Communicating with families</td>
</tr>
<tr>
<td>1d. Demonstrating knowledge of resources</td>
<td>2d. Managing student behavior</td>
<td>3d. Using assessment in instruction</td>
<td>4d. Participating in the professional community</td>
</tr>
<tr>
<td>1e. Designing coherent instruction</td>
<td>2e. Organizing physical space</td>
<td>3e. Demonstrating flexibility and responsiveness</td>
<td>4e. Growing and developing professionally</td>
</tr>
<tr>
<td>1f. Designing student assessments</td>
<td></td>
<td></td>
<td>4f. Showing professionalism</td>
</tr>
</tbody>
</table>
Week 1-12 Reflection and Writing of Goals: *(This assignment needs submitted in CANVAS each Friday, by 5 PM.)*

Place an X in the box(es) to indicate which of the following activities you have done this past week.

<table>
<thead>
<tr>
<th>WEEK #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observe my mentor</td>
</tr>
<tr>
<td>Assist my mentor with non-instructional tasks</td>
</tr>
<tr>
<td>Work with small groups of learners</td>
</tr>
<tr>
<td>Co-plan and/or co-teach with my mentor</td>
</tr>
<tr>
<td>Deliver a lesson that my teacher planned</td>
</tr>
<tr>
<td>Independently plan and deliver a lesson on (or mini-lesson, or introductory segment, etc.)</td>
</tr>
<tr>
<td>Supervise playground, lunch, bus duty, etc.</td>
</tr>
<tr>
<td>Accompany students to an assembly or field trip, etc.</td>
</tr>
<tr>
<td>Talk with a school professional outside of my area (Spec. Ed., Counselor, ESL teacher, HPE teacher, etc.)</td>
</tr>
<tr>
<td>Other opportunities: (please specify)</td>
</tr>
</tbody>
</table>

**REFLECTION ON THIS PAST WEEK’S GOALS:**

**GOAL 1**

1. Copy and paste the Danielson Domain for last week’s goal #1 here (see above sections).
2. Copy and paste the component of your chosen Domain that most closely aligns with your goal #1 from last week here (see above sections).
3. Copy and paste goal #1 from last week here (see above sections).
4. What did you do to work toward achieving this first goal?
5. What evidence did you collect to demonstrate your progress toward this goal?

**GOAL 2**

1. Copy and paste the Danielson Domain for last week’s goal #2 here (see above sections).
2. Copy and paste the component of your chosen Domain that most closely aligns with your goal #2 from last week here (see above sections).
3. Copy and paste goal #2 from last week here (see above sections).
4. What did you do to work toward achieving this goal?
5. What evidence did you collect to demonstrate your progress toward this goal?
Purpose of the Self-Monitoring Video Assignment

Effective teachers spend on-going time reflecting, self-critiquing, monitoring and adjusting their own instructional practices and performance.

To assist Messiah College students to cultivate the practice of self-monitoring, diagnosing ways to improve, and adjusting practice to effect improvement, this assignment is required of all pre-student teachers in the junior field placement and all student teachers.

Completing the Video Assignments

PART 1:
- The student will plan and teach a lesson or mini-lesson, as coordinated with the host teacher. The lesson will be video recorded.
- The student will complete and submit in Canvas the Video 1 Reflection Sheet, critiquing his/her performance and the coordinating lesson plan.
- The student will submit the video link in the assignment folder in Canvas.

PART 2:
With goals established in PART 1 of this assignment, the student will plan and teach a lesson or mini-lesson, as coordinated with the host teacher. The lesson will be video recorded.
- The student will complete and submit in Canvas the Video 2 Reflection Sheet, critiquing his/her performance and the coordinating lesson plan.
- The student will submit the video link in the assignment folder in Canvas.

PART 3:
Once PART 2 is completed, the college supervisor/mentor will meet with the student either before or as part of the final evaluation conference. During this conference, the college supervisor/mentor will help the student reflect on his/her goals and performance in order to support improved future teaching effectiveness.

If in need of assistance, please use this link to submit an IT request:
http://rt.messiah.edu/SelfService/CreateServiceRequest.html

Please do NOT post these on any public site such as YOUTUBE or FACEBOOK
### PERFORMANCE AREA | RATING | COMMENTS/IDEAS FOR IMPROVING OF PERFORMANCE
---|---|---
1. Lesson was well-planned and student was well prepared | 5 4 3 2 1 | 
2. Lesson pace was appropriate | 5 4 3 2 1 | 
3. Lesson had some content/concepts and reinforcement besides "lecture" | 5 4 3 2 1 | 
4. All materials were prepared in advance for lesson | 5 4 3 2 1 | 
5. Lesson had distinct components (opening/body/closing) | 5 4 3 2 1 | 
6. Teacher was poised and at ease with group | 5 4 3 2 1 | 
7. Teacher was enthusiastic & inspired interest in topic | 5 4 3 2 1 | 
8. Teacher’s voice, speech, and mannerisms were appropriate | 5 4 3 2 1 | 
9. Teacher was able to generate student reactions/comments & incorporate these into lesson | 5 4 3 2 1 | 
10. Teaching technique/approach was effective/appropriate for given audience | 5 4 3 2 1 | 
11. Lesson was adapted to address needs of all learners | 5 4 3 2 1 | 
12. Assessment occurred as part of the lesson | 5 4 3 2 1 | 
13. Based on assessment, it could be determined that learning occurred as a result of this lesson | 5 4 3 2 1 | 
14. Student reactions to teacher | 5 4 3 2 1 | 
15. Student reactions to lesson | 5 4 3 2 1 | 
16. Overall sense of success of lesson | 5 4 3 2 1 | 

**Write brief, but thoughtful answers to the following questions.**

A) In general, I think the strengths in the final teaching of this lesson were:


B) 3 areas where I really want to focus attention and strive for improvement are: (These will be your identified goals for video 2 of this assignment)


**Please add your video link here:**

**Student Teacher Electronic Signature/Date**
Step A: After the first video recording and self-critique, you set 3 goals for improvement as follows. You’ve consulted with your cooperating teacher and college supervisor for suggestions as to how to attain these goals, set specific plans/strategies in place to accomplish the goals, and now report on the progress made toward them using the chart below.

<table>
<thead>
<tr>
<th>GOAL</th>
<th>WHAT I DID TO ATTAIN THIS GOAL</th>
<th>SELF-PERCEIVED PROGRESS TOWARD THIS GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal Area 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal Area 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal Area 3:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step B: From your second video, select a 10-15 minute lesson segment that you believe documents progress toward one or more of the goal areas above. Share and discuss this video segment with your college supervisor. The supervisor will document completion for the TEP.

Please add your video link here:
Messiah College
Instructional Plan Template for
Pre K-4, Middle, Secondary Education

Name: Click here to enter text.  Subject: Click here to enter text.
Date: Click here to enter text.  Topic: Click here to enter text.
Grade: Click here to enter text.  School: Click here to enter text.

A. Instructional Goal and Learning Outcome
   Click here to enter text.

B. Pennsylvania Academic Standards
   Click here to enter text.

C. Essential Content
   Click here to enter text.

D. Instructional Objective (description of Summative Assessment Strategy)
   Click here to enter text.

E. Instructional Sequence
   1. Pre-instructional Phase (preparation)
      Click here to enter text.
   2. Instructional Phase (engagement)
      Click here to enter text.
   3. Post-instructional Phase (strengthening)
      Click here to enter text.

F. Summative Assessment (Consistent with Instructional Objective)
   Click here to enter text.

G. Modifications and Accommodations
   Click here to enter text.

H. Resources
   1. Materials  Click here to enter text.
   2. Advance Preparations  Click here to enter text.
   3. References  Click here to enter text.

I. Daily Lessons (repeat for each daily lesson)
   1. Time Estimate  Click here to enter text.
   2. Expectancy, Motivation, Interest, Attention (Anticipatory Set)
      Click here to enter text.
   3. Specific Learning Activities (list from Part E)
      Click here to enter text.
   4. Review, Wrap-up (Closure)
      Click here to enter text.
Instructional Plan-ART

Topic: Date:
Grade Level(s)

- Essential Question

- Instructional Goals

- Pennsylvania Academic Standards

- Instructional Objectives(s)

- Set-Up

- Anticipatory Set

- Modeling

- Guided Practice (incorporate Checking for Understanding)

- Independent practice

- Cleanup

- Closure

- Modifications and accommodations

- Resources

- Assessment
HPET Majors’ Lesson Plan Outline for Activity Courses/Field Experiences

The Lesson Plan Outline may be for teaching experiences on or off campus (e.g. activity courses on campus for first year and sophomore students, school field experiences). The outline serves as an introduction to the more comprehensive plan that will be used for the professional semester/student teaching.  *(Outline to be typed)*

MC Student________________________ On-site instructor/leader___________________

Date_______________

On-site instructor/leader must initial before lesson is taught:
Initial: __________Date: ______________

No. of student(s) in group/class__________

Teaching area/facility___________________________________________

Equipment/supplies {List major item(s) and # of each}

Safety procedures (be specific)

Goal(s): What the student will know and/or be able to do by the end of the lesson.

Assessment (observable/measurable) to determine to what extent the goal is met.

Student Outcomes: Specific observable and measurable outcomes (indicators, steps) within the lesson that will result in achieving the lesson goal.  Each outcome must have an action, condition(s) and criteria.

Introduction (est. time)
Formation
Anticipatory set

Warm-up (as appropriate for PE) {est. time}
Formation
Stretching/ROM (as appropriate for PE) {est. time}
Formation
List each stretch, time to be held, and cues {specific points for how to do each stretch correctly}
Lesson focus {est. time}
Formation
Demonstration(s)
Application/Practice, and for each activity (est. time):
Describe activity/activities
Procedures for distributing supplies and/or equipment
Formation (s)
Procedures for gathering/putting away supplies and/or equipment
Closure {est. time}
Formation
Check for understanding/application

Resources used

S. Wentzell (2012)
1. **Lesson Focus** (concepts and skills to emphasize):

2. **Lesson Objectives:**
   a.
   b.
   c.
   d.

3. **Introduction/Motivation**

4. **Sequence:**
   a.
   b.
   c.
   d.
   e.

5. **Review/Wrap-Up:**

6. **Classroom Setup**

7. **Materials Needed:**
   a.
   b.
   c.
### Purposes of Initial Visit to Schools by College Supervisor:

1. To establish personal contact with the student, the host teacher, and possible with other building personnel.
2. To become acquainted with the classroom environment & climate, learners, logistics of the placement while making an initial assessment of the student’s performance as he/she assists the host teacher in working with learners.
3. To address questions that the host teacher and/or student may have regarding the experience.

The College Supervisor/Mentor will document this first visit by completing this form after discussing topics of interest/orientation with the student & school host.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Host Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/District</td>
<td>Grade Level</td>
</tr>
<tr>
<td>Date of Initial Visit</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

### Impressions of Student in the Classroom Setting

<table>
<thead>
<tr>
<th>What Was Observed</th>
<th>Supervisor’s Comments/Input</th>
</tr>
</thead>
</table>

### Topics Discussed with Host Teacher and/or Student

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
</table>
**MESSIAH COLLEGE TEACHER EDUCATION PROGRAM**

**PRE-STUDENT TEACHING PERFORMANCE OBSERVATION FORM**

*(for use with all Junior Pre-Student Teaching Field Experience On-Site Observations)*

Student Name _________________________________ Date _______________ Grade
Level_________________

Observer Name ________________________________ School/District ________________________________
(College Supervisor or Mentor Teacher)

Use these ratings:

<table>
<thead>
<tr>
<th>M</th>
<th>Meets expectations:</th>
<th>Rating</th>
<th>Comments/Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI</td>
<td>Needs Improvement:</td>
<td>Rating</td>
<td>Comments/Suggestions</td>
</tr>
<tr>
<td>NS</td>
<td>Not Seen:</td>
<td>Rating</td>
<td>Comments/Suggestions</td>
</tr>
</tbody>
</table>

**Domain 1: Planning and Preparation**

1a. Demonstrates solid content knowledge

1b. Focuses instruction on a clearly articulated instructional goal

1c. Provides sufficient detail in instructional plan to fully support the learning goal for all students

1d. Prepares support materials which are ready for use at the start of instruction

1e. References PA Standards

**Domain 2: Classroom Environment**

2a. Approaches classroom management proactively

2b. Establishes and/or maintains a positive climate for learning

2c. Identifies and responds to problems in timely/effective manner

**Domain 3: Instructional Delivery**

3a. Engages students as active participants
| 3b. Employs effective instructional practices to meet individual students’ learning needs |
| 3c. Uses valid and reliable assessment procedures |
| 3d. Uses available resources effectively, including media and technology |
| 3e. Uses vocal inflection, projection, and volume effectively |

**Domain 4: Professional Responsibilities**

| 4a. Uses self-assessment and reflection to improve performance |
| 4b. Communicates professionally with students and adults |
| 4c. Exhibits self-confidence and poise |
| 4d. Meets established deadlines for submission of weekly schedule, instructional plans and other required materials |
| 4e. Assumes appropriate roles and responsibilities of classroom teacher/aide |

**Additional Comments Points for Discussion**

Based on our discussion, we have identified the following area to focus on in future teaching opportunities:

<table>
<thead>
<tr>
<th>Signature ___________________________</th>
<th>Date ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td></td>
</tr>
<tr>
<td>Signature ___________________________</td>
<td>Date ___________________________</td>
</tr>
<tr>
<td><strong>College Supervisor or Mentor Teacher</strong></td>
<td></td>
</tr>
</tbody>
</table>
The following categories are a means of rating the students’ performance as compared with program/ certification expectations for all pre-student teaching field experience students. The college supervisor is responsible for the completion of this form with significant input from the mentor teacher. Performance in this pre-student teaching experience, along with other data, will provide a basis for decisions about a student’s readiness for the Professional Semester (student teaching).

<table>
<thead>
<tr>
<th></th>
<th>DISTINGUISHED</th>
<th>PROFESSIONAL</th>
<th>BASIC</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Notably surpasses expectations for level of performance of a pre-student teacher. Demonstrates exceptional understanding of the teaching/learning process; the roles and responsibilities of a teacher; and the knowledge, skills, and attitudes of a beginning teacher.</td>
<td>Effectively meets expectations for level of performance of a pre-student teacher. Demonstrates significant understanding of the teaching/learning process; the roles and responsibilities of a teacher; and the knowledge, skills, and attitudes of a beginning teacher.</td>
<td>Adequately meets expectations for level of performance of a pre-student teacher. Demonstrates acceptable understanding of the teaching/learning process; the roles and responsibilities of a teacher; and the knowledge, skills, and attitudes of a beginning teacher.</td>
<td>Does not meet expectations of a pre-student teacher.</td>
</tr>
</tbody>
</table>

I. Planning and Preparation

A. Demonstrating knowledge of content and pedagogy

1. Demonstrates command of content knowledge

2. Incorporates instructional strategies in lesson plans that are appropriate for the content

3. Appropriately references PA Standards

B. Demonstrating knowledge of students

1. Seeks information about learners which is necessary to make sound instructional choices

C. Setting instructional outcomes

1. Sets outcomes that represent high expectations and rigor

2. Connects outcomes to previous and future learning

D. Demonstrating knowledge of resources
1. Aligns materials with learning outcomes | D P B U
2. Selects materials that are appropriately challenging | D P B U
3. Materials supplement teachers’ content knowledge | D P B U

**E. Designing coherent instruction**

1. Designs instruction to engage students and advance them through the content | D P B U
2. Intentionally organizes instructional groups to support student learning | D P B U
3. Develops detailed written plans describing teaching methods to achieve stated objectives | D P B U

**F. Designing Student Assessments**

1. Connects assessments to learning outcomes | D P B U
2. Examines results of assessments to guide potential future planning | D P B U

**II. Classroom Environment**

**A. Creating an environment of respect and rapport**

1. Establishes positive professional rapport with students | D P B U
2. Models and holds students accountable for respecting others and the school environment | D P B U

**B. Establishing a culture for learning**

1. Establishes and communicates high expectations for student learning and participation | D P B U

**C. Managing classroom procedures**

1. Incorporates routines and procedures to support orderly learning environment | D P B U
2. Leads transitions and directions with little or no loss of instructional time | D P B U

**D. Managing student behavior**

1. Establishes and communicates high expectations for student behavior | D P B U
2. Recognizes and deals effectively with discipline problems | D P B U
3. Displays awareness of all student activity in the instructional setting | D P B U

**E. Organizing physical space**

1. Arranges classroom to support student learning | D P B U
2. Makes appropriate use of available technology | D P B U
### III. Instruction

#### A. Communicating with students

1. Explanations are clear, with appropriate scaffolding and explanations of possible misconceptions | D   P   B   U
2. Conveys enthusiasm about teaching and students | D   P   B   U

#### B. Using questioning and discussion techniques

1. Uses appropriate questioning levels and strategies to encourage students to think, question, interact | D   P   B   U

#### C. Engaging students in learning

1. Students have an opportunity for reflection and closure on the lesson to consolidate their understanding | D   P   B   U
2. Incorporates creative teaching materials and/or media | D   P   B   U

#### D. Using assessment in instruction

1. Integrates formative and summative assessment as an essential component of learning and instruction | D   P   B   U

#### E. Demonstrating Flexibility and Responsiveness

1. Adjusts instruction in response to student needs | D   P   B   U

### IV. Professional Responsibilities

#### A. Reflecting on Teaching

1. Sets and achieves high expectations for own performance | D   P   B   U
2. Accurately assesses the effectiveness of instructional activities used | D   P   B   U
3. Identifies specific ways in which a lesson might be improved | D   P   B   U

#### B. Maintaining Accurate Records

1. Maintains accurate records of student progress | D   P   B   U
2. Establishes priorities to complete responsibilities/assignments/tasks in a timely manner | D   P   B   U
3. Disseminates information about completed and/or missing assignments | D   P   B   U

#### C. Communicating with families

1. Regularly makes information about the instructional program available | D   P   B   U
2. Regularly sends home information about student progress | D   P   B   U
3. Develops applicable activities designed to engage families successfully in their cultural norms | D   P   B   U
**D. Participating in the professional community**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Seeks to develop professional collegial relationships that encourage sharing, planning, and working together toward improved instructional skill and student success</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
<tr>
<td>2. Moves beyond classroom duties by contributing to school initiatives and projects</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
<tr>
<td>3. Processes verbal, written, and non-verbal communication and responds appropriately</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
</tbody>
</table>

**E. Growing and Developing Professionally**

<p>| | | | |</p>
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<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Readily accepts feedback and uses it for improvement</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
<tr>
<td>2. Exhibits self-confidence and poise as a teacher</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
<tr>
<td>3. Demonstrates initiative</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
<tr>
<td>4. Welcomes colleagues and supervisors into the classroom for the purposes of gaining insight from their feedback</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
</tbody>
</table>

**F. Showing Professionalism**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates sound judgment, integrity, and confidentiality</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
<tr>
<td>2. Adheres to the PA Code of Professional Practice and Conduct for Educators</td>
<td>D</td>
<td>P</td>
<td>B</td>
</tr>
</tbody>
</table>

*Specific subjects, grade or ability levels, and/or program experiences for which student teacher was responsible:*

*Student areas of strength:*

*Student areas to focus on in preparation for next field experience/student teaching:*

Mentor Teacher Signature  ________________________________  Date____________________

College Supervisor Signature  ________________________________  Date____________________