



Student Teaching Handbook



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INTRODUCTION

Clinical experiences provide a vital link between the university and the P12 school districts. Clinical experiences give candidates important opportunities to put into practice the theory and knowledge they have gained during their teacher preparation programs.

The geographic location of Mississippi College provides a wide variety of community and school settings for clinical experiences. Our community partners and school districts range from the largest urban school district in Mississippi to much smaller rural districts and community centers working with at-risk and special needs students. Teacher candidates have multiple opportunities to observe and learn from expert teachers about how to work with students from many culturally diverse communities, as well as experience a variety of teaching, learning and behavior styles throughout their various field and clinical experiences.

This handbook provides information for teacher candidates who are entering their Professional Student Teaching Semester, and the cooperating teachers, school personnel, and university supervisors who will be mentoring them during this vital semester of student teaching. Also included are the requirements, guidelines, policies, and procedures of Mississippi College as well as the essential information needed concerning the roles, responsibilities, assessment procedures, and assessment instruments utilized during the Professional Student Teaching semester.

Without our community and P12 school district partners, our teacher preparation programs would not be possible. The Teacher Education & Leadership Department at Mississippi College would like to extend our sincere appreciation to the many community partners and school districts who host our teacher candidates and work with us to constantly improve our programs.

It is our sincere desire that our partnerships are mutually beneficial to all partners. Mississippi College values your input and suggestions. We are here to assist you. Please contact us if you have questions or concerns at any point during this process.

Sincerely,

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THE UNDERGRADUATE TEACHER EDUCATION PROGRAM (TEP)

Mississippi's State Board of Education mandates certain requirements for candidates seeking admission to a teacher education program at any of the state's fifteen senior institutions of higher learning. One of these requirements attempts to ensure that teacher education applicants demonstrate at least minimal academic ability. **Specifically, at Mississippi College, candidates must meet the following requirements in order to be admitted to the Teacher Education Program (TEP) or to any courses that require TEP admission:**

1. have successfully completed 44 semester hours of university core courses.
2. have an overall (cumulative) GPA of at least 2.75 (including transfer work).
3. have a minimum GPA of 2.75 in their area(s) of expected licensure.
4. have passed the Praxis I CASE: Reading 156; Writing 162; Mathematics 130.
Entrance test is waived if candidate has an ACT composite of 21 or higher or or SAT (1060 or higher math/verbal).
5. have passed the Writing Proficiency test or successfully completed ENG 299.

Candidates apply for admission into the Teacher Education Program (TEP) as part of the course requirements for EDU 300, INTRODUCTION TO EDUCATION.

MC Transfer students who have had the course equivalent of EDU 300 at another 4-year institution must make application to the TEP by seeing the Licensure Officer during their first semester at Mississippi College.

After making application to the TEP, candidates are monitored carefully by the School of Education's licensure officer as they progress through MC's teacher preparation program. The candidate's advisor also assists in this monitoring process. **However, responsibility rests with the candidate for knowing the rules and regulations related to the teacher preparation program. Until candidates are admitted to the TEP, they may not take any courses, which have program admission as a prerequisite. (SEE STATUS SHEET)**

After admission to the TEP, a candidate must maintain at least a 2.75 cumulative grade point average as well as a 2.75 GPA in the area(s) of expected licensure for progression. A grade of C or better is required in all teacher education courses. Teacher education courses, which receive grades of "D" or "F" may be repeated only one time. A failing grade in any two teacher education courses will result in dismissal from the TEP.

Since standards for progress in the TEP are different from MC's standard for avoiding academic suspension, a candidate who is ineligible to enter or remain in the TEP may still be eligible to remain a student at Mississippi College in another major.

THE UNDERGRADUATE LICENSURE PROGRAMS

The Department of Teacher Education & Leadership houses undergraduate degree programs leading to educator licensure in the following areas:

- Elementary Education (K-6): Class A License
- Specialized Subject-Area Education (K-12): Class A License
 - Art Education
 - Music Education
 - Instrumental Music
 - Vocal Music
 - Physical Education
- Secondary Education (7-12): Class A License
 - Biology Education
 - Chemistry Education
 - English Education
 - Mathematics Education
 - Social Studies Education
- For all Supplemental Endorsement Areas see the Mississippi College MDE Approved Programs for Supplemental Endorsements.

SEQUENCE OF CLINICAL EXPERIENCES

MC Teacher education candidates participate in clinical experiences in the following courses:

Phase One (common clinical experiences for all licensure areas)

- EDU 299/300 Pre-Teaching Field Experience
- EDU 304 Educational Psychology
- EDU 458/460 Classroom Management

Phase Two (clinical experiences vary by licensure areas)

Licensure and subject-specific field experiences are completed within these various methods courses.

- *Elementary Education (K-6)*
 - EDU 320 Principles & Methods of Early Childhood
 - EDU 309/334 Early Literacy Block
 - EDU 489 Middle Grades Literacy
 - KIN 306 PE for Children
 - EDU 311/312/321/439 Professional Block
 - EDU 458 Classroom Management
- *Biology/Chemistry Education (7-12)*
 - BIO/CHE 435 Biology and Chemistry Methods
- *English Education (7-12)*
 - ENG 447 Methods of Teaching Literature to Young Adults
 - ENG 455 Methods of Teaching Composition and Grammar
 - ENG 398 Writing Center Practicum
- *Mathematics Education (7-12)*
 - MAT 441 Methods for teaching Math in the Secondary School
- *Social Studies Education (7-12)*
 - HIS 435 Social Studies Methods
- *Art Education (K-12)*
 - ART 441 Art in the Secondary School
- *Music Education (K-12)*
 - MUS 323 Music Education in the Elementary School
 - MUS 325 Vocal Music Education in the JH and High School
- *Physical Education (K-12)*
 - KIN 306 PE for Children
 - KIN 307 PE for the Secondary School
 - KIN 386 Adapted Physical Education
- *All Secondary (7-12) and Specialized (K-12) Subjects*
 - EDU 460 Classroom Management

Phase Three (common clinical experiences for all licensure areas)

- Directed Teaching (Professional Student Teaching Semester)
 - EDU 421,422,423,424 Elementary Education (K-6)
 - EDU 431,432,433,434 Secondary Education (7-12)
 - EDU 471,472,473,474 Specialized Subject-Area Education (K-12)

THE PROFESSIONAL STUDENT TEACHING SEMESTER

At the undergraduate level the candidate's professional education program at Mississippi College culminates with professional internship during the Professional Student Teaching Semester (PS).

Every candidate seeking a Mississippi teaching license in any area is required to complete a Professional Student Teaching Semester. This culminating experience affords candidates an opportunity to apply much of what they have learned in their content and professional education courses to actual classrooms in public or state-approved private schools in Mississippi. Candidates are admitted to and retained in the Professional Student Teaching Semester according to the following criteria.

The candidate must:

1. be admitted to the Teacher Education Program for **at least one full semester prior** to the semester of Professional Student Teaching.
2. have completed EDU 299.
3. have passed the Writing Proficiency Exam (or received credit for ENG 299).
4. not have any grades of (I) incomplete.
5. complete any outstanding coursework and have grade(s) on file in the Registrar's Office before the Professional Semester begins. In keeping with university policy, the last 33 hours of the program must be completed at Mississippi College.
6. have at least a 2.75 GPA in the area(s) of expected certification as well as a cumulative GPA of 2.75
7. have completed (with a minimum grade of C) all Professional Education and subject matter courses except EDU 421, 422, 423, and 424 (elementary candidates only).
8. have completed (with a minimum grade of C) all Professional Education and subject matter courses except EDU 431,432,433, and 434 (secondary education candidates only).
9. have completed (with a minimum grade of C) all Professional Education and subject matter courses except EDU 471, 472, 473, and 474 (specialized subject-area education candidates only).

Due to departmental scheduling issues, secondary education candidates (7-12) and specialized subject-area education candidates (K-12) may be allowed to apply for the Professional Student Teaching Semester once they have completed at least three-fourths of the required courses in his/her area of specialization. This exception is made on a case by case basis and should be approved by the candidate's advisor, the Director of Field Experiences, and the Chair of the Department of Teacher Education & Leadership.

COMPOSITION OF THE PROFESSIONAL SEMESTER

Elementary Education: Directed Teaching, K-6

EDU 421,422,423,424: Professional Student Teaching Semester for Elementary Education majors

Secondary Education: Directed Teaching, 7-12

EDU 431,432,433,434: Professional Student Teaching Semester for 7-12 majors

Specialized Subject-Area Education: Directed Teaching, K-12

EDU 471,472,473,474: Professional Student Teaching Semester for K-12 majors

Only these courses should be taken during the Professional Student Teaching Semester unless an appeal is made to and granted by the Field Experiences Appeals Committee. Careful planning and a close working relationship between candidate and advisor can help achieve this goal.

All professional interns are expected to complete a minimum of fifteen (15) weeks of internship.

Elementary Education (K-6) Student Teachers receive one placement and should complete three weeks of full-time teaching.

Secondary Education (7-12) and Specialized Subject-Area Education (K-12) Student Teachers will receive two placements and should complete two weeks of full-time teaching at each placement for a total of four weeks of full-time teaching.

STUDENT TEACHING PLACEMENT PROCESS

1. Prior to the beginning of each school year, the Office of Field Experiences sends a *Memorandum of Understanding* signed by the Dean of the School of Education to the Superintendent of Schools for each Partner School District to be signed and returned to the Office of Field Experiences. This *Memorandum of Understanding* represents an agreement between Mississippi College and each P12 Partner School District and specifies the terms in which an MC teacher candidate can participate in field experiences within the district. This *Memorandum of Understanding* is renewed each school year, kept on file in the Office of Field Experiences, and must be current in order for a request to be made for an MC candidate to be placed in a partner district.

To be eligible to serve as a Cooperating Teacher P12 classroom teachers must meet the following requirements:

- Hold a teaching position in a partner district with whom Mississippi College has an active signed Memorandum of Understanding on file in the Office of Field Experiences.
 - Hold a current, valid Teaching License from the Mississippi Department of Education in the licensure area for which the Student Teacher is seeking.
 - Have completed at least three (3) years of teaching experience and is in at least his/her fourth year of teaching.
 - Be recognized by the Cooperating Teacher's School Administrator as an exceptional teacher as defined by positive teaching evaluations and successful student achievement reports.
 - Complete online mandatory Teacher Intern Assessment Instrument (TIAI) and Mississippi Educator Code of Ethics (MCoE) training once every three years.
 - Participate in additional training on MC's campus once every three years.
2. Prior to the beginning of each semester, the Licensure and Certification Officer checks TEP and Student Teaching requirements for all upcoming Prospective Student Teachers to ensure eligibility for the candidate to register for EDU 458- Classroom Management for Elementary Teachers or EDU 460- Classroom Management for Secondary Teachers, which must be taken the semester prior to student teaching.
 3. Once a candidate has been certified as eligible to register for the Classroom Management Course (EDU 458/460), the candidate is able to register for either EDU 458- Classroom Management for Elementary Teachers or EDU 460- Classroom Management for Secondary Teachers. This course contains much of the information and training required for Professional Student Teaching Semester.

During the semester prior to Student Teaching and to receive a student teaching placement, the Prospective Student Teacher must:

- Attend one of the mandatory Prospective Student Teaching Meetings conducted by the Director of Field Experiences and the Licensure and Certification Officer.

- Complete and submit all required paperwork by the required date to the Licensure and Certification Officer during individual counseling sessions.
 - Submit proof that a background check conducted by CastleBranch, an outside background agency with whom Mississippi College has contracted, has been ordered.
 - Complete the online application and upload the Student Teaching Autobiography in Tk20.
 - Complete state-mandated Teacher Intern Assessment Instrument (TIAI) online training and submit Certificate to the Office of Field Experiences.
 - Complete state-mandated Mississippi Educator Code of Ethics (MCoE) online training and submit Certificate to the Office of Field Experiences.
4. When all required paperwork has been received in the Office of Field Experiences, all required information has been uploaded to Tk20, proof of successful background approval is received, and completion of state-mandated online training has been completed, the Office of Field Experiences will request a placement from the desired partner district by sending an electronic Placement Request Form. Additionally, hard copies of the Placement Request forms and associated individual Student Teaching Application materials for each Student Teacher requesting a placement in the district will be mailed to each partner district.
 5. After receiving Placement Materials from MC, the representatives of each Partner District will:
 - Approve the Placement Request.
 - Contact individual School Administrators where placements are being requested and forward Placement Materials to them to assist in matching Student Teachers with Cooperating Teachers.
 - School Administrators will review Placement Requests and Student Teaching application materials and match each Student Teacher with a corresponding Cooperating teacher who meets MC's eligibility requirements.
 - Once Student Teaching Placements have been made, the School Administrator sends the completed Placement Request Forms back to the representative of the Partner District and final approval is granted by the District.
 - Once the District Office has approved Student Teaching Placements, completed Placement Request Forms are returned to the Office of Field Experiences.
 6. When Placement Request Forms are received in the Office of Field Experiences, applications are sent to all Cooperating Teachers and information concerning online mandatory training is sent to Cooperating Teachers. Applications and proof of online training should be returned to the Office of Field Experiences prior to the Student Teaching placements being finalized.
 7. Once Placements are finalized, Student Teachers are notified of their placements and University Supervisors are assigned.

SELECTION OF PROFESSIONAL FIELD-BASED, CLINICAL SITES FOR STUDENT TEACHING

Professional Student Teaching Placements are a joint effort of the Office of Field Experiences and MC's Partner School Districts. **It is the policy of Mississippi College to place Student Teachers in Partner Districts within Copiah, Hinds, Lincoln, Madison, Rankin, Warren, and Yazoo counties.** Partner Districts must have a current Memorandum of Understanding on file in the Office of Field Experiences in order to be able to host MC Student Teachers. Student Teachers will be placed in public or private schools, which are accredited by the appropriate agencies and with which MC has a current partnership agreement.

Professional student teaching is a minimum of **15 weeks** in duration. Elementary Education (K-6) candidates complete one 15-week placement in a public school district. Since Specialized Subject-Area Education (K-12) candidates and Secondary Education (7-12) candidates have two equal placements, one placement must be in a public school, and the second placement *may* be in an approved and accredited local private school with which MC has a partnership agreement. It is expected that our Partnership Schools be reasonably accessible for visitation by the University Supervisor and are directed by administrators willing to cooperate with and provide experiences acceptable to the Mississippi College Department of Teacher Education.

Secondary Education (7-12) student teachers and Specialized Subject-Area (K-12) student teachers may not be placed at high schools which they attended. Elementary Education (K-6), Secondary Education (7-12), and Specialized Subject-Area Education (K-12) student teachers may not receive placements at a school where their children are enrolled or their close family members are employed.

THE COOPERATING TEACHER

Qualifications

To be eligible to serve as a Cooperating Teacher P12 classroom teachers must meet the following requirements:

- Hold a teaching position in a partner district with whom Mississippi College has an active signed Memorandum of Understanding on file in the Office of Field Experiences.
- Hold a current, valid Teaching License from the Mississippi Department of Education in the licensure area for which the Student Teacher is seeking.
- Have completed at least three (3) years of teaching experience and is in at least his/her fourth year of teaching.
- Be recognized by the Cooperating Teacher's School Administrator as an exceptional teacher as defined by positive teaching evaluations and successful student achievement reports.
- Complete online mandatory Teacher Intern Assessment Instrument (TIAI) and Mississippi Educator Code of Ethics (MCoE) training once every three years.
- Participate in additional training on MC's campus once every three years.

The Cooperating Teacher must be classified as a highly competent teacher with at least three years of teaching experience who demonstrates expertise in the classroom. It is of critical importance that the cooperating teacher be skilled in interpersonal relationships and be interested in mentoring the Student Teacher.

Guidelines

Student Teachers report that the person most important in their Student Teaching experience is their cooperating teacher. For this reason, Cooperating Teachers should be selected by their administrators on the basis of professional preparation and success as a teacher. The Cooperating Teacher should be adaptable enough to adjust the classroom situation for receiving the Student Teacher as a viable working member. In meeting the responsibilities as a Cooperating Teacher, the following activities are suggested:

1. Before the Student Teacher arrives the Cooperating Teacher may wish to announce that another teacher will be assisting in the teaching of the class for several weeks.
2. It is suggested that the Student Teacher be inducted into the job of Student Teaching gradually. During the first week or so the Student Teacher may be used as an assistant to the Cooperating Teacher by being responsible for such tasks as calling roll, grading papers, reading announcements, and giving individual assistance to students. This will allow the Student Teacher time for observation. In addition, it is a good idea for the Student Teacher to become familiar with instructional materials and their location, to begin planning the first activities with students, and to learn as much as possible about the students with whom he/she will work.

3. Some Student Teachers will be able to assume responsibility for teaching sooner than others. As Student Teachers demonstrate the necessary competency and confidence, teaching responsibilities should be increased. **Student Teachers should be given full-time teaching responsibilities for at least 3 weeks for Elementary Education (K-6) Student Teachers and at least 2 weeks in each placement for Secondary Education (7-12) Student Teachers and Specialized Subject-Area (K-12) Student Teachers.**

Full-time teaching includes full responsibility for all planning, instruction, and evaluation which is involved in carrying out the duties associated with teaching on a daily basis. This is not meant to imply that the Student Teacher should receive no assistance from the Cooperating Teacher. The responsibility for overall planning and the execution of the plans for the day, however, should be delegated to the Student Teacher. As noted, full-time teaching should be for a **minimum** of 2 weeks for each of the two placements (4 weeks) for 7-12 and K-12 student teachers and a 3-week placement for an elementary student teacher with only one 15-week placement. Following each period of full-time teaching, work should taper off so that the Student Teacher may spend a day observing other teachers.

4. The University Supervisor is available to the Cooperating Teacher for assistance in mentoring the Student Teacher. The relationship of the Cooperating Teacher and the University Supervisor should be one of mutual support. They should meet to discuss the progress of the Student Teacher. **The University Supervisor will make a minimum of four visits to the school, observing the Student Teacher for two or more class periods on at least three occasions.**
5. The Student Teacher should learn from the Cooperating Teacher the school district policies concerning regulations and procedures regarding (for example) discipline, reports that must clear the principal's office, and procedures and forms for using special school equipment.
6. The Student Teacher should be encouraged to learn about teaching responsibilities outside the classroom. Student Teachers should be given the opportunity to: assist with the sponsoring of clubs, attend PTA meetings, attend in-service days, assist with hall duty, observe parent-teacher conferences when appropriate, etc.
7. The Cooperating Teacher should submit the required forms on TK20 at the scheduled time(s).

COOPERATING TEACHER EVALUATIONS

The Cooperating Teacher will assess the Student Teacher on Tk20 using the following formal assessment instruments:

- **Preliminary Evaluation** (completed after the first 2 weeks of each placement)
- **Teacher Intern Assessment Instrument (TIAI)**
 - Formative Assessment
 - Summative Assessment

- **MC Teacher Education Dispositions Evaluation**
- **Statewide Common Dispositions Instrument**
- **Final Student Teaching Evaluation**

The Cooperating Teacher will assess the University Supervisor on Tk20 using the following formal assessment instrument:

- Cooperating Teacher Assessment of the University Supervisor

IN SUMMARY, some specific functions of the Cooperating Teacher are listed below:

- Prepare the students for a second teacher in the classroom.
- Orient the Student Teacher to the physical facilities, special services, and resources available in the school (textbooks, audio-visual equipment, duplicating equipment, library, lunchroom, restroom, etc.)
- Provide the Student Teacher with a tentative schedule, grade book, school handbook, desk, and storage area.
- Plan initial activities that will allow the Student Teacher to become involved in the classroom routine immediately.
- Guide the Student Teacher in analyzing and evaluating observations.
- Provide for increased teaching responsibilities as the Student Teacher shows evidence of ability to assume them.
- Assist the Student Teacher in performing routine duties and record keeping.
- Establish a time for a weekly conference during which the Student Teacher's progress will be discussed.
- Provide daily feedback on the Student Teacher's classroom performance.
- Help the Student teacher analyze each lesson taught, determining strengths and weaknesses.
- Work closely with the University Supervisor to avoid giving contradictory information to the Student Teacher.
- Check daily lesson plans and long-range plans well in advance (at least three days) of their intended use.
- Schedule time (one day only) toward the end of the placement for the Student teacher to observe in other classrooms.
- Encourage the Student Teacher's positive attitude about the teaching profession.
- Complete all assessments on TK20 at the scheduled times.

THE UNIVERSITY SUPERVISOR

Qualifications

University Supervisor must meet the following requirements:

- Be a faculty member of the Department of Teacher Education & Leadership or be approved by Mississippi College as an Adjunct Faculty Member.
- Hold at least the Master's Degree in the area for which the University Supervisor is providing supervision.
- Hold a current, valid Teaching License from the Mississippi Department of Education in the licensure area for which the Student Teacher is seeking.
- Have a substantial amount of successful classroom teaching experience.
- Complete online mandatory Teacher Intern Assessment Instrument (TIAI) and Mississippi Educator Code of Ethics (MCoE) training once every three years.
- Participate in University Supervisor training on MC's campus once every semester.
- Receive satisfactory evaluation reports from the Student Teacher and University Supervisor.

Guidelines

The primary role of the University Supervisor is to provide needed support for both the Student Teacher and the Cooperating Teacher so that the student teaching experience is a success. As a representative of the Department of Teacher Education & Learning at Mississippi College, the University Supervisor serves as a liaison between the school in which the Student Teacher is placed and the university. The following activities are suggested for University Supervisors:

1. Meet with Student Teacher before he/she begins each placement at the assigned P12 school. At this meeting the Student Teacher should be given any additional instructions concerning their assignment. Also, the University Supervisor should convey his/her expectations regarding format of lesson plans, submission of forms, and any other information deemed important.
2. Visit Student Teachers at least four times during each Student Teaching placement.
 - University Supervisors are expected to stay for at least two classes (or lessons) on these visits and to provide written feedback to the Student Teachers.
 - Observations should be spaced over the entire Student Teaching period and not clustered toward the end of the experience.
 - Each observation should be followed by a conference with the Student Teacher and the Cooperating Teacher where strengths and weaknesses are discussed.
 - **It is extremely important for the University Supervisor (and the Cooperating Teacher as well) to keep a chronologically arranged WRITTEN record of the Student Teacher's progress.**
3. If a Student Teacher is experiencing difficulty, University Supervisors must provide specific feedback and suggestions for improvement. These suggestions should also

include a time frame within which the improvement is to be expected and an opportunity for allowing the Student Teacher to respond to the suggestions in writing.

4. Maintain an open and cooperative relationship with the Partner School and its staff.
5. Confer regularly with the Cooperating Teacher to discuss the progress of the Student Teacher.
 - Periodically throughout the Professional Student Teaching Semester the University Supervisor and Cooperating Teacher should "compare notes" regarding the performance of the Student Teacher.
 - This procedure should help to avoid unnecessary surprises at the end of the semester.
 - Both Student Teacher and Cooperating Teacher should be encouraged to consult with the University Supervisor as soon as concerns arise.
6. Confer with the School Administrator as needed regarding the progress of the Student Teacher.
7. Provide the necessary assistance to Student Teachers in lesson planning, instructional methods and classroom management.
8. Provide regular progress reports to Student Teachers. Student Teachers experiencing significant difficulties should be counseled as early as possible and referred to the Professional Dispositions Committee.
9. The University Supervisor should submit the required forms on TK20 at the scheduled time(s).

UNIVERSITY SUPERVISOR EVALUATIONS

The University Supervisor will assess the Student Teacher on Tk20 using the following formal assessment instruments:

- **Teacher Intern Assessment Instrument (TIAI)**
 - Formative Assessment
 - Summative Assessment
- **Teaching Unit**
- **Teacher Work Sample**
- **Professional Internship Notebook Rubric** (mid-term)
- **Final Student Teaching Evaluation**
- **MC Teacher Education Dispositions Evaluation**
- **Statewide Common Dispositions Instrument**

GUIDELINES FOR STUDENT TEACHERS

The Professional Student Teaching Semester is designed to be an interesting, helpful, and rewarding phase of professional preparation. The student teacher is both a quasi-member of the faculty of the school to which he/she has been assigned and a student of Mississippi College. In performing this dual role the student teacher is expected to fulfill the following responsibilities and requirements.

1. **Become actively involved in the instructional program of the school through observation, teaching, conferences, and other activities.** The pattern for any given student teacher's involvement will vary according to the needs and abilities of each individual student teacher, the length of the placement, and the organization of the P12 school or classroom. Usually, however, student teachers will begin their assignment by observing their cooperating teacher for several days. They will then gradually begin to assume the full-time teaching load of the teacher. Student Teachers should maintain a full-time teaching load for the specified period of time. Once this full-time teaching has been completed, Student Teachers will then begin to turn back the teaching responsibilities to the cooperating teacher. **Elementary student teachers should maintain a full-time teaching load for at least 3 weeks during one semester-long placement. Secondary and Specialized Subject student teachers should maintain a full-time teaching load for at least 2 weeks for each placement for a total of 4 weeks of full-time teaching.**
2. **Write comprehensive lesson plans and participate in planning conferences with the Cooperating Teacher and the University Supervisor.** Mississippi College requires that all student teachers **MUST HAVE WRITTEN LESSON PLANS** for all classes that they teach, using the format prescribed by the university supervisor and cooperating teacher. These plans need to include the lesson's goals, objectives, materials needed for instruction (e.g. technology resources, presentation materials, etc.), plan of instruction, questions used to promote critical thinking (where appropriate), differentiation for individual needs, assignments (where appropriate), formal and informal assessments, and plans for self-evaluation and reflection.

Lesson plans need to be given to the cooperating teacher *at least three days in advance* of their proposed use. This allows the student teacher time to integrate any feedback from the cooperating teacher into the lesson. If it is the policy of the school, student teachers may be required to turn in lesson plans to the principal for review. Lesson plans should be clearly and precisely written or typed. They should be chronologically arranged in a three-ring notebook and available for review by the university supervisor, cooperating teacher, or school administrator.

Each student teacher is expected to maintain a notebook for the primary purpose of keeping a record of the student teaching experience. In addition to lesson plans, the notebook should contain a reflection for each lesson taught, information regarding students, a record of conferences and observations with the university supervisor and

cooperating teacher, materials gathered during student teaching and other information deemed appropriate and beneficial by the university supervisor or the cooperating teacher. The university supervisor will review the notebook during visits/conferences with the student teacher. The student teacher should also make it a point to confer with the cooperating teacher after a presentation (i.e., lesson, demonstration, etc.) in an effort to secure valuable input on the perceived effectiveness of the presentation. ***This notebook will be evaluated by TEL faculty at the mid-term student teaching meeting on MC's campus.***

3. **Participate in non-instructional activities such as PTA meetings, staff development, faculty and other professional meetings, and the extra-curricular activities of the school.** The student teaching experience includes activities that go beyond the regular hours of the school day. Student teachers should participate in extra-curricular activities involving the faculty.
4. **Maintain a professional attitude about responsibilities.** The student teacher, in carrying out tasks, must be cooperative and patient, work within the policies of the school, and accept the responsibilities of a teacher as defined by the school in which he/she is working. Personal and professional conduct and appearance should reflect the role of a teacher. The student teacher must also maintain a professional relationship with Mississippi College and meet all responsibilities and obligations in a punctual manner. If the student teacher approaches work with such an attitude, he or she can expect to be treated as a professional by the cooperating teacher and other teachers within the school.
5. **Demonstrate Professional Dispositions as measured by the Professional Education Dispositions for Teacher Candidates Assessments.** Teacher education candidates at Mississippi College are expected to demonstrate appropriate skills and behaviors in the college classroom as well as when completing field placements. As a teacher education candidate in the Department of Teacher Education and Leadership at Mississippi College, professional dispositions will be measured with two instruments: 1. *The MC Teacher Education Dispositions Evaluation* and 2. *The Statewide Common Dispositions Instrument*, which measures the student teacher's commitment to the Mississippi Educator Code of Ethics.
6. **Participate in conferences with the university supervisor and the cooperating teacher.** The student teacher should be observed formally a minimum of seven times during the fifteen-week student teaching experience. The university supervisor will visit the school where the student teacher is assigned a minimum of four times during the professional semester and observe the student teacher teaching at least three times. The cooperating teacher will complete at least four formal observations of the student teacher. The university supervisor in cooperation with the student teacher and the cooperating teacher will determine the specific purpose and procedure for these visits. During observational visits the university supervisor will view one or more lessons or classes. Following the observations, written reports will be discussed with the student teacher and (whenever possible) with the cooperating teacher. The student teacher should make arrangements ahead of time to provide for a time and place after the university

supervisor's observation(s) where conferences can be held.

7. **Observe teachers other than the cooperating teacher.** It is recommended that student teachers arrange to observe teachers in other grade levels or teachers who teach in areas that might be different from their assigned classroom. This allows student teachers to have a better understanding of the total school program and understand the development of students. Student teachers may wish to wait until the last few days of their student teaching experience to complete observations of other teachers. No more than one or two days should be spent observing other teachers.
8. **Purchase a TK20 Account.** Student Teachers are required to have an active Tk20 account for the Professional Student Teaching Semester. All evaluations and assignments will be submitted through this account.
9. **Submit to a Background Check through Castlebranch.com.**
10. **Produce one Comprehensive Teaching Unit.** The student teacher will write at least one comprehensive teaching unit on a unit of study agreed upon by the cooperating teacher and university supervisor.
11. **Complete one Teacher Work Sample.** Once during the professional semester the student teacher will complete a Teacher Work Sample (TWS) based on the Comprehensive Teaching Unit and focusing on the following areas: Instructional Design and Implementation, including plans for differentiated learning experiences (including technology); Plans for Assessment; Instructional Decision-making; Analysis of Learning Results; Reflection and Self-Evaluation.
12. **Prepare for the Teacher Intern Assessment Instrument (TIAI) evaluation.** The student teacher will also exhibit the TIAI TEACHING COMPETENCIES (skills) AND INDICATORS. The university supervisor and the cooperating teacher will evaluate the student teacher using the TIAI form at least two times each for a total of four formal observations for each placement using this statewide proprietary instrument. Assessments and observations will be uploaded to TK20, MC's electronic assessment system.
13. **Prepare One Daily Student Teaching Schedule.** A copy of the class schedule which student teachers will be following should be filled out and returned to the university supervisor by the end of the first week of each placement of student teaching.
14. **Prepare Fifteen Weekly Student Teaching Logs.** Each week student teachers are to record their daily activities on the Student Teaching Log. The log is returned the Friday of each week to the university supervisor.
15. **Complete One Student Teacher Evaluation of the University Supervisor and one of the Cooperating Teacher for each placement.**
16. **Complete One Self-Evaluation for each placement.** At the end of the placement, the

Student Teacher will complete a self-evaluation.

Important Notes:

- **Discipline.** Disciplinary measures used by the student teacher should conform to the instructions of his/her cooperating teacher. *Under no circumstances should student teachers administer or serve as a witness for corporal punishment.*
- **Substitute Teaching.** It is requested that interns be used as substitute teachers *only in emergencies* for short periods of time and in grades and subjects for which he/she is reasonably well prepared. *Under no circumstances should the student teacher be paid for substitute teaching.*
- **Liability Insurance.** Professional Interns acting in the normal course of their internship activities are covered by Mississippi College's Professional Liability insurance policy. However, if interns desire to obtain additional professional liability coverage from another source, they may do so. "Additional coverage is not provided by MC, but neither does MC dissuade interns from obtaining additional coverage on their own."
- **Student Teacher Calendar and Attendance. In most instances Student Teachers will follow the calendar of the school system to which they are assigned and not the calendar of Mississippi College.** During the fifteen weeks of full-day internship, the intern reports to the school at the time regular teachers are asked to report. This includes, for example, bus duty, PTA meetings, staff development, after school activities, etc.

Punctuality is an important part of being a professional. It is expected that student teachers arrive on time for all of their responsibilities. Tardiness will be dealt with in a serious manner. Student Teachers are always expected to perform assigned responsibilities except in the case of personal illness or extreme emergency. **A Student Teacher must make up any days missed. If enough days do not exist between the last day of Student Teaching and graduation, the Student Teacher will not be allowed to graduate.** Details for absences and make-up work are to be arranged with the Director of Field Experiences and the University Supervisor.

IF A STUDENT TEACHER IS UNABLE TO REPORT TO SCHOOL, THE COOPERATING TEACHER AND UNIVERSITY SUPERVISOR ARE TO BE NOTIFIED IMMEDIATELY.

Where there is a strong, justifiable cause for requesting to be absent, a **STUDENT TEACHER REQUEST TO BE ABSENT FORM** must be completed by the Student Teacher and submitted to the University Supervisor at least five days prior to the projected absence. Any absences during the Professional Student Teaching Semester **MUST** be made up. **Mandatory on-campus meetings scheduled by MC during the semester are not counted as absences.**

STUDENT TEACHER FORMAL EVALUATIONS

Evaluation of Student Teachers should be an ongoing, joint effort by the Cooperating Teacher, the University Supervisor, and the Office of Field Experiences. The Cooperating Teacher and the University Supervisor should be as candid as possible with the student teacher and with each other. The student teacher should be made fully aware of his/her strengths or weaknesses.

If either evaluator recognizes substantial weaknesses, written recommendations for improvement must be offered.

The Student Teacher will be assessed using the following formal evaluations:

COOPERATING TEACHER EVALUATIONS

The Cooperating Teacher will assess the Student Teacher on Tk20 using the following formal assessment instruments which include written feedback:

- Preliminary Evaluation
- Teacher Intern Assessment Instrument (TIAI)
 - Formative Assessment
 - Summative Assessment
- MC Teacher Education Disposition Evaluation
- Statewide Common Dispositions Instrument
- Final Student Teaching Evaluation

The Cooperating Teacher will assess the University Supervisor on Tk20 using the following formal assessment instrument:

- Cooperating Teacher Assessment of the University Supervisor

UNIVERSITY SUPERVISOR EVALUATIONS

The University Supervisor will assess the Student Teacher on Tk20 using the following formal assessment instruments which include written feedback:

- Teacher Intern Assessment Instrument (TIAI)
 - Formative Assessment
 - Summative Assessment
- Teaching Unit
- Teacher Work Sample
- Professional Internship Notebook Rubric (mid-term)
- Final Student Teaching Evaluation
- MC Teacher Education Disposition Evaluation
- Statewide Common Dispositions Instrument

The University Supervisor will assess the Cooperating Teacher on Tk20 using the following formal assessment instrument:

- University Analysis of the Cooperating Teacher

STUDENT TEACHER GRADING

The Student Teacher will assess the Cooperating Teacher, University Supervisor, the Student Teaching Professional Semester, and himself/herself on Tk20 using the following formal assessment instruments:

- Student Teacher Evaluation of the Cooperating Teacher
- Student Teacher Analysis of the University Supervisor
- MC Undergraduate Survey
- Student Teacher Self-Evaluation
- MC Teacher Education Dispositions Evaluation
- Statewide Common Dispositions Instrument

GRADING

Directed Teaching is a Mississippi College course for which each Student Teacher receives twelve semester hours of credit. It should be emphasized that the twelve hours of credit for the Professional Student Teaching Semester are broken down into four, 3-hour components. This allows the University Supervisor much latitude in assigning grades. While the responsibility for assigning final grades falls upon the Director of Field Experiences and the University Supervisor, the primary source for evaluative data used in assigning grades is the Cooperating Teacher.

Shown below are some general guidelines that the Director of Field Experiences, the University Supervisor, and the Cooperating Teacher will use in reaching an agreement on how the final grades are to be distributed.

An "A" Student Teacher will show consistent predominance of strength and have no outstanding weaknesses. He/she will have shown outstanding growth and achievement in the classroom. He/she will have exhibited evidence of professionalism, qualities of leadership, creativity in teaching, initiative and a spirit of cooperation and respect toward authority.

A "B" Student Teacher will have significantly more strengths than weaknesses. He/she will consistently exhibit good teaching, initiative, and interest. He/she will be well-grounded in methods and academic knowledge in his/her area, giving evidence of effective performance in his/her own situation. He/she will have a healthy respect for those over him/her in the school administrative role.

A "C" Student Teacher will have worked well with the Cooperating Teacher and given evidence of a willingness to learn. He/she should have evidenced some growth in the teaching processes. Neither strengths nor weaknesses will dominate his/her performance. Readiness to meet the ordinary classroom situation will be demonstrated, and he/she will in all likelihood be a good, average teacher. The awarding of a "C" in the Professional Student Teaching Semester **does not** mean that the candidate will be unable to secure a teaching position.

A "D" Student Teacher will have shown more weaknesses than strengths or shall have evidenced some particularly outstanding weakness. This indicates the general inability to handle his/her own classroom situation. The Student Teacher will not be recommended to take a teaching position. Under certain circumstances he/she will be encouraged to repeat the Student Teaching Semester. Certain corrective processes may indicate that the candidate is ready to repeat the Professional Student Teaching Semester again at a later date.

Assessments will be on-going and continuous throughout the semester through observation, timely submission of records, reports, and lesson plans and through conferences between the intern, cooperating teacher, and university supervisor. The Director of Field Experiences will be included in the conferences if necessary.

The intern will receive 4 (3-hour) grades during the student teaching semester:

1. **Planning and Preparation/Assessment Plan** (examples of assessment evidence: Student Teaching Notebook, Daily Lesson Planning, Teacher Work Sample, TIAI, Weekly Reports, Dispositions Evaluation etc.) (**EDU 421, 431, 471**)
2. **Instruction/Implementing Assessment** (examples of assessment evidence: TIAI, Classroom Observations, Teacher Work Sample, Weekly Reports, Dispositions Evaluation, etc.) (**EDU 422, 432, 472**)
3. **Management of the Learning Environment/ Instructional Decision-Making** (examples of assessment evidence: TIAI, Weekly Reports, Dispositions Evaluation, Observation, Teacher Work Sample, Lesson Plans, etc. (**EDU 423, 433, 473**)
4. **Professional Responsibilities/Dispositions/ Communication and Interactions/Reflection** (examples of assessment evidence: Dispositions Evaluation, Classroom observations, Lesson Plans, TIAI, Weekly Reports, Interviews with Cooperating Teacher, etc.) (**EDU 424, 434, 474**)

Every aspect of the professional semester will affect the Student Teacher's final grades!

**MISSISSIPPI DEPARTMENT OF EDUCATION
PRE-SERVICE TEACHER LICENSE**

The Pre-Service Teacher License provides a statewide structure to organize procedures related to pre-service teachers once admitted to state-approved teacher preparation programs. Such procedures are designed to:

- (a) Protect the health, safety, and general welfare of students and educators;
- (b) Provide opportunities for pre-service teachers to practice/demonstrate knowledge and skills;
- (c) Standardize the criminal background check process across the state for pre-service teachers eliminating those who are not eligible or suited to the profession;
- (d) Assist pre-service teachers in understanding the Mississippi Educator Code of Ethics, Standards of Conduct and hold them accountable under the Code; and
- (e) Require attainment of the Pre-Service Teacher License for anyone participating in field experiences and student teaching in Mississippi schools (to include candidates in Mississippi and out-of-state educator preparation programs).

Requirements.

To qualify for the Pre-Service Teacher License:

(a) An applicant must be admitted to a teacher preparation program in the state of Mississippi or any other U.S. state which meets the following requirements:

- 1. Leads to licensure in a teaching field; and
- 2. Requires participation in field experiences or clinical practice including student teaching, residency work or any other program requirements in Mississippi schools;

(b) The educator preparation provider (EPP) shall request the Pre-Service Teacher License on behalf of the applicant according to procedures outlined in the Mississippi Educator Licensure Guidelines compendium;

(c) An applicant shall submit appropriate documentation indicating cleared criminal background check;

NOTE: The Pre-service Teacher License is not intended for individuals who hold a valid provisional or standard Mississippi license in a teaching field, or an expired Mississippi renewable standard license in a teaching field.

Validity. The Pre-Service Teacher License is valid for five (5) years, with the following exceptions:

(a) Invalidated upon program completion;

(b) Rescinded if an individual withdraws, transfers or is removed from a program:

- 1. Previously-enrolled candidates who withdraw, transfer, or are removed from an educator preparation program and are subsequently re-admitted to the program or admitted to a different educator preparation program are eligible for the Pre-Service Teacher License:

- (i) Under these circumstances the five (5)-year validity period begins again upon re-admission and issuance of the new license. Requirements (a), (b) and (c), listed above, must be met after re-admission to the educator preparation program in order to reissue the Pre-Service Teacher License; and

(c) May be extended at the request of the EPP.

LEGAL STATUS FOR STUDENT TEACHERS

In 1973 the Mississippi legislature passed the following legislation concerning student teachers and interns:

**AN ACT TO PROVIDE FOR STUDENT TEACHERS OR INTERNS AND TO
PRESCRIBE THEIR DUTIES:**

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI

37-132-1 Definitions: As used in this chapter, "student teacher" or "intern" shall mean a student enrolled in an institution of higher learning approved by the State Board of Education for teacher training and who is jointly assigned by such institution of higher learning and a board of education to student-teach or intern under the direction of a regularly employed certificated teacher, principal, or other administrator. Whenever in this chapter "board of education" is referred to and the school that a student teacher or intern is assigned to does not have a board of education, such term shall refer to the person or governing body that administers such school.

37-132-3 Responsibility of Cooperating Teacher: It shall be the responsibility of a cooperating teacher, in conjunction with the principal or other administrator and the representative of the teacher preparation institution, to assign to the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching. Student teaching may include duties granted to a certificated teacher under the rules and regulations of such board of education and any other part of the school program for which either the cooperating teacher or the principal is responsible.

37-132-5 Powers and Duties of Student Teacher: A student teacher or intern under the supervision of a certificated teacher, principal, or other administrator shall have the protection of the laws accorded the certificated teacher, principal, or other administrator, and shall, while acting as such student teacher or intern, comply with all rules and regulations of the local board of education and observe all duties assigned certificated teachers.

DIFFICULTY IN THE PROFESSIONAL STUDENT TEACHING SEMESTER

- If a Student Teacher is experiencing difficulty in his/her Student Teaching Placement, the University Supervisor should notify the Director of Field Experiences immediately.
- The Director of Field Experiences and the University Supervisor will meet with the Student Teacher to develop a Plan for Improvement (signed by the Student Teacher, University Supervisor, and the Director of Field Experiences) to assist the Student Teacher as he/she works to improve his/her performance.
- The University Supervisor will complete a Professional Dispositions Infraction form describing the difficulties the Student Teacher is experiencing and the Student Teacher will be referred to the Professional Dispositions Committee for an interview.
- The Student Teacher will be monitored carefully by the University Supervisor, Cooperating Teacher, and Director of Field Experiences as he/she works to make improvement based on the Improvement Plan.
- If the Student Teacher shows that he/she cannot succeed in the Professional Student Teaching Semester, the University Supervisor should meet with the Director of Field Experiences to discuss the possible options for the Student Teacher.
- If withdrawal from the student teaching semester is recommended, the University Supervisor and the Director of Field Experiences will meet with the Student Teacher as soon as possible. This will be done after the University Supervisor has had an opportunity to talk with the Cooperating Teacher and observe the candidate.
- If a Student Teacher does not withdraw from Student Teaching Semester and receives his/her first “D” or “F” in an EDU course (in any one of the Directed Teaching courses) he/she must successfully repeat the Student Teaching Semester with no grade less than “C” in order to be recommended for a teaching license.
- If a Student Teacher has more than one “D” in an EDU course (this could be two or more Directed Teaching courses or an EDU course taken earlier in the program), he/she will not be allowed to remain in the Teacher Education Program and will not be recommended for a Mississippi teaching license.
- Any candidate who withdraws from the Professional Student Teaching Semester must be approved by the Professional Dispositions Committee prior to being re-assigned to the Professional Student Teaching Semester at a later time. The Student Teacher must submit an appeal to the Professional Dispositions Committee noting the actions which have been taken to ensure a successful experience.

Professional Education Dispositions for Teacher Candidates Intervention Process¹

Professional Education Dispositions for Teacher Candidates

Professional Dispositions consist of the attitudes, beliefs, values, and behaviors toward students, families, colleagues and communities exhibited by professional educators in the field of education. Professional Dispositions are guided by values such as caring for others, fairness, honesty, responsibility, and social justice. These attitudes, beliefs, values, and behaviors affect student learning, motivation and development as well as the educator's own professional growth.

Mississippi College seeks to be recognized as a university known for academic excellence and commitment to the cause of Christ. The Department of Teacher Education & Leadership at MC seeks to help those who are called to teach become leaders, advocates, and professionals who reflect the qualities of a Christian University within the field of education.

Teacher candidates are held to high standards and should demonstrate consistency and excellence through practice, collaboration, and assessment. Teacher candidates are expected to display the highest level of professionalism, outstanding teaching qualities, and leadership in their relationships with others whether they are in the university classroom or during clinical experiences in our partner school districts and agencies.

All teacher education candidates in the Department of Teacher Education & Leadership at Mississippi College are expected to exhibit the following dispositions listed below.

As a teacher education candidate, I will:

- Maintain a professional relationship with all students
- Conduct myself in an ethical manner as set forth by the *MS Educator Code of Ethics and Standards of Conduct*
- Demonstrate a high level of professionalism
- Demonstrate an expectation that all students can learn and are a vital part of the learning community
- Demonstrate outstanding content and pedagogical knowledge
- Display sensitivity to the needs of others
- Work cooperatively with peers, instructors, university supervisors, and relevant stakeholders to advance student learning
- Design or use educational environments and instructional practices to meet all students' needs, abilities, and interests
- Understand or thoughtfully use formal and informal evaluation strategies
- Model poise, maturity, and sound judgment
- Engage in continuous self-evaluation and improvement
- Act as a steward of the profession

Disposition Infraction Process

If a Department of Teacher Education course instructor or University Supervisor recognizes disposition related infractions by a candidate, the following procedures will be followed:

1. The University supervisor or course instructor will complete a disposition infraction form and submit it to the Director of Field Experiences.
2. After review of the form(s) between candidate and instructor or University supervisor, the candidate will be asked to sign the form (within 7 days of the submission of the disposition infraction). The signature is not an agreement with or to the infractions but denotes that the candidate has reviewed the form.
3. Notification of the infraction will be sent to the Director of Field Experiences, Department Chair, student advisor, and the members of the standing disposition committee.
4. When two disposition infraction forms on a teacher candidate have been submitted, the disposition committee will meet. **(A meeting of the committee may be warranted after one infraction. This will be left to the discretion of the Director of Field Experiences, Dispositions Committee Chair and Department Chair.)**
5. The committee will meet with the teacher candidate and review the disposition infractions.

¹ This Professional Dispositions Infraction Process was originally developed by the faculty of the Department of Teacher Education at The University of Mississippi. Mississippi College gratefully acknowledges permission received from the Department of Teacher Education at the University of Mississippi to use this process with our teacher candidates in the Department of Teacher Education & Leadership at Mississippi College.

6. The committee's recommendation will be sent to the candidate. After the conference the candidate must sign the recommendation form within 7 days of the committee's recommendation. The signature is not an agreement with or to the infractions but denotes that the candidate has reviewed the form.

7. If the Disposition Infraction Committee recommends dismissal, the teacher candidate will be dismissed from the Teacher Education Program (TEP) and must remain out of the TEP for a full semester (Fall or Spring term) prior to applying for readmission to TEP. To be considered for readmission the candidate must show substantial growth in the areas of deficiency identified in the disposition infraction process (see # 12 of Disposition Infractions Process).

8. Upon dismissal from the program the teacher candidate will not be allowed to return to the course(s) that include a field experience component. If the teacher candidate appeals the dismissal (see step 9 of Disposition Infractions Process) he/she may continue in university classes but will not attend any associated field experiences during the appeal process. If the decision of the committee for dismissal is upheld following the appeals process, a grade of "F" will be awarded for the course. The "F" grade is not an appealable grade. The teacher candidate may continue in non-field-experience-based coursework already underway for the current semester. The candidate will not continue in Teacher Education coursework in future semesters at the university.

9. If the candidate intends to appeal the committee's decision, the candidate will submit a narrative about the incident and their appeal of the decision to the Director of Field Experiences. The Chair will conduct an appeals meeting with the student and will file a report to the student and the committee.

If student appeals further to the Dean:

The candidate will submit their appeal of the decision directly to the Dean. The Dean will conduct a meeting, and a report will be filed.

10. If the Dean upholds the recommendation of dismissal, the teacher candidate has the right to appeal to the Vice-President of Academic Affairs in writing within fifteen (15) calendar days of the receipt of the Dean's decision. (Please note: University holiday closing dates are not counted in the calendar days).

11. If a teacher candidate is recommended for counseling and not for dismissal, a recommendation will be sent to the Chair of the Department of Teacher Education, the candidate's advisor, and the Director of Field Experiences.

12. To reapply for admission to TEP, candidates must submit the following information to the Office of Field Experiences:

- a. A 1-2 page letter justifying readmission to TEP identifying how previous deficiencies have been rectified.
- b. Three letters of recommendation to include one Department of Education Faculty member and one currently employed K-12 educator or administrator. Each letter must include contact information (email address and phone number).
- c. A transcript indicating all coursework since being dismissed from TEP.

I have received a copy of the Professional Dispositions Evaluation Tool, The Statewide Dispositions Instrument and the Disposition Infraction process. I have reviewed and understand the information regarding the MC Teacher Education Dispositions Evaluation for Teacher Candidates, the Statewide Dispositions Instrument, and the Disposition Infraction process. I understand that if I receive two (2) disposition infraction forms, I must meet with the Professional Dispositions Committee where a decision will be made concerning my status in the program. **A meeting MAY be warranted based on the first disposition infraction.**

Teacher Candidate Signature

Date



Mississippi College Teacher Education Dispositions Infraction Form

Candidate Name: _____

Date of Evaluation: _____

Course Number: _____

Course Name (s): _____

Instructor: _____

Current Semester: _____

Major: _____

Advisor: _____

Supervisors and Faculty, please check the infraction and provide a comment or explanation.
Ratings are based upon class meetings, assignments, appointments, group work and field/clinical experiences.

Responsibilities

___ Submits incomplete assignments/projects or assignments/projects are not submitted by the establish deadlines

Comment: _____

Attendance & Punctuality

___ Is absent for 25% or more of scheduled class time or field experience (including tardies and early departures)

Comment: _____

Professional Appearance

___ Does not dress appropriately for the classroom environment and field experiences or demonstrates poor personal hygiene

Comment: _____

Demeanor

___ Lacks confidence or displays a critical or negative attitude and may have a negative effect on the learning environment

Comment: _____

Initiative

___ Seldom volunteers for tasks, exhibits little energy, enthusiasm, or effort

Comment: _____

Integrity

___ Speaks or behaves inappropriately with others and lacks respect for confidentiality (including social media)

Comment: _____

Organization

___ Is unprepared, does not have needed materials or resources, and/or utilizes poor time management

Comment: _____

Flexibility

___ Is unwilling to modify ideas, adapt to changes, and/or is not receptive to the opinions and ideas of others

Comment: _____

Communication

___ Does not use effective oral or written communication, or tone is not professional, or language is informal/inappropriate

Comment: _____

Diversity

___ Is exclusive or displays inappropriate behaviors toward diverse peers or students (e.g. ethnicity, race, cultural, gender, SES, language, disability, ability level, etc.)

Comment: _____

Leadership

___ Does not display characteristics of leadership when appropriate including committing to tasks, showing confidence and enthusiasm, offering suggestions, or contributing useful ideas

Comment: _____

Collaboration

___ Does not work effectively with others by sharing responsibilities, contributing ideas, or problem solving to accomplish common tasks

Comment: _____

Cooperation

___ Demonstrates inability or unwillingness to work cooperatively with others

Comment: _____

Responsive Feedback

___ Rejects or ignores constructive feedback

Comment: _____

Rapport

___ Does not communicate and interact effectively and professionally with others

Comment: _____

Other

Teacher Candidate Signature: _____

Date: _____

Supervisor/Faculty Signature: _____

Date: _____

Committee Recommendations: _____

THE CERTIFICATION (LICENSURE) PROCESS

All Mississippi Department of Education (MDE) licensure requirements are subject to change. Licenses which entitle the holders to teach in the elementary and secondary schools in the State of Mississippi are issued by the Mississippi Department of Education, Office of Educator Licensure, to applicants who complete the requirements for these licenses. Teacher Candidates who complete any of the teacher education programs offered at Mississippi College automatically qualify for Mississippi teaching licensure. Status sheets showing all of the courses required in each of the undergraduate majors in education that are available at MC may be obtained in the MC Department of Teacher Education & Leadership office or from the candidate's advisor. A candidate for any Mississippi license must complete an on-line Mississippi Educator Licensure Application following a recommendation being submitted by the Office of Field Experiences.

Those students who expect to teach in states other than Mississippi will be held responsible for knowing the facts regarding licensure requirements in those states and should, during the time that they are students at Mississippi College, pursue such courses that will satisfy the licensure requirements of the particular state in which they intend to teach. Appropriate application forms may be obtained from the Mississippi Department of Education in the state where licensure is sought.

All students pursuing a teacher education curriculum and seeking Class A Licensure must take the appropriate test(s) and achieve at or above the minimum scores established by the Mississippi Department of Education before the Dean of Education and/or the Chair of the Teacher Education and Leadership Department recommends that the candidate be licensed to teach. All persons applying for first-time licensure must have appropriate test scores on file with the Mississippi Department of Education and with Mississippi College. The minimum cut-scores as mandated by the MDE for various licensure areas are shown on the following pages.

Traditional Baccalaureate Teacher Education Program Candidate:

A five-year educator license is granted to applicants meeting all licensing requirements and completing a state approved Council for the Accreditation of Educator Preparation (NCATE/CAEP) approved teacher education program from a regionally/nationally accredited Institution of higher learning.

Minimum licensure requirements are as follows:

- Successful completion of an approved Teacher Education Program
- Successful completion of a full semester of student teaching
- Passing Scores from Praxis II Principles of Learning and Teaching Test
- Passing Scores from Praxis II Content Area Test in Degree Area
- Passing Scores from Foundations of Reading Test-*Elementary Education Only*
- Reading Certification- *Secondary and K-12 Only (completed during EDU 460)*

For initial Elementary Education licensure, a teacher candidate in Mississippi must also earn a passing score on the Foundations of Reading Test. Students are responsible for providing MDE with passing scores upon application for a Mississippi teaching license. Passing Score is 229- <http://www.ms.nesinc.com>

SCHEDULE OF PRAXIS SCORES

PRAXIS I REQUIREMENTS

Core Academic Skills for Educators (CASE)

Test Name	Test Number	Passing Score
Reading	5713	156
Writing	5723	162
Mathematics	5733	130

PRAXIS II REQUIREMENTS FOR TEACHER LICENSURE

Principles of Learning and Teaching (PLT)

Test Name	Test Number	Passing Score
Principles of Teaching & Learning (K-6)	5622	160
Principles of Teaching & Learning (7-12)	5624	157

Praxis Content Area Tests

Licensure Area	Test Number	Passing Score
Art Education	5134	158
Biology Education	5235	150
Chemistry Education	5245	151
Elementary Education	5017	153
English Education	5038	167
Mathematics Education	5161	160
Music Education	5113	161
Physical Education	5091	145
Social Studies Education	5081	150

FOUNDATIONS OF READING TEST (FOR)

Elementary Education Candidates Only

Test Name	Passing Score
Foundations of Reading	229

Those candidates who expect to teach in states other than Mississippi will be held responsible for knowing the facts regarding licensure requirements in those states and should, during the time that they are students at Mississippi College, pursue such courses that will satisfy the licensure requirements of the particular state in which they intend to teach. Appropriate application forms may be obtained from the Mississippi Department of Education in the state where licensure is sought.

APPENDIX A—Mission Statements

**MISSISSIPPI COLLEGE
MISSION STATEMENT**

Mississippi College, governed by a Board of Trustees elected by the Mississippi Baptist Convention, is a private, co-educational, comprehensive university of liberal arts and sciences and professional studies dedicated to the pursuit of academic excellence. Founded in 1826, Mississippi College is the oldest institution of higher learning and the largest private university in the state of Mississippi. As a Christian institution, Mississippi College values the integration of faith and learning throughout the educational process.

Consistent with its Baptist heritage and relationship to the Convention, Mississippi College provides a quality Christian education for its student population. Students select the University because of the quality of its academic programs, Christian environment, and location. The University strives to recruit students who demonstrate excellence in scholarship, leadership, and church/community involvement. The majority of students come from Mississippi and other southeastern states.

Mississippi College stimulates the intellectual development of its students through the liberal arts and sciences and concentrated study in specialized fields, including preprofessional and professional programs. Furthermore, the university environment promotes the spiritual, social, emotional, and physical development of its students and encourages them to utilize their skills, talents, and abilities as they pursue meaningful careers, life-long learning, and service to God and others. The University emphasizes those undergraduate, graduate, and professional programs which offer opportunities for service. Additionally, the University reflects its responsibility of service to the community through a variety of learning opportunities and numerous cultural enrichment experiences.

Mississippi College is committed to excellence and innovation in teaching and learning. The University seeks to employ and retain faculty who are dedicated to teaching/learning and advising students, who support and engage in scholarship and creative activities that advance knowledge, and who seek to continue their own professional development. The University also seeks to employ and retain staff and administrators who are equally dedicated to supporting these efforts. Furthermore, the University selects employees who reflect Christian values and a commitment to service. Mississippi College is an equal opportunity employer in accordance with Title VII and applicable exemptions.

Official mission statement as adopted by the Board of Trustees 1998

**SCHOOL OF EDUCATION
MISSION STATEMENT**

The mission of the Mississippi College School of Education is to provide a caring Christian environment which facilitates the acquisition of knowledge in the behavioral sciences, teaching and learning, and health and human sciences. The School of Education provides the general education, professional studies, field and clinical experience, research skill development, and technological foundations required for each graduate and undergraduate program. These components generate the knowledge, dispositions, and skills necessary to render appropriate service to God and others in a professional environment while meeting all local, state, and national performance standards.

**DEPARTMENT OF TEACHER EDUCATION
MISSION STATEMENT**

The mission of the Department of Teacher Education and Leadership at Mississippi College is to provide collaborative, integrated professional educator preparation which is field connected and focused on teaching and learning; based on best practice which is driven and assessed by high national, state, and local standards which will develop reflective practitioners with the appropriate knowledge, dispositions, and skills to lead the 21st Century educational enterprise in America.



Directions for Uploading Items to a Binder:

Log in to Tk20

You should be on the **“Home Page.”**

Begin by clicking on the **Field Experience Tab**. The field experience box will contain your student teaching binder, click on the link to open your student teaching binder.

In your binder, you will see a tab for every task you are to complete. If a task requires you to upload an item, you will see the name of the task and the instructions on the left. On the right you will see the word **“Attachment(s):”** in bold and in that same box you will see a **“Select”** button beside the word “File.”

Click the **“Select”** button and a popup window will open.

In the **“Title*”** field, you can type your First/Last name and the name of the file.

In the **“Description”** field, you can type a description of that file.

Under the section labeled “File,” you will see **“Attached Documents,”** click the button **“Select File(s)”** and then navigate to the file on your computer that you need to upload and click the name of that file one time.

Click the **“Choose”** button. You will then see the popup window again.

You **MUST** click the green **“Add”** button at the bottom of that window for the file to attach. (You will **see the file uploading and then a quick message which says “Upload Success!”** Then you will see the file listed in the “Attached Documents” box

with an X beside it. If you needed to delete that file to make corrections and attach another one, click the X. The file will be removed and you can repeat the process.)

The pop up window will disappear and you will be back on the original page. Do **NOT** click the green “Submit” button until you have uploaded every item in the entire binder.

Click the **“Save Draft”** button each time you upload an item.

Now you are ready to go to the next tab and repeat the above steps.

Notebook Organization

I. Class Organization

1. Seating chart
2. Alpha listing
3. Pictures if possible
4. Master school and class schedule
5. Class rules
6. Copy of school discipline policy
7. Class profile

II. Lesson Plans

1. Arranged chronologically by subject/topic
2. Reflective self-evaluations
3. TIAI format
4. Have a copy available for supervisor when visited,
5. text references, page #'s etc. in lesson plans.
6. Any supplementary materials in lesson plans (if at all possible)

III. Records

1. Conferences
 - a. With cooperating teacher/college supervisor
 - b. Organized by type and date
 - c. Briefly summarize topic and outcome
2. Evaluations (include copies)
3. Observations
 - a. Name and date of class observed
 - b. Sketch or describe classroom environment
 - c. Lesson topic/purpose/grade level
 - d. Teaching methods
 - e. Learning activities/materials
 - f. Evaluation/assessment
 - g. Management style/techniques employed



This letter confirms that:

_____ (Mississippi College student teacher)

Observed and participated in the First Days of School in a K-12 classroom at

_____ (Name of school)

on these dates _____.

Signature of School Administrator _____

Signature of Cooperating Teacher _____

Signature of Student Teacher _____



Request for First Days of School Observation

I am requesting permission from the following school to observe the first two days of school:

Name of School: _____

School District: _____

City, State: _____

Name of Administrator: _____

School's Phone Number: _____

Student Teacher's Name: _____

Major: _____ Advisor: _____

Phone Number: _____

____ I have received permission to observe at this school for the first two days of the school year.

Signature: _____



**Mississippi
College**

**EMAIL THIS FORM TO YOUR
UNIVERSITY SUPERVISOR**

DAILY STUDENT TEACHING SCHEDULE

Student Teacher: _____ Schedule for the Week beginning: _____

STUDENT'S PHONE/EMAIL: _____ UNIVERSITY SUPERVISOR: _____

School where student teaching: _____ COOPERATING TEACHER: _____

Location where student teaching: _____ School phone: _____

Time		ROOM	Monday	Tuesday	Wednesday	Thursday	Friday
Begin	End						



Mississippi College

WEEKLY STUDENT TEACHING LOG

Summarize Each School Day's Activities and Complete Back of Form

NAME:		PHONE:
SCHOOL	GRADE LEVEL/SUBJECT(S) TAUGHT:	
COOPERATING TEACHER(S):		
FOR THE WEEK OF:	TOTAL CLOCK HRS PRESENT:	

MON	
TUES	
WED	
THUR	
FRI	

COMPLETE AND RETURN THIS FORM TO YOUR UNIVERSITY SUPERVISOR AT END OF EACH WEEK

Office of Field Experiences • PO Box 4009 Clinton, MS 39058 • Phone 601.925.3846 • Fax 601.925.3840

WEEKLY LOG OF TEACHING & RELATED ACTIVITIES

For the week ending: _____

Please include the time you have spent in the following teaching and related activities:
(Round off times to the nearest one-half hour. Travel time should not be included.)

TEACHING ACTIVITY	MON	TUES	WED	THURS	FRI	WEEKLY TOTAL
Observation of other classes:						
Classroom instruction						
One-on-one instruction (tutoring)						
Conferences with Cooperating Teacher						
Bus, recess, or other duty (please specify)						
Faculty meetings						
Parent conferences						
Athletic events						
Workshops						
Preparation for teaching						
Other (please specify)						

Please summarize the highlights of the past week. Include those experiences that were especially insightful or meaningful to you.

STUDENT TEACHER REQUEST TO BE ABSENT FORM

Student teachers are expected to be performing their assigned responsibilities at all times except in the case of personal illness or an extreme emergency. For other situations where there is strong, justifiable cause for requesting absence, this form must be completed by the student teacher, signed by the Cooperating Teacher and submitted to the university supervisor for at least 5 days prior to the projected absence. All absences must be made up prior to graduation.

TIME WHICH YOU REQUEST TO BE ABSENT FROM STUDENT TEACHING:

_____ TO _____
Month Day Hour Month Day Hour

REASON FOR ABSENCE: (If you are going for a job interview, supply the following information or attach a copy of the letter in which you are asked to come for a job interview).

Name of Administrator _____

Name of School _____

Address and Phone Number _____

Reason for absence _____

Your Signature _____ Date _____

Your Phone Number _____

Obtain the following two signatures for approval, then send to Director of Field Experiences

Cooperating Teacher's Signature _____ Date _____

University Supervisor's Signature _____ Date _____

Director of Field Experience's Signature _____ Date _____

APPENDIX E—Teaching Unit & Rubric

Teaching Unit: Action Plan (Unit Overview)

Standard(s)		
Teaching Unit Topic		
Teaching Unit Purpose/ Learning Goal(s)		
Teaching Unit Performance Task Objective (aligned to State Curricula Framework standards)		
Level of Bloom’s		
Purpose/ Learning Goal(s)	Daily Objectives (aligned to State Curricula Framework standards)	Level of Bloom’s
DAY 1:	DAY 1:	DAY 1:
DAY 2:	DAY 2:	DAY 2:
DAY 3:	DAY 3:	DAY 3:
DAY 4:	DAY 4:	DAY 4:
DAY 5:	DAY 5:	DAY 5:
Content Knowledge (may be provided on a separate document)		

(continued)

Assessments	
Informal Assessments	Formal Assessments
Daily Assessments & Measures (1 per Lesson)	Performance Task and Rubric (1 per Teaching Unit)
DAY 1:	PERFORMANCE TASK:
DAY 2:	
DAY 3:	
DAY 4:	PERFORMANCE TASK RUBRIC:
DAY 5:	
	Unit Test (1 per Teaching Unit)
	UNIT TEST:

Teaching Unit: Daily Lesson Plans

Teacher _____ Lesson Date _____

Content Area _____ Grade _____ Teaching Unit Topic _____

Lesson Components	
Standard(s)	
Purpose/Learning Goal(s)	
Objective(s) and Level of Bloom's	
Assessment	
Materials	
Handouts	
Technology	
Lesson Procedures	
Introduction <i>(Motivation, questions, purpose for the lesson and/or unit, etc.)</i>	
Presentation of Content <i>(Explanation, modeling, demonstration, questions, etc.)</i>	
Learning Activities <i>(Guided Practice, group interaction, questions, independent practice, assessment, etc.)</i>	
Closure <i>(Reflection, questions, recap of today's learning, purpose for tomorrow, etc.)</i>	
Additional Information <i>(if applicable)</i>	

<p>Differentiation <i>(Describe differentiation used during the lesson OR label in the lesson itself when used)</i></p>	
<p>Researched-based Strategies <i>(Describe any research-based pedagogical strategies used during the lesson OR label in the lesson itself when used)</i></p>	
<p>Parent/Guardian Connection <i>(Describe any parent/guardian connection or use of family/community resources during the lesson OR label in the lesson itself when used)</i></p>	
Lesson Reflection	
<p>Self-Reflection <i>(After the lesson, include reflections of positive and negative experiences, student engagement, student outcomes, teacher performances, changes to be made for improvement in future lessons, etc.)</i></p>	

Teaching Unit Design

Category	Unacceptable-0	Needs Improvement-1	Meets Standard-2	Exceeds Standard-3	Score/Comments
1. Standards/ Teaching Unit Topic <i>CAEP 1.1; INTASC 7; TGR 1</i>	Standards are not included OR the unit topic is not developmentally appropriate for students	Standards are not from the appropriate state curricula frameworks OR unit topic does not match standards	Standards are from the appropriate state curricula frameworks AND unit topic matches standards	In addition to meets standard , appropriate state curricula standards are included for more than one subject area	
2. Teaching Unit Purpose/ Learning Goals <i>CAEP 1.1; INTASC 7; TGR 1</i>	Teaching unit purpose is not included OR does not reflect broad learning goals of the unit	Teaching unit purpose reflects broad learning goals of the unit BUT does not match state curricula frameworks	Teaching unit purpose matches state curricula frameworks and unit topic AND is written to reflect broad learning goals of the unit	In addition to meets standard, teaching unit purpose/learning goals are written in a sequential and orderly progression	
3. Performance Task Objective AND Daily Lesson Obj.(s) <i>CAEP 1.1; INTASC 7; TGR 2</i>	Objectives are not included OR do not relate to state curricula frameworks	Objectives align with state curricula frameworks BUT are not observable or measurable OR do not match the purpose/learning goals	Objectives match state curricula frameworks AND are observable and measurable AND match the purpose/learning goals	In addition to meets standard, objectives are stated at different instructional levels based on individual needs of students at different levels of Bloom's Taxonomy	
4. Content Knowledge <i>CAEP 1.3; INTASC 4; TGR 1</i>	Content Knowledge/ specific items are not included OR do not relate to state curricula frameworks	Content Knowledge/ specific items align with state curricula frameworks BUT are not adequate for learners to meet one or more unit objectives	Content Knowledge/specific items are adequate for learners to meet all unit objectives	In addition to meets standard, details such as definitions, examples, diagrams, charts, illustrations, etc. are included	
5. Performance Task <i>CAEP 1.2; INTASC 6; TGR 3</i>	The performance task is not included OR it does not relate to the state curricula frameworks	The performance task is aligned with state curricula frameworks BUT does not measure performance task objectives OR does not provide learners opportunities to show real world application of the desired understandings, objectives, and knowledge	The performance task is aligned with and measures performance task objectives AND provides learners opportunities to show real-world application of the desired understandings, objectives, and knowledge	In addition to meets standard, the performance task allows students opportunities to demonstrate understandings by providing options and a variety of performance methods and products	

Category	Unacceptable-0	Needs Improvement-1	Meets Standard-2	Exceeds Standards-3	Score/Comments
6. Performance Task Rubric <i>CAEP 1.2; INTASC 6; TGR 3</i>	The performance task rubric is not included; OR the rubric does not align with the performance task	The performance task rubric is aligned with the performance task and is properly constructed (i.e. scores are not skipped, there are no indicators with a score range such as 1-2 points, each indicator is clearly described, etc.)	The performance task rubric aligns with the performance task and measures unit objectives, by including all necessary categories and indicators written in an organized AND sequential manner	In addition to meets standard, the performance task rubric is written in student-friendly language AND designed to be used by the learner for self-evaluation	
7. Formal Assessment (Unit Test) <i>CAEP 1.2; INTASC 6; TGR 3</i>	Unit test is NOT included or test is included BUT questions do not relate to the state curricula frameworks	All of the questions on the unit test are aligned with the state curricula frameworks BUT the test/quiz does not use a variety of question types (multiple choice, matching, true/false, short answer, discussion, etc.)	All of the questions on the unit test are aligned with the state curricula frameworks. The test/quiz uses a variety of question types (multiple choice, matching, true/false, short answer, discussion, etc.)	In addition to meets standard, the questions on the unit test are written on different levels of Bloom's Taxonomy so that they assess students' knowledge and skills at different levels	
8. Informal Assessment (Daily Assessments) <i>CAEP 1.2; INTASC 6; TGR 3</i>	Informal assessments are NOT included OR do not measure daily objectives	Informal assessments are included AND measure daily objectives	A variety of informal assessments are included that measure daily objectives AND allow students to show mastery of knowledge/skills in a variety of ways	In addition to meets standard, a checklist to record data for each informal assessment is included	
9. Bloom's Taxonomy <i>CAEP 1.4; INTASC 8; TGR 2</i>	Different levels of Bloom's Taxonomy are NOT included in the objective(s) or assessments	Different levels of Bloom's Taxonomy are included BUT one or more is not accurately matched to the objective(s) or assessment(s)	Different levels of Bloom's Taxonomy are included AND are accurately matched to the objective(s) and assessment(s)	In addition to meets standard, a variety of higher-order Bloom's Taxonomy levels (Analysis, Synthesis, and Evaluation) are included	
10. Student Use of Technology <i>CAEP 1.5; INTASC 8; TGR 6</i>	Students are NOT provided an opportunity to use technology during the unit	Students are using technology, BUT it is used mainly in activities for remembering or understanding concepts or skills NOT related to unit objectives. Examples: online games, etc.	Students are using technology for an activity or project which is aligned with the unit objectives	In addition to meets standard, students are using technology in an activity or project utilizing higher-level skills such as analyzing, synthesizing, evaluating	
Teaching Unit Design TOTAL					

Teaching Unit Daily Lesson Plan

Category	Unacceptable-0	Needs Improvement-1	Meets Standard-2	Exceeds Standards-3	Score/Comments				
					1	2	3	4	5
11. State Standard(s) and Purpose/Learning Goal(s) <i>CAEP 1.1; INTASC 7; TGR 1</i>	The lesson plan does not include a daily purpose/learning goal and/or curriculum standard	The lesson plan includes a daily purpose/learning goal and curriculum standard BUT they do not match	The lesson plan includes a daily purpose/learning goal related to the curriculum standard	In addition to meets standard , more than one content area of curriculum standards is included AND incorporated in the lesson plan					
12. State Standard(s) and Daily Lesson Objective(s) <i>CAEP 1.1; INTASC 1; TGR 1</i>	The lesson plan does not include daily lesson objective(s) AND/OR curriculum standard	The lesson plan includes daily lesson objective(s) and curriculum standard BUT they do not match OR daily objective(s) are not measurable, student-oriented, developmentally appropriate, and written in clear and understandable terms	The lesson plan includes daily lesson objective(s) related to the curriculum standard AND objectives are measurable, student-oriented, developmentally appropriate, and written in clear and understandable terms	In addition to meets standard , more than one content area of curriculum standards are included AND daily lesson objectives are included at different levels of Bloom's Taxonomy					
13. Introduction <i>CAEP 1.1; INTASC 5; TGR 1</i>	The lesson plan does not include an introduction	The lesson plan includes an introduction that is ineffective OR does not relate to the daily purpose/learning goals	The lesson plan includes an introduction that relates to the daily purpose/learning goals	In addition to meets standard , the introduction is effective, motivating, and engaging for students					
14. Presentation of Content <i>CAEP 1.4; INTASC 8; TGR 4</i>	The lesson plan includes only one instructional strategy/resource for presenting content	The lesson plan includes more than one instructional strategy/resource for presenting content BUT some strategies/resources are not appropriate for learners OR do not include explanation, modeling, and/or demonstration	The lesson plan includes a variety of instructional strategies/resources for presenting content; strategies/resources are appropriate for the learners AND include explanation, modeling, and/or demonstration	In addition to meets standard , technology is incorporated effectively into the presentation of content					

Category	Unacceptable-0	Needs Improvement-1	Meets Standard-2	Exceeds Standards-3	Score/Comments				
15. Learning Activities <i>CAEP 1.4;</i> <i>INTASC 8; TGR 4</i>	The lesson plan does not include learning activities for guided practice prior to independent practice	The lesson plan includes at least one opportunity for guided practice prior to independent practice BUT learning activities may not match the lesson purpose/learning goals	The lesson plan includes multiple opportunities for guided practice and questions to check for understanding prior to independent practice AND all learning activities match the lesson purpose/learning goals	In addition to meets standard, students are actively involved in all learning activities AND questions are divergent and thought-provoking					
16. Independent/ Group Practice <i>CAEP 1.2;</i> <i>INTASC 2; TGR 2</i>	The lesson plan does not include an independent/group practice activity	The lesson plan includes an independent/group practice activity BUT it does not relate to the daily objective and/or daily purpose/learning goals	The lesson plan includes an independent/group practice activity related to the daily objective and daily purpose/learning goals AND matches the developmental level of the learners	In addition to meets standard, learners are given opportunities to complete the independent/group practice activity using a variety of options					
17. Student Engagement/ Differentiation <i>CAEP 1.4;</i> <i>INTASC 2; TGR 2</i>	The lesson plan does not show opportunities for student engagement OR the opportunities do not lead to understanding of the content	The lesson plan shows opportunities for student engagement BUT the opportunities are not meaningful OR could lead to learner misunderstanding of the content	The lesson plan shows opportunities for student engagement AND the opportunities are meaningful, leading to understanding of the content AND include activities differentiated for levels of learners	In addition to meets standard, the lesson plan includes opportunities and activities differentiated for all levels of learners, specifically designed to meet individual educational needs					
18. Daily Assessment <i>CAEP 1.4;</i> <i>INTASC 2; TGR 2</i>	The lesson plan does not include an assessment of the daily objective	The lesson plan includes an assessment but it does not match the daily objective	The lesson plan includes an assessment that is developmentally appropriate, effective, and matches the daily objective	In addition to meets standard, multiple informal assessments are included throughout the plan which differentiate for different learning levels and styles					
19. Closure <i>CAEP 1.1;</i> <i>INTASC 5; TGR 1</i>	The lesson plan does not include closure activities	The lesson plan includes closure activities but they are ineffective AND/OR do not match the daily purpose/learning goals	The lesson plan includes closure activities that are effective and related to the daily purpose/learning goals	In addition to meets standard, the closure activities encourage students to reflect upon knowledge acquired from the lesson					

Category	Unacceptable-0	Needs Improvement-1	Meets Standard-2	Exceeds Standards-3	Score/Comments				
20. Overall Lesson Plan Structure <i>CAEP 1.1;</i> <i>INTASC 7; TGR 1</i>	The lesson plan is unorganized and does not include details OR there are many spelling and grammatical errors	The lesson plan is written in an organized manner BUT is not properly sequenced OR few details are included OR there are 3-5 spelling and grammatical errors	The lesson plan is written in an organized and sequential manner AND details are included	In addition to meets standard, the lesson plan is thorough and well planned AND includes step-by-step procedures in full detail					
Daily Lesson Plan Scores									
Teaching Unit Daily Lesson TOTAL:									
Teaching Unit Design TOTAL:									
Teaching Unit TOTAL:									

Teacher Work Sample Directions & Prompts

Step 1: Contextual Factors

Purpose for Step 1: Consider the learning environment and contextual factors that may have an impact on the teaching-learning process. Discuss characteristics about the school, classroom, and individual that should be considered when planning instruction. List adaptations that will be made to instructional planning and implementation based on contextual information described.

Task: Discuss the relevant contextual factors about the community, school, classroom, and individual students and how they may affect the teaching-learning process. Include any supports and challenges that affect instruction and student learning. Discuss any implications and adaptations needed for instruction based on contextual factors.

Prompt: In your discussion, include the following contextual factors:

- **1.1. Community and school information**
 - Discuss the following required areas for community and school information:
 - (1) geographic location
 - (2) community/school population (diversity, race, ethnicity, culture, gender, etc.)
 - (3) socio-economic status (SES) (ex: free/reduced lunch, Title I school, etc.)
 - (4) type of school (locale, grade levels, and any other pertinent characteristics)
 - *Additional areas to discuss could include but are not limited to: stability of the community, political climate, community support for education, and other environmental factors.*
- **1.2. Classroom information**
 - Discuss the following required areas for classroom information:
 - (1) physical features and arrangement of the classroom
 - (2) availability of technology, equipment, and resources
 - (3) the extent of parental involvement
 - (4) grouping practices (whole group, small group, pairs, etc.)
 - *Additional areas to discuss could include but are not limited to: classroom rules and routines, scheduling, and additional teachers/students that enter or leave the room on a regular basis.*
- **1.3. Student characteristics**
 - Discuss the following required areas for student characteristics:
 - (1) grade/age level
 - (2) gender
 - (3) race/ethnicity/culture
 - (4) special needs
 - (5) achievement/developmental/skill levels
 - (6) language (English, ESL, ELL)
 - (7) interests/learning styles/preferences, and any other pertinent information

- *Discuss characteristics of specific students that should be considered when planning and implementing instruction.*
- **1.4. Adaptations for planning, instruction, and/or assessment**
 - Choose 3 or more of the contextual factors described above for *1.3 Student Characteristics* and think about how they influence planning instruction, and/or assessment.
 - Based on those contextual factors, what adaptations for planning, instruction, and/or assessment should be made?
 - Provide a table to illustrate the relationship between contextual factors (3 or more) and adaptations for planning, instruction, and/or assessment. Include a thorough description of each adaptation in the chart. An example is provided below.

Contextual Factor <i>Individual Student Characteristics</i>	Adaptations to Instruction and/or Assessment

Step 2: Teaching Unit Purpose & Objectives

Purpose for Step 2: Establish developmentally appropriate and challenging purposes and create measurable objectives for the unit of study. Consider different levels of Bloom’s Taxonomy when planning measurable objectives.

Task: Given a standard (or standards) from the Mississippi College- and Career-Readiness Standards, establish an overall purpose and unit topic for the unit of study. Once the overall unit purpose is established, determine daily purposes for each day in the unit. Write measurable objectives for each day that match the daily purpose and fulfill different levels of Bloom’s Taxonomy.

Prompt: In your discussion, include the following:

- **2.1. MSCCRS chosen standard(s) and unit topic**
 - List the chosen standard(s) from the Mississippi College- and Career-Readiness Standards content area of study.
 - List the topic for the unit. If the teaching unit topic addresses only part of the MSCCRS standard(s), explain what part of the standard(s) is to be addressed in the unit and rationale for addressing only part of the standard(s) in the unit topic.
 - You may use a chart/table for Step 2 of the Teacher Work Sample. An example is provided after the prompts.
- **2.2. Overall teaching unit purpose**
 - Given the chosen MCCR standard, describe a developmentally appropriate and challenging overall unit purpose for the unit. The purpose should be significant

(reflect the big ideas or structure of the discipline), challenging, varied, and developmentally appropriate for students.

- Justify your reasoning for choosing the overall unit purpose.
- **2.3. Daily purposes**
 - Once the overall unit purpose is established, describe daily purposes. There should be a purpose written for each day of the unit. Example: if it is a three-day unit, there will be three daily purposes. Daily purposes should be challenging, varied, and appropriate.
 - Justify your reasoning for choosing each daily purpose and your reasoning for the order of the purposes. Example: Why did you place a certain purpose on day 1 or day 2, etc.?
- **2.4. Daily objectives**
 - Once the daily purposes are established, write at least one measurable objective to match each daily purpose.
 - All objectives should be all of the following:
 - measurable
 - student-oriented
 - developmentally appropriate
 - written in clear and understandable terms.
 - Label the objectives based on what level of Bloom’s Taxonomy they match. Daily objectives should be written at different levels of Bloom’s Taxonomy. Example: a three-day unit should not have three daily objectives all written on the Knowledge level of Bloom’s Taxonomy. Vary the levels of Bloom’s Taxonomy used in the unit to challenge students on different levels.
(Bloom’s Taxonomy Levels used may include: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation.)
- **2.5. Appropriateness of purposes and objectives**
 - Discuss why the purposes and objectives are appropriate in terms of student development, pre-requisite knowledge, skills, experiences, and other needs of students as indicated in the Contextual Factors.
 - Describe how purposes and objectives connect to and help students make sense of the real world.

For Step 2 of the Teacher Work Sample, provide a table to illustrate the relationship between each daily purpose, daily objective, and Bloom’s Taxonomy Level. You may choose to use the *Teaching Unit: Action Plan* template or a table such as the one below for this step of the Teacher Work Sample.

Grade and Subject Area			
MSCCRS Standard			
Unit Topic			
Unit Purpose			
Day	Daily Purpose	Daily Objective	Bloom's Taxonomy Level
1			
2			
3			

Step 3: Assessment

Purpose for Step 3: Plan assessments that align with the Mississippi College- and Career-Readiness standard chosen, unit and daily purposes, and daily objectives and will be used to monitor student progress toward the goals and objectives.

Task: Design an assessment plan to monitor student progress toward mastering objectives. Plan a pre-assessment, post-assessment, and a variety of informal assessments. Discuss a plan for keeping track of student progress and for communicating assessment results to students.

Prompt: In your discussion, include the following:

- **3.1. Assessment plan overview**
 - Provide an overview of the assessment plan. The purpose of this overview is to depict the alignment between purposes, objectives, and assessments each day and to show adaptations to meet the individual needs of students or contextual factors as identified in Step 1.
 - Provide a table to illustrate the relationship between each daily purpose, daily objective, and daily assessment. You may continue the table that you used for Step 2 of the Teacher Work Sample (example below).

Day	Daily Purpose	Daily Objective	Bloom's Taxonomy Level	Daily Assessment	Adaptations (to assessment if necessary)
1					
2					
3					

- Assessments should vary in type. Instead of giving a quiz or the same type of assessment every day, use a variety of assessments.

- For each adaptation to an assessment listed, describe the need for the adaptation based on individual needs of students or contextual factors. If no adaptation is necessary for an assignment, state that.
- Be sure that each daily assessment assesses the objective for that day. Example: If your daily objective asks students to list and describe each stage of the water cycle, then your assessment should be something that requires them to do exactly that.
 - Example: The following daily assessment **DOES** assess the daily objective.

Daily Purpose	Daily Objective	Daily Assessment
<u>Physical characteristics of cats</u>	TLW compare and contrast physical characteristics of 2 different species of cats.	Create a Venn diagram of 2 different species of cats from around the world comparing and contrasting physical attributes. (Graded for accuracy)

- Example: The following daily assessment **DOES NOT** assess the daily objective.

Daily Purpose	Daily Objective	Daily Assessment
<u>Physical characteristics of cats</u>	TLW compare and contrast physical characteristics of 2 different species of cats.	Draw a picture of a species of cat and include in your picture physical features for that cat.

- **3.2. Pre-assessment and post-assessment (summative assessment)**
 - Include copies of the pre-assessment and post-assessment (summative assessment) and scoring guides (example: scoring rubric, answer key, etc.). Include any prompts, and/or student directions that may be needed.
 - Provide descriptions of the pre- and post-assessments and when they will be administered.
 - Establish criteria that will be used to determine mastery for pre- and post-assessments that indicate high expectations (example: mastery = 75% or higher on the assessment).
 - Include adaptations that may be made to the pre- and post-assessments to meet the needs of individual students based on the contextual factors.
- **3.3. Daily assessments (formative assessments)**
 - Include copies of the daily assessments (formative assessments) that will be used each day (examples: quizzes, journal prompts, exit tickets, observation checklists, etc.) and scoring guides (answer key, checklist, rubric, etc.).
 - Assessments should vary in type (example: Avoid using a journal prompt each day.).

- Describe how student progress using daily assessments will be tracked during the unit.
- Explain the reasoning for selecting the daily assessments that will be used during the unit.
- **3.4. Assessment data**
 - Create a student assessment data table for tracking individual student progress on the pre-assessment, all daily assessments, and the post-assessment in an organized and easy to read format.
 - For each assessment in your data table, establish criteria for determining mastery or non-mastery on the assessment. (Example: mastery = 75% or higher on the assessment). Describe this after your table.
 - Calculate the percentage (out of 100) for each assessment (where applicable) AND calculate the percentage of mastery for the entire class.
 - Each daily assessment will reflect mastery or non-mastery of the daily objective and will be recorded on the table.
 - An example of a table is provided below, but your data might be presented in a different format. The type of data you collect will determine the best format for presenting it.

Example of a Student Assessment Data Table

Student Names	Pre-Assessment		Informal Assessment #1 (Day 1 Objective)		Informal Assessment #2 (Day 2 Objective)		Informal Assessment #3 (Day 3 Objective)		Informal Assessment #4 (Day 4 Objective)		Informal Assessment #5 (Day 5 Objective)		Post-Assessment		Learning Gains from Pre- to Post-Assessment
	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	
Student 1															
Student 2															
Class Percentages															

- **3.5. Communication of assessment results**
 - Discuss a plan for communicating individual assessment expectations to the students.
 - Discuss a plan for communicating individual assessment results and feedback to students. Include how you will let students know how they are progressing throughout the unit and upon completion of the unit.
 - Describe a plan for encouraging students to monitor their own progression throughout the unit and take responsibility for their own learning.

Step 4: Instructional Design

Purpose for Step 4: Consider the contextual factors and characteristics of the classroom and individual students and design appropriate instruction that utilizes research-based strategies and technology to help students master objectives for the unit of study.

Task: Provide a description of the instructional unit. Describe the pre-assessment results and implications based on those results. Describe instructional strategies that engage students in critical thinking, problem solving, and allow for differentiated instruction to meet the needs of diverse students as outlined in Step 1 (contextual factors). Describe research-based strategies and technology that will be used throughout the lesson. Describe a plan for communicating individual student progress to parent/guardians.

Prompt: In your discussion, include the following:

- **4.1. Adaptations to instruction based on pre-assessment data analysis**
 - After administering and evaluating the pre-assessment, analyze student performance relative to the learning goals and objectives.
 - Create a table to help you analyze the data. In your table, you may record students' responses (correct or incorrect) or scores to individual questions on the pre-assessment or to groups of questions based on the objective that they assess.
 - Once student responses are recorded, look for patterns in the data that will show implications for making adaptations to instruction.
 - Describe any pattern found that will guide instruction. Examples of patterns that may be shown in the data may include:
 - Less than half of the students answered correctly on a certain question or cluster of questions assessing a particular objective.
 - The majority of students answered correctly a question or cluster of questions assessing a particular objective.
 - A particular subgroup of students performed in a certain way (list it) that would require certain adaptations (remediation or enrichment).
 - Based on the patterns identified during data analysis, describe at least two adaptations to instruction that will be made for the whole group, subgroups of students, or for individual students based on pre-assessment results.
- **4.2. Structure and Content of Daily Lesson Plans**
 - Use the overall unit purpose, daily purposes, daily objectives, and daily formative assessments to plan the unit. A table and/or description may be used to provide a visual overview. You may use the LAUNCH PAD template.
 - Provide a copy of each of the daily lesson plans in the unit.
 - Lesson plans should be thorough (all components completed), well-planned, include step-by-step procedures in full detail, and free of spelling/grammar errors.
 - Lesson plans should include evidence of research-based strategies/procedures. Provide a citation for a source (peer-reviewed journal article, textbook, etc.) that describes the research-based instructional strategy that you used in your lesson plans.
- **4.3 Student Engagement and Critical Thinking**
 - Your lesson plans should provide opportunities for student engagement that are meaningful which includes:

- requiring students to think critically about the content
 - providing opportunities for students to apply concepts in problem solving
 - fostering communication and collaboration
 - leading to understanding of the content (mastery of the daily objective)
 - a variety of activities that are differentiated for all learners
 - requiring students to answer higher-order questions and justify their responses and reasoning
 - requiring students to conduct research and investigations
 - using technology to impact student learning and development
 - enhancing the development of student leadership
- **4.4. Differentiation**
 - Describe at least one example from your lesson plans where you developed a meaningful and authentic learning experience that includes differentiation. Describe how you differentiated the instruction to accommodate developmental and individual needs of each learner in the group.
 - Be sure that the activity is *learner-centered* and provides differentiation to meet the specific needs of individual students as described in the contextual factors (Step 1).
- **4.5. Technology – teacher and student use**
 - Describe different ways that the teacher will utilize available technology in planning and delivery of instruction.
 - Describe different ways that students will utilize available technology for learning and understanding. Students should use technology to research, create, communicate, and present. Students should be using higher level skills such as analyzing, synthesizing, and evaluating and not just by playing games online.
- **4.6. Plan for parent/guardian communication**
 - Describe the plan for disseminating general information about the unit and specific information about individual student progress to parents/guardians.
 - Include what information will be provided to parents and when it will be shared with them.
 - Provide copies of any parent communication (such as a newsletter) created for this unit. It might be helpful to include a place for parents to sign indicating that they have seen the information.

Step 5: Instructional Decision-Making

Purpose for Step 5: Reflect on professional practices including differentiating instruction, modifying instruction, and communicating with students.

Task: Describe how teaching strategies were modified during instruction based on student behavior, questions, responses, and performance. Describe how learning experiences were differentiated or modified based on formative assessment data analysis. Describe communication with students regarding their progress.

Prompt: In your discussion, include the following:

- **5.1. Instructional Modifications Based on Needs of Students**
 - Describe an example of a time when teaching and/or learning strategies were modified from the original plan according to needs of students based on

communication with students such as student behavior, questions, and responses. (Examples: changing from groups of 4 to pairs, modifying an activity from the original lesson plan, deleting something from the lesson plan or adding something to the lesson plan, etc.)

- Justify your reasoning for making this modification and give specific student behaviors, questions, and/or responses that prompted you to make the modification.
- Describe how the modification led students toward meeting objectives.
- **5.2. Instructional Differentiation or Modifications Based on Formative Assessments**
 - Formative assessments could be formal daily assessments or other informal assessments conducted during instruction.
 - Describe how formative assessment data were analyzed.
 - Provide at least one example of how assessment data analysis led you to differentiate or modify a specific learning experience of a previously planned activity to accommodate differences in developmental and/or educational needs of students.
- **5.3. Progress monitoring and feedback**
 - Describe how feedback was given to students regarding their academic performance and areas for improvement.
 - Describe how you encouraged students to use self-evaluation and self-reflection to improve their performance.

Step 6: Analysis of Student Learning

Purpose for Step 6: Use assessment results to analyze student learning.

Task: Use assessment data to analyze student learning. Analyze student learning gains for the whole class, subgroups, and individual students. Provide evidence of impact on student learning, and draw conclusions on overall student learning gains.

Prompt: In your discussion, include the following:

- **6.1. Student Assessment Data**
 - Using your student assessment data table created in Step 3, record student scores/progress on all assessments.
 - Calculate the percentage (where applicable) for all assessments.

Example of a Completed Student Assessment Data Table

Student Names	Pre-Assessment		Informal Assessment #1 (Day 1 Objective)		Informal Assessment #2 (Day 2 Objective)		Informal Assessment #3 (Day 3 Objective)		Informal Assessment #4 (Day 4 Objective)		Informal Assessment #5 (Day 5 Objective)		Post-Assessment Score		Learning Gains from Pre- to Post-Assessment
	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	%	Mastery or Non-Mastery	
Student 1	60	NM	90	M	70	NM	85	M	90	M	n/a	M	92	M	+32
Student 2	43	NM	65	NM	84	M	88	M	77	M	n/a	M	71	NM	+28

Class Percentages	52	NM	78	M	77	M	87	M	84	M	100	M	82	M	+30

- **6.2. Data Analysis**

- Describe the data results based on the following categories: whole class, subgroups (ex: gender, performance/ability level, language, age range, etc.), and individuals.
- **Whole Class** - Consider the following:
 - Analyze the degree to which mastery was obtained for the entire class.
 - What did your analysis of the students learning gains tell you about the degree to which mastery of each of the objectives was achieved?
 - What did the analysis of the learning gains tell you about the degree to which of your overall purpose was achieved?
 - Discuss specific evidence from pre- and post-assessment data to support your response.
- **Subgroups** – Consider the following:
 - Select a group characteristic (ex: gender, performance/ability level, language, age range, etc.). Provide a rationale for the selection of this characteristic.
 - Compare pre- and post-assessment results for the subgroup chosen. Summarize what the data shows about student learning gains and include specific evidence used to support your response.
- **Individuals** – Consider the following:
 - Select two students who demonstrated different levels of performance. Explain why it’s important to understand and analyze the learning of these particular students.
 - Use pre-assessment, formative, and post-assessment data with examples of the students’ work to draw conclusions about the extent of these students’ learning gains.
- **Include samples of student work.** Copies of pre-assessments, formative assessments, and post-assessments should be included.

- **6.3. Evidence of impact on student learning**

- Describe evidence of impact on student learning gains in terms of numbers of students who achieved and made progress toward mastery of objectives using pre- and post-assessment data.
- Include evidence of specific instruction/activities during the unit that may have led to that impact on student learning gains noted in pre- and post-assessment data.

- **6.4. Interpretation of student learning**

- Using all assessment data, draw conclusions on overall student learning gains.
- Provide evidence that includes details and reasoning for conclusions drawn.
- Include multiple hypotheses for why students did or did not achieve mastery on the post-assessment.

Step 7: Reflection

Purpose for Step 7: Reflect on student success/levels of mastery. Discuss implications for future instructional design, teaching, and professional development.

Task: Reflect on student learning and possible reasons for high or low success/levels of mastery. Discuss implications for future instructional design, teaching, and professional development to improve your performance as a teacher.

Prompt: In your discussion, include the following:

- **7.1. Reflection on high success/levels of mastery**
 - Select the objective(s) for which students were most successful. Provide two or more possible reasons for student success.
 - In your discussion, reflect on factors that might have had an impact on student learning including the purposes, objectives, instruction, and assessments along with student characteristics and other contextual factors.
 - Discuss how planning and implementation of instruction could have led to student success.
- **7.2. Reflection on low success/levels of mastery**
 - Select the objective(s) for which students were least successful. Provide two or more possible reasons for the lack of student success.
 - In your discussion, reflect on factors that might have had an impact on student learning including the purposes, objectives, instruction, and assessments along with student characteristics and other contextual factors.
 - Discuss how planning and implementation of instruction could be improved upon in the future to improve student performance.
- **7.3. Implications for future instructional design and teaching**
 - Provide ideas for redesigning purposes, objectives, instruction, and assessments in future teaching, and provide a rationale explaining why these ideas for modifications would improve student learning.
 - Include implications for redesigning the current unit, future units, and explain any implications that can be generalized to planning and teaching overall.
 - Provide research-based evidence to support your claims.
- **7.4. Implications for professional development**
 - Describe at least two professional learning goals for you that emerged from your insights learned and experiences had during the teaching unit and with the Teacher Work Sample.
 - Identify two specific steps you will take to meet these learning goals for yourself and to engage in professional development to improve your performance in the critical area(s) you identified.

Teacher Work Sample Scoring RUBRIC

Step 1: Contextual Factors

Task: Discuss the relevant contextual factors about the community, school, classroom, and individual students and how they may affect the teaching-learning process. Include any supports and challenges that affect instruction and student learning. Discuss any implications and adaptations needed for instruction based on contextual factors.

Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
1.1. Community and School Information Required: (1) geographic location (2) population (3) SES (4) type of school <i>CAEP 1.1; INTASC 2; TGR 7</i>	There is minimal, irrelevant, inaccurate, or biased knowledge of the community and school in the required areas for discussion.	There is clear, substantive, accurate, and unbiased knowledge of the characteristics of the community and school in 2-3 of the required areas for discussion.	There is clear, substantive, accurate, and unbiased knowledge of the characteristics of the community and school in all 4 of the required areas for discussion.	In addition to meets standard, community and school information provided includes the 4 required areas and at least 1 additional area for discussion.	
1.2. Classroom Information Required: (1) physical features (2) technology/ resources (3) parental involvement (4) grouping <i>CAEP 1.1; INTASC 3; TGR 7</i>	There is minimal, irrelevant, inaccurate, or biased knowledge of the classroom in the required areas for discussion.	There is clear, substantive, accurate, and unbiased knowledge of the classroom in 2-3 of the required areas for discussion.	There is clear, substantive, accurate, and unbiased knowledge of the classroom in all 4 of the areas required for discussion.	In addition to meets standard, classroom information provided includes the 4 required areas and at least 1 additional area for discussion.	
1.3. Student Characteristics Required: (1) grade/age level (2) gender (3) race/ethnicity/ culture (4) special needs (5) achievement levels (6) language (7) interests/ learning styles <i>CAEP 1.1; INTASC 2; TGR 2</i>	There is minimal, irrelevant, inaccurate, stereotypical, or biased knowledge of students in the areas required for discussion.	There is clear, substantive, accurate, and unbiased knowledge of the individual student characteristics in 3-5 required areas for discussion.	There is clear, substantive, accurate, and unbiased knowledge of the individual student characteristics in 6-7 areas required for discussion.	In addition to meets standard, student characteristics are not only listed based on the number of students within each category (such as in chart form) but are discussed and individual student skills/abilities/ developmental levels are addressed.	
1.4. Adaptations for Planning, Instruction, and/or Assessment <i>CAEP 1.1; INTASC 1; TGR 2</i>	There are no contextual factors or adaptations for planning, instruction, and/or assessment.	There are 1-2 contextual factors listed and adaptations for planning, instruction, and/or assessment are described.	There are 3 contextual factors listed and adaptations for planning, instruction, and/or assessment are described.	In addition to meets standard, 4 or more contextual factors are listed and adaptations for planning, instruction, and/or assessment are described.	
Total Rubric Score (out of 12)					

Step 2: Teaching Unit Purpose & Objectives

Task: Given a standard (or standards) from the Mississippi College- and Career-Readiness Standards, establish an overall purpose and unit topic for the unit of study. Once the overall unit purpose is established, determine daily purposes for each day in the unit. Write measurable objectives for each day that match the daily purpose and fulfill different levels of Bloom's Taxonomy.



Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
2.1. MSCCRS Chosen Standard(s) and Unit Topic <i>CAEP 1.4; INTASC 7; TGR 1</i>	Standards are not included or the unit topic is not developmentally appropriate for students.	Standards are not from the appropriate state curricula frameworks OR unit topic does not match standards.	Standards are from the appropriate state curricula frameworks AND unit topic matches standards.	In addition to meets standard , appropriate state curricula standards are included for more than one content area.	
2.2. Overall Teaching Unit Purpose <i>CAEP 1.4; INTASC 7; TGR 1</i>	Teaching unit purpose is not included OR does not reflect broad learning goals of the unit.	Teaching unit purpose reflects broad learning goals of the unit BUT does not match state curricula frameworks.	Teaching unit purpose matches state curricula frameworks and unit topic AND is written to reflect broad learning goals of the unit.	In addition to meets standard , teaching unit purpose/learning goals are written in a sequential and orderly progression.	
2.3. Daily Purposes <i>CAEP 1.4; INTASC 7; TGR 1</i>	Daily purposes and/or curriculum standards are not included.	Daily purposes and curriculum standards are included (one for each day) BUT they do not match.	Daily purposes are included (one for each day) AND are related to the curriculum standards.	In addition to meets standard , more than one content area of curriculum standards is included AND incorporated in daily purpose.	
2.4. Daily Objectives <i>CAEP 1.4; INTASC 7; TGR 1</i>	Daily lesson objective(s) are not included.	Daily lesson objective(s) are included BUT do not match curriculum standards OR are not measurable, student-oriented, developmentally appropriate, and written in clear and understandable terms.	Daily lesson objective(s) match curriculum standards AND are measurable, student-oriented, developmentally appropriate, and written in clear and understandable terms.	In addition to meets standard , daily lesson objectives are labeled with the corresponding Bloom's Taxonomy level and different levels of Bloom's are used.	
2.5. Appropriateness of Purposes and Objectives <i>CAEP 1.4; INTASC 1; TGR 2</i>	Less than half of the purposes and objectives are appropriate for the development, prerequisite knowledge, skills, experiences, or other needs of students.	At least half of the purposes and objectives are appropriate for the development, prerequisite knowledge, skills, experiences, or other needs of students.	All purposes and objectives are appropriate for the development, prerequisite knowledge, skills, experiences, or other needs of students. (Contextual Factors)	In addition to meets standard , purposes and objectives connect to and help students make sense of the real world.	
Total Rubric Score (out of 15)					

Step 3: Assessment

Task: Design an assessment plan to monitor student progress toward mastering objectives. Plan a pre-assessment, post-assessment, and a variety of informal assessments. Discuss a plan for keeping track of student progress and for communicating assessment results to students.

Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
3.1. Assessment Plan Overview <i>CAEP 1.4; INTASC 6; TGR 3</i>	An assessment plan table is not included OR for more than half of the days in the assessment plan chart, the daily purpose, objective, and assessment do not match.	For less than half of the days in the assessment plan table, the daily purpose, objective, and assessment do not match OR assessments do not vary in type.	For each day in the assessment plan table, the daily purpose, objective, and assessment match (each daily assessment assesses the daily objective) AND assessments vary in type.	In addition to meets standard, the assessment plan shows adaptations that may be made to daily assessments based on individual needs of students, pre-assessment results, or contextual factors.	
3.2. Pre-Assessment and Post-Assessment (Summative Assessment) <i>CAEP 1.4; INTASC 6; TGR 3</i>	Copies of the pre-and post-assessments and scoring guides are missing AND descriptions are missing.	Copies of the pre- and post-assessments are missing OR scoring guides (rubrics, answer keys, etc.) are missing OR there are no descriptions of the pre- and post-assessments and when they will be administered, OR criteria for determining student mastery is not included.	Copies of the pre- and post-assessments and scoring guides (rubrics, answer keys, etc.) are included AND there are descriptions of the pre- and post-assessments and when they will be administered, AND criteria for determining student mastery is included.	In addition to meets standard, adaptations are included that may be made to the pre- and post-assessments based on individual needs of students, pre-assessment results, or contextual factors.	
3.3. Daily Assessments (Formative Assessments) <i>CAEP 1.4; INTASC 6; TGR 3</i>	Daily assessments are not included.	Copies of daily assessments (include scoring guides if applicable) are included but do not vary in type OR there is not an assessment for each day OR a description of how student progress will be tracked is missing.	Copies of all daily assessments (include scoring guides if applicable) that vary in type are included with at least one per day AND a description of how student progress will be tracked is included.	In addition to meets standard, there is a justification for why the various daily assessments used during the unit were chosen.	
3.4. Assessment Data <i>CAEP 1.2; INTASC 2; TGR 3</i>	There is no table for keeping track of student performance on all assessments.	There is a table for keeping track of student performance on all assessments, but 1 or more assessment is missing OR the table is unorganized, difficult to read, and/or incomplete.	There is a table for keeping track of student performance on all assessments and all assessments are listed AND the table is organized and easy to read.	In addition to meets standard, acceptable levels of mastery are identified.	
3.5. Communication of Assessment Results <i>CAEP 1.2; INTASC 6; TGR 3</i>	There is no plan for communicating assessment expectations OR assessment results/feedback on student performance to the students.	There is a plan for communicating individual assessment expectations to students OR a plan for communicating individual assessment results/feedback to students.	Plans for communicating individual assessment expectations to students are included AND plans for communicating individual assessment results/feedback to students are included.	In addition to meets standard, there is a plan for encouraging students to monitor their own progression throughout the unit and take responsibility for their own learning.	
Total Rubric Score (out of 15)					

Step 4: Instructional Design

Task: Provide a description of the instructional unit. Describe the pre-assessment results and implications based on those results. Describe instructional strategies that engage students in critical thinking, problem solving, and allow for differentiated instruction to meet the needs of diverse students as outlined in Step 1 (contextual factors). Describe research-based strategies and technology that will be used throughout the lesson. Describe a plan for communicating individual student progress to parent/guardians.

Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
4.1. Adaptations to Instruction Based on Pre-Assessment Data Analysis <i>CAEP 1.2; INTASC 7; TGR 2</i>	A chart with pre-assessment data is not included and/or adaptations based on pre-assessment results are not discussed.	There is one adaptation to instruction discussed that will be made for the whole group, subgroups of students, or for individual students based on pre-assessment results.	There are two adaptations to instruction discussed that will be made for the whole group, subgroups of students, or for individual students based on pre-assessment results.	In addition to meets standard, there are three or more adaptations to instruction discussed that will be made for the whole group, subgroups of students, or for individual students based on pre-assessment results.	
4.2. Structure and Content of Daily Lesson Plans <i>CAEP 1.4; INTASC 7; TGR 1</i>	Lesson plans are not included OR the lesson plans are unorganized and do not include details and there are many spelling and grammatical errors in all lesson plans.	The lesson plans are written in an organized manner but are not properly sequenced OR few details are included.	The lesson plans are written in an organized and sequential manner and include step-by-step research-based procedures in full detail.	In addition to meets standard, provide a citation for a source (peer-reviewed journal article, textbook, etc.) that describes the research-based instructional strategy that you used in your lesson plans.	
4.3. Student Engagement and Critical Thinking <i>CAEP 1.1; INTASC 8; TGR 2</i>	Lesson plans do not include opportunities for student engagement.	Lesson plans include opportunities for student engagement BUT do not require students to think critically about the content.	Lesson plans include opportunities for student engagement that require students to think critically about the content.	In addition to meets standard, opportunities for students to apply concepts in problem solving are included.	
4.4. Differentiation <i>CAEP 1.1; INTASC 2; TGR 4</i>	The lesson plan does not include differentiation of instruction for different levels of learners or learning styles based on contextual factors.	There is a description of one instructional strategy utilizing differentiation based on students' skill levels, learning styles, multiple intelligences, but does not reference specific individual student characteristics as described in the contextual factors section.	There is a description for one instructional strategy utilizing differentiation based on students' skill levels, learning styles, multiple intelligences, and references specific individual student characteristics as described in the contextual factors section.	In addition to meets standard, the students are given choices of activities to complete that are designed to meet their individual academic needs.	

Step 5: Instructional Decision-Making

Task: Describe how teaching strategies were modified during instruction based on student behavior, questions, responses, and performance. Describe how learning experiences were differentiated or modified based on formative assessment data analysis. Describe communication with students regarding their progress.

Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
5.1. Instructional Modifications Based on Needs of Students <i>CAEP 1.2;</i> <i>INTASC 2;</i> <i>TGR 2</i>	The modification to the lesson is not provided OR the justification for making the modification according to the needs of students is not provided	The modification to the lesson is not appropriate OR the justification for making the modification does not include examples of specific student behaviors, questions, and/or responses that prompted the teacher to make the modification.	The modification to the lesson is appropriate AND the justification for making the modification includes examples of specific student behaviors, questions, and/or responses that prompted the teacher to make the modification.	In addition to meets standard, the description includes how the modification led students toward meeting objectives.	
5.2. Instructional Differentiation or Modifications Based on Formative Assessments <i>CAEP 1.2;</i> <i>INTASC 6;</i> <i>TGR 3</i>	There is no evidence provided to show that formative assessment results are used to accommodate differences in developmental and/or educational needs of students.	Formative assessment data were analyzed BUT not used to differentiate or modify a specific learning experience of a previously planned activity to accommodate differences in developmental and/or educational needs of students.	Formative assessment data were analyzed AND used to differentiate or modify a specific learning experience of a previously planned activity to accommodate differences in developmental and/or educational needs of students.	In addition to meets standard, the description includes observations of student progress made because of the differentiation or modification.	
5.3. Progress Monitoring and Feedback <i>CAEP 1.2;</i> <i>INTASC 6;</i> <i>TGR 3</i>	There is no evidence that the teacher communicated feedback to students about academic performance.	General feedback is given to the whole class on class academic performance and areas for improvement.	Specific feedback is given to each student on his/her academic performance and areas for improvement.	In addition to meets standard, the description includes how students were encouraged to use self-evaluation and self-reflection to improve their performance.	
Total Rubric Score (out of 9)					

Step 6: Analysis of Student Learning

Task: Use assessment data to analyze student learning. Analyze student learning gains for the whole class, subgroups, and individual students. Provide evidence of impact on student learning, and draw conclusions on overall student learning gains.

Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
6.1. Student Assessment Data <i>CAEP 1.2; INTASC 6; TGR 3</i>	There is no table documenting student assessment data for analysis purposes.	There is a table documenting student assessment data for analysis BUT the table is unorganized, incomplete, or not presented in a way that makes data easy to understand/interpret.	There is a table documenting student assessment data for analysis AND the table is organized, complete, and presented in a way that makes data easy to understand/interpret.	In addition to meets standard, the table documents whether or not individual students achieved mastery on the post-assessment and documents learning gains for individual students.	
6.2. Data Analysis <i>CAEP 1.2; INTASC 6; TGR 3</i>	There is no data analysis provided.	The data analysis is provided but is inaccurate and/or descriptions of data results are missing.	The data analysis is provided for the whole class and is accurate. Descriptions of data results are given.	In addition to meets standard, the data analysis is provided for subgroups and individual students.	
6.3. Evidence of Impact on Student Learning <i>CAEP 1.2; INTASC 6; TGR 3</i>	There is no evidence of impact on student learning.	Analysis of student learning includes incomplete or inaccurate evidence of the impact on student learning gains in terms of numbers of students who achieved and made progress toward mastery of objectives using pre- and post-assessment data.	Analysis of student learning includes complete and accurate evidence of the impact on student learning gains in terms of numbers of students who achieved and made progress toward mastery of objectives using pre- and post-assessment data.	In addition to meets standard, the analysis of student learning includes details about specific instruction/ activities during the unit that may have led to that impact on student learning gains noted in pre- and post-assessment data.	
6.4. Interpretation of Student Learning <i>CAEP 1.2; INTASC 6; TGR 3</i>	No evidence or reasons are provided to support conclusions drawn in the analysis of student learning.	Evidence is provided for conclusions drawn in the analysis of student learning BUT details and reasoning for the conclusions drawn are incomplete or not plausible.	Evidence is provided for the conclusions drawn in the analysis of student learning AND details and reasoning for the conclusions drawn are complete and plausible.	In addition to meets standard, multiple hypotheses for overall student learning gains are described.	
Total Rubric Score (out of 12)					

Step 7: Reflection

Task: Reflect on student learning and possible reasons for high or low success/levels of mastery. Discuss implications for future instructional design, teaching, and professional development to improve your performance as a teacher.

Indicator	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3	Score
7.1. Reflection on High Success/ Levels of Mastery <i>CAEP 1.2; INTASC 9; TGR 8</i>	There is no discussion of objectives with high success or possible reasons for the student success.	A discussion of objectives with high student success is provided along with one plausible reason for high success.	A discussion of objectives with high student success is provided along with at least two plausible reasons for high success.	In addition to meets standard, the discussion includes hypotheses for high student success relative to the objectives, instruction, and assessments along with student characteristics and other contextual factors.	
7.2. Reflection on Low Success/ Levels of Mastery <i>CAEP 1.2; INTASC 9; TGR 8</i>	There is no discussion of objectives with low success or possible reasons for the lack of success.	A discussion of objectives with low student success is provided along with one plausible reason for low success.	A discussion of objectives with low student success is provided along with at least two plausible reasons for low success.	In addition to meets standard, the discussion includes hypotheses for low student success relative to the objectives, instruction, and assessments along with student characteristics and other contextual factors.	
7.3. Implications for Future Instructional Design and Teaching <i>CAEP 1.2; INTASC 9; TGR 8</i>	There are no ideas provided for redesigning purposes, objectives, instruction, and assessments in future teaching.	There are ideas provided for redesigning purposes, objectives, instruction, and assessments in future teaching BUT they are inappropriate or there is no rationale provided explaining why these modifications would improve student learning.	There are ideas provided for redesigning purposes, objectives, instruction, and assessments in future teaching AND there is a rationale provided explaining why these modifications would improve student learning.	In addition to meets standard, ideas and rationale include research-based evidence that support claims.	
7.4. Implications for Professional Development <i>CAEP 1.2; INTASC 9; TGR 8</i>	There are no professional learning goals or ideas for professional development to improve teaching provided	There is one professional learning goal or idea for professional development to improve teaching provided AND it has clearly emerged from and are related back to the insights learned and experiences had during this teaching unit and TWS.	There are two professional learning goals or ideas for professional development to improve teaching provided AND they have clearly emerged from and are related back to the insights learned and experiences had during this teaching unit and TWS.	In addition to meets standard, there is a description of at least two specific steps to be taken to meet professional learning goals and to engage in professional development.	
Total Rubric Score (out of 12)					

APPENDIX G—Teacher Intern Assessment Instrument

Revised October 2018

Purpose: To provide a comprehensive assessment (both formative and summative) of the teaching practice of teacher candidates.

Administration: This instrument is administered by mentor teachers and/or University Supervisors, formative and summative, during each field experience placement.

Success Indicator: Items rated at the “Meets Standard” level represent successful teaching practice by the teacher candidate. Anything below “Meets Standard” can be seen as an area in need of improvement.

TEACHER INTERN ASSESSMENT INSTRUMENT (TIAI)

Teacher Intern _____ Semester/Year: _____

Check one: 1st Placement: _____ 2nd Placement: _____ Grade Level/Subject: _____

Evaluator: _____ Check one: Classroom Mentor Teacher ___ University Supervisor ___

School: _____ Date(s) Evaluation Completed: _____

Note: Classroom Mentor Teachers may take up to two weeks to complete the Formative and Summative Teacher Intern Assessments for assigned teacher interns. University Supervisors will schedule classroom evaluation visits with teacher interns twice each placement. Additional visits will be made if needed. The TIAI has been aligned to InTASC Standards, CAEP Standards, & Mississippi Educator Performance Growth System/Teacher Growth Rubric (TGR).

DOMAIN I: PLANNING AND PREPARATION

*Items 1-6 should be assessed from written lesson plans, unit plans, classroom observations, and other artifacts (pretests, inventories, surveys, etc.)

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.2	7	1	1. Develops measurable and observable grade and subject level objectives that are aligned with appropriate state curricula frameworks.	Objectives are not measurable, observable, or aligned with appropriate state curricula frameworks.	Objectives are aligned with appropriate state curricula frameworks, but they are not measurable or observable.	Objectives are measurable, observable, and aligned with appropriate state curricula frameworks.	In addition to meets standard, objectives are stated at different instructional levels based on individual needs of students (DOK Levels and/or Bloom’s Taxonomy).
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	2	2	2. Develops meaningful and authentic learning experiences that accommodate developmental and individual needs of each learner in the group.*	Does not develop meaningful nor authentic learning experiences that accommodate developmental and individual needs of each learner in the group.	Develops meaningful and authentic learning experiences, but accommodations are not made to meet individual needs of each learner in the group.	Develops meaningful and authentic learning experiences that accommodate developmental and individual needs of each learner in the group.	In addition to meets standard , provides evidence of research-based strategies that accommodate developmental and individual needs of each learner in the group.

*Examples include developing learning experiences (remediation, enrichment, accommodations) planned for students with disabilities or exceptionalities, students who are gifted, and students who represent diversity based on ethnicity, race, socioeconomic status, gender, language, religion, sexual identification, and/or geographic origin.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	7	4	3. Integrates core content knowledge across and within subject areas in lessons when appropriate.	Instructional plans never integrate core content knowledge across and within subject areas.	Instructional plans integrate irrelevant core content knowledge across and within subject areas (does not make connections).	Instructional plans integrate core content knowledge across and within subject areas in lessons when appropriate.	In addition to meets standard , instructional plans include connections of content across disciplines.*

*To Exceed Standard, the instructional plans include integrating content connections across disciplines throughout the internship experience.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.5	8	2	4. Plans appropriate and sequential teaching procedures that include innovative introductions and closures. Teaching procedures incorporate different teaching strategies that positively impact student learning and development.*	Does not plan appropriate or sequential teaching procedures that include innovative introductions and closures. Different teaching strategies are not utilized.	Plans lack logical sequence and different teaching strategies.	Plans appropriate and sequential teaching procedures that include innovative introductions and closures. Teaching procedures incorporate different teaching strategies that positively impact student learning and development.	In addition to meets standard , multiple lesson plans cited research-based evidence.

*Examples include but are not limited to the following: cooperative learning, discovery learning, demonstration, discussion, inquiry, simulation, etc.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.3	6	3	5. Plans indicate use of appropriate assessments that effectively evaluate student learning and development.*	Plans do not indicate use of assessments that effectively evaluate student learning and development.	Plans indicate use of assessments but not all are appropriate.	Plans indicate use of appropriate assessments that effectively evaluate student learning and development.	In addition to meets standard , assessments are performance-based to enhance critical thinking and problem solving.

*Examples include assessments aligned with standards and objectives such as pre/post assessments, quizzes, unit tests, rubrics, and/or checklists.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.5	7	6	6. Plans include technology that will engage students in analysis, creativity, and deeper learning experiences to improve student growth, development, and understanding.*	Plans do not include technology that will engage students.	Plans lack logical use of technology.	Plans include technology that will engage students in analysis, creativity, and deeper learning experiences to improve student growth, development, and understanding.	In addition to meets standard, multiple lesson plans utilize technology to enhance learning opportunities.
*Examples of technology include the implementation of digital learning programs using Ipad, Chromebooks, PowerPoints, Smart Boards, Promethean Boards, cell phones, etc.							
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

DOMAIN II: ASSESSMENT

*Items 7 – 8 should reflect the teacher intern’s ability to effectively communicate assessment information to the students, provide feedback, and incorporate informal and formal assessments. Items should be assessed from written lesson plans, unit plans, classroom observations, and other artifacts (pretests, inventories, surveys, etc.)

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.2	6	3	7. Communicates assessment criteria and performance standards to the students and provides feedback to students about academic performance.	Does not communicate assessment criteria or performance standards to the students or provide feedback to students about academic performance.	Communicates assessment criteria and performance standards to the students. Fails to provide students with feedback.	Communicates assessment criteria and performance standards to the students and provides feedback to students about their academic performance.	Student input is sought in developing assessment criteria. Provides clear and actionable feedback that helps the student understand what s/he did well and provides guidance for improvement.*
*To meet the Exceeds Standard, intern must complete both stated requirements.							
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.2	6	3	8. Uses formative and summative assessments to differentiate learning experiences that accommodate the learning and development of each learner in the group.*	Does not use formative and summative assessments to differentiate learning experiences that accommodate the learning and development of each learner in the group.	Uses formative and summative assessments but fails to differentiate learning experiences that accommodate differences in learning and development of each learner in the group.	Uses formative and summative assessments to differentiate learning experiences that accommodate the learning and development of each learner in the group.	In addition to meets standard , conferences with individual students to assist with monitoring progress.
*Examples of assessments include pretests, quizzes, unit tests, checklists, rating scales, rubrics, and remediation and enrichment activities.							
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

DOMAIN III: INSTRUCTION

*Items 9 – 19 should reflect the teacher intern’s overall ability to effectively communicate with students and implement innovative lessons using a variety of teaching strategies that meet the needs of all students. Items should be assessed from written lesson plans, unit plans and classroom observations.

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	5	4	9. Uses standard written, oral, and nonverbal communication in instruction.	Does not use standard written, oral, and nonverbal communication in instruction.	Standard written, oral, and nonverbal communication is difficult to follow for students.	Uses standard written, oral, and nonverbal communication in instruction to engage students.	In addition to meets standard , enriches conversation with expressive language and vocabulary to engage students.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	5	4	10. Provides explicit written and oral directions for instructional activities.	Does not provide explicit written and oral directions for instructional activities.	Provides written and oral directions for instructional activities that are not explicit.	Provides explicit written and oral directions for instructional activities.	In addition to meets standard, uses concrete examples to model and to clarify tasks and concepts.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:				Summative Assessment Score:			
Formative Assessment Comments/Evidence:				Summative Assessment Comments/Evidence:			

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	2	2	11. Communicates positive expectations for learning for all students.	Does not communicate positive expectations for learning for all students.	Has difficulty communicating positive expectations for learning for all students.	Communicates positive expectations for learning for all students.	In addition to meets standard, encourages all students to set positive expectations for themselves and peers.
SCORES COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:				Summative Assessment Score:			
Formative Assessment Comments:				Summative Assessment Comments/Evidence:			

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	3	7	12. Conveys enthusiasm for teaching and learning for all students.	Does not convey enthusiasm for teaching and learning for all students.	Has difficulty conveying enthusiasm for teaching and learning for all students.	Conveys enthusiasm for teaching and learning for all students.	In addition to meets standard, elicits enthusiasm from students.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:				Summative Assessment Score:			
Formative Assessment Comments/Evidence:				Summative Assessment Comments/Evidence:			

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	3	5	13. Provides opportunities for all students to cooperate, communicate, and interact with each other to enhance learning.	Does not provide opportunities for all students to cooperate, communicate, and interact with each other to enhance learning.	Provides opportunities for all students to cooperate, communicate, and interact with each other but does not enhance learning.	Provides opportunities for the students to cooperate, communicate, and interact with each other to enhance learning.	In addition to meets standard, enhances the development of student leadership and provides opportunities for students to work cooperatively on projects/activities of their choice.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.3	4	4	14. Demonstrates content knowledge and an understanding of how to teach the content.	Does not demonstrate content knowledge and how to teach the content.	Has difficulty demonstrating content and pedagogical knowledge.	Demonstrates content knowledge and an understanding of how to teach the content.	In addition to meets standard, uses a variety of instructional methods to ensure an understanding of the content.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.3	8	4	15. Uses a variety of appropriate teaching strategies, including technology, to impact student learning and development.*	Does not use a variety of appropriate teaching strategies, including technology, to impact student learning.	Has difficulty using a variety of appropriate teaching strategies, including technology, to impact student learning and development.	Uses a variety of appropriate teaching strategies, including technology, to impact student learning and development.	In addition to meets standard, uses a variety of appropriate student-centered teaching strategies to impact student learning and development.

*Examples include use of teaching strategies such as cooperative learning, discovery learning, demonstration, discussion, inquiry, simulation, etc.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.4	1	2	16. Planned learning experiences are implemented that accommodate differences in developmental and individual needs of each learner in the group.*	Does not implement planned learning experiences that accommodate differences in developmental and individual needs of each learner in the group.	Implements learning experiences, but fails to accommodate the differences in developmental needs of each learner in the group.	Implements planned learning experiences that accommodate differences in developmental and individual needs of each learner in the group.	In addition to meets standard, cites research to support the planned learning experiences.
*Examples include students with disabilities or exceptionalities, students who are gifted, and students who represent diversity based on ethnicity, race, socioeconomic status, gender, language, religion, sexual identification, and/or geographic origin).							
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments:/Evidence:					Summative Assessment Comments/Evidence:		

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.4	5	4	17. Engages all students in critical thinking through higher-order questioning.*	Does not engage all students in critical thinking through higher-order questioning.	Relies on lower level questioning.	Engages all students in critical thinking through higher-order questioning.	In addition to meets standard, provides opportunities for students to apply concepts in problem-solving and critical thinking.
*Guiding questions need to be listed in lesson plans.							
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.4	8	4	18. Adjusts instruction as needed based on student input, cues, and individual/group responses.	Does not adjust instruction as needed based on student input, cues, and individual/group responses.	Elicits student input during instruction and attempts are made to adjust instruction based on student responses.	Elicits student input and adjusts instruction as needed based on student input, cues, and individual/group responses.	In addition to meets standard , constructs appropriate prompts to encourage student responses that expand and justify their reasoning. Revises instruction based on student responses.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	10	9	19. Uses family and/or community resources in instruction to impact student learning and development.*	Does not use family and/or community resources in instruction to impact student learning and development.	Attempts to use family and/or community resources to impact instruction but meaningful connections are not made.	Uses family and/or community resources in instruction to impact student learning and development.	In addition to meets standard , designs and organizes instruction to foster ongoing communication and high expectations for learners.

*Examples include special guests, materials, extracurricular activities, etc.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

DOMAIN IV: LEARNING ENVIRONMENT

*Items 20 - 24 should reflect the teacher intern's ability to manage the classroom environment in a way that is conducive to learning. Items should be assessed from classroom observations.

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	3	5	20. Adjusts the classroom environment to enhance positive peer relationships, motivation, and learning.	Does not adjust the classroom environment to enhance positive peer relationships, motivation, and learning.	Has difficulty adjusting the classroom environment to enhance positive peer relationships, motivation, and learning.	Adjusts the classroom environment and delivers instruction to enhance positive peer relationships, motivation, and learning.	In addition to meets standard , encourages students to develop self-monitoring skills.

SCORES AND COMMENTS ON EFFECTIVENESS

Formative Assessment Score:	Summative Assessment Score:
Formative Assessment Comments/Evidence:	Summative Assessment Comments/Evidence:

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	3	6	21. Attends to and delegates routine tasks.	Does not attend to and delegate routine tasks.	Attempts to attend to and delegate routine tasks but there is no consistency or established routine.	Attends to and delegates routine tasks.	In addition to meets standards, has a systematic routine for attending to and delegating tasks.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:				Summative Assessment Score:			
Formative Assessment Comments/Evidence:				Summative Assessment Comments/Evidence:			

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	3	5	22. Uses multiple strategies to foster appropriate student behavior according to individual and situational needs.	Does not manage student behavior.	Has difficulty applying appropriate strategies in managing student behavior.	Uses multiple strategies to foster appropriate student behavior according to individual and situational needs.	In addition to meeting the standard, students self-monitor their behavior.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:				Summative Assessment Score:			
Formative Assessment Comments/Evidence:				Summative Assessment Comments/Evidence:			

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	3	7	23. Creates a culturally inclusive environment that promotes fairness, safety, respect, and support for all students.	Does not create a culturally inclusive environment.	Has difficulty maintaining a culturally inclusive environment.	Creates and maintains a culturally inclusive environment that promotes fairness, safety, respect, and support for all students.	In addition to meets standard, cultural inclusivity is evident in student interactions.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:				Summative Assessment Score:			
Formative Assessment Comments/Evidence:				Summative Assessment Comments/Evidence:			

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	7	6	24. Maximizes instructional time.	Does not maximize instructional time.	Has difficulty maximizing instructional time.	Maximizes instructional time.	In addition to meets standard , transitions, routines and procedures are executed in an efficient manner with minimal teacher direction.
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

DOMAIN V: PROFESSIONAL RESPONSIBILITIES

*Item 25 should reflect the teacher intern's ability to collaborate with professional colleagues to involve parents and/or guardians in the student's learning and development. Items should be assessed from written lesson plans, unit plans, classroom observations, and other artifacts (inventories, surveys, and other documentation).

CAEP	InTASC	TGR	Indicators	Unacceptable (0)	Needs Improvement (1)	Meets Standard (2)	Exceeds Standard (3)
1.1	10	9	25. Collaborates with professional colleagues (classroom mentor teacher and/or university supervisor) to communicate with families about student learning and development.	Does not collaborate with professional colleagues to communicate with families about student learning and development.	Has difficulty collaborating with professional colleagues to communicate with families about student learning and development.	Collaborates with professional colleagues to communicate with families about student learning and development.	In addition to meets standard , engages in ongoing professional learning opportunities with professional colleagues, and seeks advice/information from experienced educators.
*Examples include documented evidence such as PLCs, data meetings, newsletters, positive notes, extracurricular activities, professional development opportunities, conferences, etc.							
SCORES AND COMMENTS ON EFFECTIVENESS							
Formative Assessment Score:					Summative Assessment Score:		
Formative Assessment Comments/Evidence:					Summative Assessment Comments/Evidence:		

APPENDIX H—MC Teacher Education Dispositions Evaluation



Mississippi College Teacher Education Dispositions Evaluation

Candidate Name _____	Date of Evaluation _____
Course Number _____	Course Name(s) _____
Instructor _____	
Current Semester _____	Major _____
Advisor _____	

Directions: Each semester a teacher candidate is enrolled in an EDU course, he/she will complete this rubric as an overall assessment of their knowledge, skills, and dispositions in teacher education and preparation. Upon completion and submission of the rubric, course instructors will review and provide feedback. A conference between the instructor and candidate will be planned for improving those areas where the candidate rates unacceptable from instructor or self-evaluation.

Ratings are based upon class meetings, assignments, appointments, group work and clinical experiences.

Indicators	Unacceptable (1)	Expected (2)	Above Expectations (3)	N/A	SCORE
I. PROFESSIONALISM					
1. Responsibilities	Candidate submits incomplete assignments/projects or assignments/projects are not submitted by the established deadlines.	Candidate submits all completed assignments/projects by the established deadlines.	In addition to expected , candidate regularly exceeds minimal criteria involved in assignments/projects and/or precedes established deadlines.		
2. Attendance & Punctuality <i>MC Policy 2.10</i>	Candidate is absent for 25% or more of scheduled class time or field experience (including tardies and early departures).	Candidate is absent 1% - 24% of scheduled class time or field experience (including tardies and early departures).	In addition to expected , candidate is absent 0% of scheduled class time or field experience (including tardies and early departures).		
3. Professional Appearance	Candidate does not dress appropriately for the classroom environment and field experiences or demonstrates poor personal hygiene.	Candidate dresses appropriately for the classroom environment and field experiences and demonstrates proper personal hygiene.	In addition to expected , candidate dresses professionally for the classroom environment and field experiences and demonstrates proper personal hygiene.		
4. Demeanor	Candidate lacks confidence or displays a critical or negative attitude and may have a negative effect on the learning environment.	Candidate is generally self-confident and displays a positive and agreeable attitude.	In addition to expected , candidate is self-confident and is a positive influence on others and the learning environment.		
5. Initiative	Candidate seldom volunteers for tasks, exhibits little energy, enthusiasm, or effort.	Candidate generates and pursues opportunities to expand knowledge, skills, and abilities, makes connections with previous learning and other situations, and asks questions showing intellectual interests.	In addition to expected , candidate volunteers for tasks, seeks to extend understanding through higher level thinking, and seeks opportunities for continual improvement and change.		
6. Integrity	Candidate speaks or behaves inappropriately with others and lacks respect for confidentiality (including social media).	Candidate speaks and behaves appropriately with others and maintains confidentiality (including social media).	In addition to expected , candidate keeps all school matters confidential in the classroom and field experience and upholds all standards of the Mississippi Educator Code of Ethics (including social media).		
II. TEACHING QUALITIES					
7. Organization	Candidate is unprepared, does not have needed materials or resources, and/or utilizes poor time management.	Candidate is prepared for class/field experiences, has all needed materials or resources, and displays effective time management.	In addition to expected , candidate plans for class/field experiences proactively by working ahead on future assignments or making alternate plans in the field.		

8. Flexibility	Candidate is unwilling to modify ideas, adapt to changes, and/or is not receptive to the opinions and ideas of others.	Candidate displays a willingness to modify ideas, adapt to changes, and is receptive to the opinions and ideas of others.	In addition to expected , candidate seeks out and makes innovative changes with ease.		
9. Communication	Candidate does not use effective oral or written communication, or tone of communication is not professional, or language is informal/ inappropriate.	Candidate uses effective oral and written communication that is clear and professional with correct spelling and grammar.	In addition to expected , candidate uses an extensive vocabulary appropriate for the intended audience.		
10. Diversity	Candidate is exclusive or displays inappropriate behaviors toward diverse peers or students (e.g. ethnicity, race, cultural, gender, SES, language, disability, ability level, etc.)	Candidate is inclusive and displays appropriate behaviors toward diverse peers or students (e.g. ethnicity, race, culture, gender, SES, language, disability, ability level, etc.)	In addition to expected , candidate models behaviors that show evidence of reflection and efforts to learn from peers' or students' diversities.		
11. Leadership	Candidate does not display characteristics of leadership when appropriate including committing to tasks, showing confidence and enthusiasm, offering suggestions, or contributing useful ideas.	Candidate displays characteristics of leadership when appropriate including committing to tasks, showing confidence and enthusiasm, offering suggestions, and contributing useful ideas.	In addition to expected , candidate makes professional decisions, inspires others, and uses creativity and innovation to enhance the learning environment.		
12. Collaboration	Candidate does not work effectively with others by sharing responsibilities, contributing ideas, or problem solving to accomplish common tasks.	Candidate works effectively with others by sharing responsibilities, contributing ideas, and problem solving to accomplish common tasks.	In addition to expected , candidate purposefully creates a collaborative atmosphere and engages others in a spirit of teamwork.		
III. RELATIONSHIPS WITH OTHERS					
13. Cooperation	Candidate demonstrates an inability or unwillingness to work cooperatively with others.	Candidate demonstrates an ability and willingness to work cooperatively with others.	In addition to expected , candidate consistently works cooperatively with others to create an optimal learning environment.		
14. Responsive to Feedback	Candidate rejects or ignores constructive feedback.	Candidate positively accepts constructive feedback and demonstrates evidence of suggested changes.	In addition to expected , candidate consistently seeks out constructive feedback from others and proactively refines practice.		
15. Rapport	Candidate does not communicate and interact effectively and professionally with others.	Candidate demonstrates an ability to communicate and interact effectively and professionally with others.	In addition to expected , candidate consistently communicates and interacts effectively and professionally with others, establishes a positive rapport, and exhibits caring and respect.		
				TOTAL	

Instructor's signature: _____ Date: _____

Candidate's signature: _____ Date: _____

Comments:

APPENDIX I—Final Student Teaching Evaluation



Mississippi College Student Teacher Final Evaluation

Scoring Levels for all Domains	Unacceptable 1	Needs Improvement 2	Meets Standard 3	Exceeds Standards 4
Domain I: Lesson Design				
<p>1. Lessons are aligned to standards and represent a coherent sequence of learning</p> <p>(InTASC 7) III-Planning for Instruction</p> <p>SCORE_____</p>	<p>Include student learning outcomes and instructional activities that:</p> <ul style="list-style-type: none"> • <i>Are not</i> aligned to current MS CCRS • <i>Are not</i> part of a coherent sequence of learning with meaningful connections made to previous and future learning 	<p>Include student learning outcomes and instructional activities that:</p> <ul style="list-style-type: none"> • <i>Are partially</i> aligned to current MS CCRS • Are part of an <i>ineffective</i> sequence of learning with few connections made to previous and future learning 	<p>Include student learning outcomes and instructional activities that:</p> <ul style="list-style-type: none"> • <i>Are fully</i> aligned to current MS CCRS • Are part of a <i>coherent</i> and <i>focused</i> sequence of learning with meaningful connections made to previous and future learning 	<p>Include student learning outcomes and instructional activities that:</p> <ul style="list-style-type: none"> • <i>Are fully</i> aligned to current MS CCRS • Are part of a <i>coherent</i> and <i>focused</i> sequence of learning with meaningful connections made to previous and future learning • Reflect collaboration with other school staff within and across disciplines to enrich learning

<p>2. Lessons have high levels of learning for all students</p> <p>(InTASC 1) I-The Learner and Learning</p> <p>SCORE _____</p>	<p>Provide assignments and activities that contain the following components:</p> <ul style="list-style-type: none"> • <i>No</i> scaffolding that builds student understanding • <i>Little or no</i> evidence that the teacher knows each student’s level • <i>Little or no</i> differentiation based on student’s abilities and learning styles • <i>Little or no</i> evidence of student-centered learning • <i>Few</i> connections to students’ prior experiences or learning 	<p>Provide assignments and activities that contain the following components:</p> <ul style="list-style-type: none"> • <i>Minimal</i> scaffolding that builds student understanding • <i>Limited</i> evidence that the teacher knows each student’s level and/or tracks each student’s progress toward mastery • <i>Limited</i> student-centered learning • <i>Adequate</i> connections to students’ prior experiences or learning 	<p>Provide assignments and activities that contain the following components:</p> <ul style="list-style-type: none"> • <i>Appropriate</i> scaffolding that effectively builds student understanding • <i>Ample</i> evidence that the teacher knows each student’s level and tracks each student’s progress toward mastery • Differentiation based on students’ abilities and learning styles • Student-centered learning whenever appropriate • <i>Relevant</i> connections to students’ prior experiences or learning 	<p>Provide assignments and activities that contain the following components:</p> <ul style="list-style-type: none"> • <i>Appropriate</i> scaffolding that effectively builds student understanding • <i>Ample</i> evidence that the teacher knows each student’s level and tracks each student’s progress toward mastery • Differentiation based on students’ abilities and learning styles • Student-centered learning whenever appropriate • <i>Relevant</i> connections to students’ prior experiences or learning • Opportunities for students to choose challenging tasks and instructional materials
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Domain II: Student Understanding				
3. Assists students in taking responsibility for learning and monitors student learning	<ul style="list-style-type: none"> Communicates the lesson goals and the content in a way that is <i>not accessible to most</i> students 	<ul style="list-style-type: none"> Communicates the lesson goals and the content in a way that is accessible for <i>most</i> students 	<ul style="list-style-type: none"> Communicates the lesson goals and the content in a way that is accessible for <i>every</i> student at his/her level 	<ul style="list-style-type: none"> Communicates the lesson goals and the content in a way that is accessible for <i>every</i> student at his/her level
InTASC 6 III-Instructional Practice	<ul style="list-style-type: none"> <i>Inadequately</i> monitors student progress 	<ul style="list-style-type: none"> Uses formative assessments to <i>adequately</i> monitor student progress 	<ul style="list-style-type: none"> Uses formative assessments to <i>effectively</i> monitor student progress 	<ul style="list-style-type: none"> Uses formative assessments to <i>effectively</i> monitor student progress
SCORE _____	<ul style="list-style-type: none"> Provides <i>inadequate</i> opportunities for students to self-assess and correct their own errors 	<ul style="list-style-type: none"> Provides <i>adequate</i> opportunities for students to self-assess and correct their own errors 	<ul style="list-style-type: none"> Provides <i>effective</i> opportunities for students to self-assess and correct their own errors 	<ul style="list-style-type: none"> Provides <i>ample and effective</i> opportunities for students to self-assess and correct their own errors
	<ul style="list-style-type: none"> Provides students with <i>little or no</i> feedback 	<ul style="list-style-type: none"> Provides students with <i>adequate</i> feedback 	<ul style="list-style-type: none"> Provides students with <i>clear, specific, actionable, and timely</i> feedback 	<ul style="list-style-type: none"> Provides students with <i>clear, specific, actionable, and timely</i> feedback
			<ul style="list-style-type: none"> Creates opportunities for students to apply teacher and peer feedback to improve performance and accelerate learning 	<ul style="list-style-type: none"> Creates opportunities for students to apply teacher and peer feedback to improve performance and accelerate learning
				<ul style="list-style-type: none"> Provides opportunities for students to demonstrate connections between what they are learning and how it advances their personal and professional goals/interests

<p>4. Provides multiple ways for students to make meaning of content</p> <p>(InTASC 5) II-Content Knowledge</p> <p>SCORE _____</p>	<p><i>Does not move or moves few</i> students to deeper understanding of content through various techniques including:</p> <ul style="list-style-type: none"> • A variety of explanations and multiple representations of concepts • Extended productive discussion • Effective questioning to support students' attainment of the learning goals • Making connections to other content across disciplines • Independently connecting lesson content to real-world application 	<p>Moves <i>most</i> students to deeper understanding of content through various techniques including:</p> <ul style="list-style-type: none"> • A variety of explanations and multiple representations of concepts • Extended productive discussion • Effective questioning to support students' attainment of the learning goals • Making connections to other content across disciplines • Independently connecting lesson content to real-world application 	<p>Moves <i>almost all</i> students to deeper understanding of content through various techniques including:</p> <ul style="list-style-type: none"> • A variety of explanations and multiple representations of concepts • Extended productive discussion • Effective questioning to support students' attainment of the learning goals • Making connections to other content across disciplines • Independently connecting lesson content to real-world application 	<p>Moves <i>all</i> students to deeper understanding of content through various techniques including:</p> <ul style="list-style-type: none"> • A variety of explanations and multiple representations of concepts • Extended productive discussion • Effective questioning to support students' attainment of the learning goals • Making connections to other content across disciplines • Independently connecting lesson content to real-world application
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Domain III: Culture and Learning Environment				
<p>5. Manages a learning-focused classroom community</p> <p>(InTASC 8) III-Instructional Practice</p> <p>SCORE _____</p>	<ul style="list-style-type: none"> Creates <i>inadequate and/or inconsistent</i> routines and expectations for students to voice opinions and ask and answer questions <i>Inadequately</i> monitors student behavior Provides <i>inadequate</i> collaborative learning opportunities for students Ensures <i>some or few</i> students are active participants in their learning 	<ul style="list-style-type: none"> Creates <i>adequate</i> routines and expectations for students to safely voice opinions and ask and answer questions <i>Adequately</i> monitors student behavior Provides <i>adequate</i> collaborative learning opportunities for students Ensures <i>most</i> students are active participants in their learning 	<ul style="list-style-type: none"> Creates <i>effective</i> routines and expectations for students to safely voice opinions and ask and answer questions <i>Proactively</i> monitors student behavior and redirects when necessary to maximize instructional time Provides <i>effective</i> collaborative learning opportunities whenever appropriate Ensures <i>all or almost all</i> students are active participants in their learning 	<ul style="list-style-type: none"> Creates <i>effective</i> routines and expectations for students to safely voice opinions and ask and answer questions <i>Proactively</i> monitors student behavior and redirects when necessary to maximize instructional time Provides <i>effective</i> collaborative learning opportunities whenever appropriate Ensures students <i>take ownership of their work</i> and are active participants in their learning Provides opportunities for students to take on academic leadership roles that promote learning
<p>6. Manages classroom space, time, and resources (including technology when appropriate) effectively for student learning</p> <p>(InTASC 3) I-The Learner and Learning</p>	<ul style="list-style-type: none"> <i>Inadequately</i> uses physical space or resources (including technology whenever appropriate) in support of student learning Allows <i>significant</i> periods of time 	<ul style="list-style-type: none"> <i>Adequately</i> uses physical space or resources (including technology whenever appropriate) in support of student learning Allows <i>brief</i> periods of time when 	<ul style="list-style-type: none"> <i>Effectively</i> maximizes use of physical space and resources (including technology whenever appropriate) in support of student learning 	<ul style="list-style-type: none"> <i>Effectively</i> maximizes use of physical space and resources (including technology whenever appropriate) in support of student learning Maximizes time such that students <i>always</i> have something meaningful to do Creates an environment where students execute transitions,

SCORE_____	<p>when students <i>do not</i> have something meaningful to do</p> <ul style="list-style-type: none"> Creates an environment where students <i>do not</i> execute transitions, routines, and procedures in an orderly and efficient manner 	<p>students do not have something meaningful to do</p> <ul style="list-style-type: none"> Creates an environment where students execute transitions, routines, and procedures in an orderly and efficient manner only <i>some of the time and require substantial</i> direction from the teacher 	<ul style="list-style-type: none"> Maximizes time such that students <i>always</i> have something meaningful to do Creates an environment where students execute transitions, routines, and procedures in an orderly and efficient manner most of the time, though they <i>may require some</i> direction from the teacher 	<p>routines, and procedures in an orderly and efficient manner with <i>minimal</i> direction or narration from the teacher</p> <ul style="list-style-type: none"> Provides opportunities for students to share responsibility for leading classroom routines and/or procedures
<p>7. Creates and maintains a classroom of respect for all students</p> <p>(InTASC 2) I-The Learner and Learning</p> <p>SCORE_____</p>	<ul style="list-style-type: none"> Often communicates <i>disrespectfully</i> with students <i>Does not</i> foster respectful relationships among students <i>Does not</i> demonstrate a strong positive relationship with students 	<ul style="list-style-type: none"> Communicates respectfully to students with <i>rare exceptions</i> Fosters respectful relationships among <i>some</i> students but not others Demonstrates a strong positive relationship with <i>some</i> students but not others 	<ul style="list-style-type: none"> Communicates respectfully to <i>all</i> students <i>Effectively</i> fosters respectful relationships among <i>all</i> students Demonstrates a strong positive relationship with <i>all</i> students 	<ul style="list-style-type: none"> Communicates respectfully to <i>all</i> students <i>Effectively</i> fosters respectful relationships among <i>all</i> students Demonstrates a strong positive relationship with <i>all</i> students Fosters a classroom culture where students give unsolicited praise or encouragement to their peers

Domain IV: Professional Responsibilities				
<p>8. Engages in professional learning</p> <p>(InTASC 9) IV-Professional Responsibility</p>	<ul style="list-style-type: none"> Participates in required professional learning activities <i>Does not</i> apply knowledge gained 	<ul style="list-style-type: none"> Participates in required professional learning activities Applies knowledge gained from professional 	<ul style="list-style-type: none"> <i>Proactively seeks</i> out and participates in professional learning activities <i>Fully</i> integrates knowledge gained in professional learning communities, collaboration with peers 	<ul style="list-style-type: none"> <i>Proactively seeks</i> out and participates in professional learning activities <i>Fully</i> integrates knowledge gained in professional learning communities, collaboration with peers

<p>SCORE_____</p>	<p>from professional learning</p> <ul style="list-style-type: none"> • Applies <i>little to no</i> observer feedback to improve teaching practice 	<p>learning but <i>does not fully</i> integrate the new information</p> <ul style="list-style-type: none"> • Applies <i>some</i> observer feedback to improve teaching practice 	<p>and leadership, and focused professional development</p> <ul style="list-style-type: none"> • Strengthens teaching practice based on observer feedback and other types of performance data • Shares new information and lessons learned with colleagues 	<p>and leadership, and focused professional development</p> <ul style="list-style-type: none"> • Strengthens teaching practice based on observer feedback and other types of performance data • Shares new information and lessons learned with colleagues • Serves as a critical friend for colleagues, both providing and seeking meaningful feedback on instruction
<p>9. Establishes and maintains effective communication with families/guardians</p> <p>(InTASC 10) IV-Professional Responsibility</p> <p>SCORE_____</p>	<ul style="list-style-type: none"> • <i>Rarely or never</i> communicates with families/guardians 	<ul style="list-style-type: none"> • Communicates with families/guardians reactively concerning student academic progress and development, and outreach is mostly for intervention or corrective reasons 	<ul style="list-style-type: none"> • Partners with families/guardians to coordinate learning between home and school • Establishes mutual expectations for student learning with families/guardians 	<ul style="list-style-type: none"> • Partners with families/guardians to coordinate learning between home and school • Establishes mutual expectations for student learning with family/guardians • Includes students and/or families/guardians in the planning of positive reinforcements for progress
<p>Final Student Teaching Evaluation</p> <p>TOTAL SCORE_____</p>				

APPENDIX I—Statewide Common Dispositions Instrument

STATEWIDE COMMON DISPOSITIONS INSTRUMENT

PROFESSIONAL DISPOSITIONS

Purpose: To ensure the adherence to the Mississippi Educator Code of Ethics (MCoE), university, and district policies which support the habits of professional action and ethical commitments that underlie an educator’s performance (attitude and behavior)

Administration: This instrument is administered at least three times: Domains I and II during pre-candidacy by instructor, and Domains I, II, and III during candidacy by clinical educators (EPP- and/or P-12-school-based one formative and one summative)

Success Indicator: Items rated at the “Meets Standard” level represent successful teaching practice by the candidate. Anything below “Meets Standard” can be seen as an area in need of improvement.

DOMAIN I. PROFESSIONALISM & ACADEMIC INTEGRITY DISPOSITIONS

	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3
1. The teacher candidate protects confidential information concerning students and/or colleagues unless the law requires disclosure. (MCoE 9)	The teacher candidate reveals confidential information concerning students and/or colleagues.	The teacher candidate unknowingly reveals confidential information concerning students and/or colleagues.	The teacher candidate protects confidential information concerning students and/or colleagues unless the law requires disclosure.	The teacher candidate protects confidential information concerning colleagues and/or students unless the law requires disclosure and encourages others to do the same.
2. The teacher candidate demonstrates maturity and sound judgment in all interactions with peers, university and P-12 personnel, and parents. (MCoE 5)	The teacher candidate exercises unethical conduct with colleague(s). {This could include, but is not limited to revealing confidential information, making false statements about a colleague and/or the school system, discriminating against a colleague, using coercive means, and promising of special treatment in order to influence professional decisions of colleagues.}	The teacher candidate lacks maturity and/or sound judgment that results in one or more interactions with colleagues.	The teacher candidate demonstrates maturity and sound judgment in all interactions with peers, university and P-12 personnel, and parents.	The teacher candidate demonstrates maturity and sound judgment in all interactions with colleagues and works to build consensus in the workplace.
3. The teacher candidate follows all university and P-12 school policies including but not limited to policies for alcohol, drug, tobacco, and social media use. (MCoE 6)	The teacher candidate fails to follow all university and P-12 school policies. This could include being found possessing or under the influence of alcohol, drugs, and/or tobacco while in any professional setting.	The teacher candidate lacks an understanding of all university and P-12 school policies including but not limited to policies for alcohol, drug, tobacco and social media use.	The teacher candidate follows all university and P-12 school policies including but not limited to policies for alcohol, drug, tobacco, and social media use.	The teacher candidate follows all university and P-12 school policies including but not limited to policies for alcohol, drug, tobacco, and social media use, and uses teachable moments or planned instruction to reinforce school policy.

DOMAIN II. CHARACTER DISPOSITIONS

	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3
4. The teacher candidate exemplifies honesty and integrity (honesty, tact, and fairness) with all stakeholders during his/her time in the program. (MCoE 2)	The teacher candidate does not exemplify honesty and integrity with all stakeholders during his/her time in the program and/or knowingly engages in deceptive practices regarding official policies and procedures.	The teacher candidate demonstrates an effort toward honesty and integrity with all stakeholders during his/her time in the program.	The teacher candidate exemplifies honesty and integrity with all stakeholders during his/her time in the program.	The teacher candidate exemplifies honesty and integrity with all stakeholders and encourages students to also act with honesty and integrity.
5. The teacher candidate accepts constructive criticism in a positive manner. (MCoE 1)	The teacher candidate is non-receptive and/or rejects constructive criticism.	The teacher candidate listens to constructive criticism, but disagrees with various comments, feedback, suggestions, and recommendations.	The teacher candidate accepts constructive criticism in a positive manner.	The teacher candidate accepts constructive criticism in a positive manner and also self-reflects and participates in professional development activities to promote personal professional growth.

DOMAIN III. CLINICAL/FIELD EXPERIENCES DISPOSITIONS

	Unacceptable 0	Needs Improvement 1	Meets Standard 2	Exceeds Standard 3
6. The teacher candidate provides fair and equitable opportunities for all P-12 students in a non-discriminatory manner . (MCoE 4)	The teacher candidate shows bias against certain students or groups of students based on race, gender, national origin, religion, or disability.	The teacher candidate plans one-size-fits-all instruction and makes little or no attempt to learn about students' prior knowledge, learning preferences, or interests and needs.	The teacher candidate provides fair and equitable opportunities for all P-12 students in a non-discriminatory manner .	The teacher candidate provides fair and equitable opportunities for all P-12 students in a non-discriminatory manner by nurturing the intellectual, physical, emotional, social, and civic potential of all students.
7. The teacher candidate maintains a professional relationship with all students both inside and outside professional settings. (MCoE 4)	The teacher candidate exercises poor judgment when dealing with student(s). Inappropriate actions and/or body language, speech, and/or electronic communications result in a student being unsafe, endangered, threatened, or harassed.	The teacher candidate exhibits inappropriate speech, electronic communication, and/or actions that result/may result in a student feeling unsafe, endangered, threatened, or harassed.	The teacher candidate maintains a professional relationship with all students both inside and outside professional settings.	The teacher candidate models professionalism in all interactions with students and encourages students at every opportunity to treat each other with respect.

APPENDIX K—University Supervisor Evaluation of Cooperating Teacher

UNIVERSITY SUPERVISOR ANALYSIS OF COOPERATING TEACHER

Name of Cooperating Teacher _____ Semester & Year _____

Above, please indicate the Cooperating Teacher who was responsible for your student teacher. Below, supply the information concerning him/her by responding to each item for which you have a reasonable basis to make a judgment. Circle the appropriate indicator on each scale.

1. How many times did the Cooperating Teacher visit and confer with you during the student teaching experience?
0 1 2 3 4 5 More
Comments

2. To what extent were you satisfied with the assistance provided by the Cooperating Teacher?
Dissatisfied 1 2 3 4 5 6 7 8 Well Satisfied
Comments

3. To what extent did the Cooperating Teacher make instructions clear to you concerning the student teaching procedures?
Poorly Done 1 2 3 4 5 6 7 8 Well Done
Comments

5. Indicate how much assistance you believe the Cooperating Teacher provided the student teacher.
None 1 2 3 4 5 6 7 8 A Great Deal
Comments

6. In as much as you are able, characterize the Cooperating Teacher ability to analyze the teaching-learning situation.
Minimal 1 2 3 4 5 6 7 8 Perceptive
Comments

Thank you for working with our Student Teacher. Feel free to make suggestions and constructive criticisms of the MC student teaching program on the back of this page. Complete and return this form to the above address.

Your name: _____

Date _____

APPENDIX L—Cooperating Teacher Evaluation of University Supervisor

COOPERATING TEACHER ANALYSIS OF UNIVERSITY SUPERVISOR

Name of University Supervisor _____ Semester & Year _____

Above, please indicate the University Supervisor who was responsible for your student teacher. Below, supply the information concerning him/her by responding to each item for which you have a reasonable basis to make a judgment. Circle the appropriate indicator on each scale.

1. How many times did the University Supervisor visit and confer with you during the student teaching experience?
0 1 2 3 4 5 More
Comments

2. In terms of clock hours/minutes, how long was the average observation time spent in the classroom by the University Supervisor?
15 minutes 30 minutes 1 hour 1hr.15min. 1hr.30min. More
Comments

3. To what extent were you satisfied with the assistance provided by the University Supervisor?
Dissatisfied 1 2 3 4 5 6 7 8 Well Satisfied
Comments

4. To what extent did the University Supervisor make instructions clear to you concerning the student teaching procedures?
Poorly Done 1 2 3 4 5 6 7 8 Well Done
Comments

5. Indicate how much assistance you believe the University Supervisor provided the student teacher.
None 1 2 3 4 5 6 7 8 A Great Deal
Comments

6. In as much as you are able, characterize the University Supervisor's ability to analyze the teaching-learning situation.
Minimal 1 2 3 4 5 6 7 8 Perceptive
Comments

Thank you for working with our Student Teacher. Feel free to make suggestions and constructive criticisms of the MC student teaching program on the back of this page.

Your name: _____ Date _____

APPENDIX M—Student Teacher Evaluation of University Supervisor

STUDENT TEACHER ANALYSIS OF UNIVERSITY SUPERVISOR

Name of University Supervisor _____ Semester & Year _____

Above, please indicate your University Supervisor during student teaching. Below, supply the information requested concerning him/her by responding to each item. Circle the appropriate indicator on each scale.

1. How many total visits did your University Supervisor make to your school while you were student teaching (include conferences, information, observations, TIAI, etc.)?
0 1 2 3 4 5 More
Comments

2. On how many visits did your University Supervisor observe you in a teaching situation?
0 1 2 3 4 5 More
Comments

3. How many times did your University Supervisor confer with you following an observation visit (at school or later)?
0 1 2 3 4 5 More
Comments

4. Did your University Supervisor maintain an attitude of friendly helpfulness and encouragement?
Seldom 1 2 3 4 5 6 7 8 9 Regularly
Comments

5. Did your University Supervisor suggest activities or outline materials that enhanced your student teaching experiences?
Seldom 1 2 3 4 5 6 7 8 9 Regularly
Comments

6. Did your University Supervisor maintain an appropriate personal appearance and professional manner?
Seldom 1 2 3 4 5 6 7 8 9 Regularly
Comments

7. Did your University Supervisor make a fair and continuing assessment of your student teaching?
Seldom 1 2 3 4 5 6 7 8 9 Regularly

You may make additional comments concerning the Mississippi College Student Teaching Program on the back of this sheet. Complete and return this form to the above address.

Your name (optional) _____ Date _____

APPENDIX N—Student Teacher Evaluation of Cooperating Teacher

Student Teacher Evaluation of Cooperating teacher

Artifact Details

Directions: Please rate the cooperating teacher using the following scale:

5 – Exceeds Standard: the **cooperating teacher** performed in a highly consistent manner or demonstrated the item at a very high standard.

3 – Meets Standard: the **cooperating teacher** usually performed the item and showed no weaknesses.

1 – Below Standard: the **cooperating teacher** did not perform the item consistently and showed several weaknesses addressed in the item.

Title*

Description

	5 – Exceeds Standard	3 – Meets Standard	1 – Below Standard
1.The cooperating teacher willingly oriented me to the classroom and took time to explain classroom routines, rules, and teaching practices early in the clinical experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The cooperating teacher provided guidance with lesson planning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.The cooperating teacher reviewed my lesson plans and gave constructive recommendations that were helpful, supportive, and encouraging.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.The cooperating teacher provided constructive and helpful feedback on the lessons I taught.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The cooperating teacher provided a positive role model professionally and personally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The cooperating teacher was available either in person, by phone, or through e-mail for consultations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>