

Messiah University
Teacher Education Program
SEMESTER AT A GLANCE
Fall 2025

TEP 310 & 316 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, under the “School hosts” tab.

Events/Dates	Activity Description	Notes or References
Begin T/Th Visits to School Site on 9/16	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	<p>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.</p> <p>The mentor teacher will complete two formal observations during the semester.</p> <p>Both mentors will use the Performance Observation Form for written feedback and conference with the student after each observation.</p>	<p>Both mentors will use the PERFORMANCE OBSERVATION FORM on page 27-28</p> <p>Students are to use the Instructional Planning Templates on page 22, 23, 24, or 25</p>
Video Assignment Video 1 –by 10/16 Video 2 – by 11/20 Part 3 – completed no later than 1 week before final eval	<p>Three part self-assessment activity</p> <p>Part 3 of this assignment may be done in conjunction with the final evaluation conference if planned in advance with the university supervisor.</p>	<p>Assignment and forms on pages 19, 20, 21</p> <p>Reviewed by the university supervisor.</p>
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). <i>Forms must be signed electronically.</i> Sample form on page 29-32 Due for TEP Office review by 12/15
<p><i>Note: In addition to the above, the pre-student teachers will:</i></p> <ul style="list-style-type: none"> • <u>Share Individual Competency Inventory(ICI)</u> with university supervisor at start & end of experience; • <u>Teach as much as possible</u> (co-teach with mentor, teach from mentor’s plans, work with small groups, <u>develop and deliver no less than 3 self-created plans</u> using the MU format for planning) • <u>Update Resume and Add at least one artifact</u> (shared with university supervisor) to portfolio by end of semester 		

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