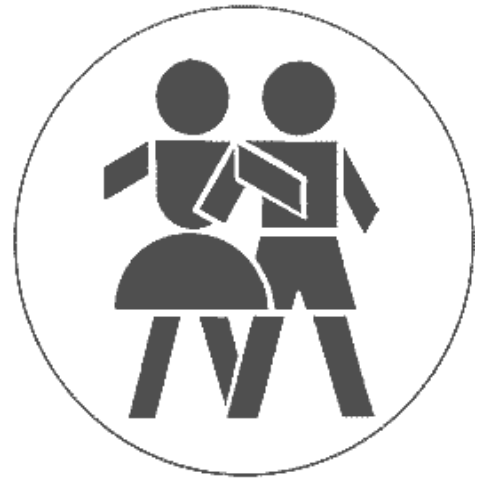


Pre-
Kindergarten
Fall
Semester
2009

GEORGIA STATE UNIVERSITY

Early Childhood Education



Field Experience Handbook

GEORGIA STATE UNIVERSITY

ECE Program Field Handbook

Pre-Kindergarten

Welcome to the teacher education program in Early Childhood Education at Georgia State University. This undergraduate program is unique in that it represents collaboration between Georgia State University and our school partners. Each member of this partnership plays a special role in preparing effective pre-service teachers. Clinical teachers, school administrators, university faculty, and school-based faculty strive to help the intern develop essential classroom competencies. The Early Childhood Department offers interns two additional program tracks, one leading to an ESOL Endorsement and the other to a dual certification in Early Childhood and Special Education. The purpose of the field placement is to provide the intern with focused observations and instructional experiences with pre-Kindergarten students. This handbook will provide the clinical teacher and intern with essential information for the field experience.

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Dear Clinical Teacher:

Thank you for participating in the teacher education program in the Department of Early Childhood Education at Georgia State University. We appreciate your willingness to share your time and expertise in developing exemplary elementary educators. Often, we are told about the invaluable experiences our pre-service teachers receive when working in classrooms with teachers like you. We know that the success of these experiences depends upon our school partners and value your participation in this mutual endeavor.

The attached handbook provides useful information regarding suggestions and guidelines for mentoring your intern. You will find the policies, procedures, and standards used in creating the framework for this relationship. Your professional guidance promotes the continuous development of our students as they grow into reflective practitioners and evaluation forms are provided for you to document ongoing feedback. Discussing expectations, concerns, and suggestions for improvement makes the partnership strong.

Please feel free to contact your university supervisor with any questions, comments, and/or concerns. I am also available and very willing to assist you. Open lines of communication will allow compliments as well as suggestions to flow - both are welcome. We wish you and your pupils the very best throughout this academic year.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Meyers".

Dr. Barbara Meyers, Chair
Associate Professor
Department of Early Childhood Education

Overview of Schedule

The preparation of early childhood teachers requires a blend of university instruction with focused observations and classroom experiences with young learners. Interns will receive instruction in content and methods on the GSU campus in addition to working in two field experiences (Pre-K and K). Interns are placed in a Pre-K classroom for the first five weeks of the semester and later switch to a K classroom for the remaining nine weeks of the semester.

Field Materials

Each intern must keep a Field Notebook containing his/her lesson plans, weekly reflections and other assignments, teacher and supervisor feedback, etc. This three-ring binder should have tab dividers, one for each week of the semester placements, along with sections for performance in the field and professionalism. This notebook should be available for the university supervisor to review during observations and conferences.

Field Observations Summary

Each intern will have **one scheduled *unscored* observation in the Pre-Kindergarten placement.** Additional observations may be scheduled at the request of the university supervisor, clinical teacher, or school administrator. The purpose of these observations is to assist the intern in assessing and enhancing his or her potential for being an effective teacher. Written and verbal feedback will be given after each observation. Additionally, throughout the placement, the clinical teacher will observe lessons conducted by the intern. Feedback on these observations should be recorded on the forms (i.e., ***“Here’s How You Are Doing,”*** at least one time) provided and kept in the intern’s field notebook. It is important that each intern understand that such feedback is given to help him/her constructively analyze the lesson. It is not given with the intent to criticize the performance in a negative manner. However, constructive analysis does require an examination of areas for growth as well as strengths.

Each observation will be conducted for a **20-minute period** scheduled by the intern in cooperation with the clinical teacher. The observation time may consist of several activities and/or transitions. Sometime after the observation, the supervisor will meet with the intern for a brief conference and may meet briefly with the clinical teacher. The conference (**15-minute period**) with the intern will be scheduled sometime after the observation to provide an opportunity for the observer to give constructive feedback and for the intern to offer analysis and

reflection of classroom performance. At this time the supervisor may also review and discuss items in the intern's **Field Notebook**.

University supervisors use the **GSU Supervisor Observation Form/Pre-Kindergarten Experience** (enclosed) for observation and assessment of intern performance.

Scheduling the Observations and Conferences

The interns are responsible for working with the **school cohort captain** (an intern volunteer at each school) and their clinical teachers to arrange a schedule of observations and conferences for the supervisor. It is expected that interns will work cooperatively with their clinical teacher and be flexible with each other in selecting observation/conference times.

The Observation

On the day of the observation, the typed lesson plan and Field Notebook should be placed on a designated chair for the supervisor to review prior to the beginning of the lesson. Feel free to attach any notes that may be needed to explain special circumstances which may affect the lesson outcome. In addition, it is the intern's responsibility to bring the Field Notebook to the conference with all required assignments for each week.

It is in the best interest of the intern to have taught one or two lessons prior to the observation date, if possible. Interns should take the opportunity to plan and teach small or large group lessons as often as the classroom teacher will allow and reflect on any feedback to improve teaching skills.

The university supervisor and teacher can talk informally the day of the observation if convenient for the clinical teacher. If it is not a convenient time, the teacher can request the supervisor call or email later in the day to discuss the intern's progress and any special issues or concerns. Continued communication between the university supervisor and clinical teacher is an important key to the intern's success.

The Conference

A mini-conference (typically 15 minutes) will be scheduled sometime following the observation to provide the intern with constructive feedback from the supervisor and a copy of the completed GSU Supervisor Observation Form/Pre-Kindergarten Experience. These are typically held in the media center. The intern should be prepared to reflect briefly on the lesson strengths and areas of need. The supervisor

may also discuss the weekly requirements and reflections in the field log, and the intern is responsible for bringing the Field Notebook to each conference.

Supervisors will be on a tight schedule due to time considerations for getting to other schools to conduct other observations. If additional time is needed beyond the time allotted to discuss the lesson or other concerns, interns or supervisors may request an appointment at a later date and time.

Tips & Guidelines for the Clinical Teacher

1. Instructional Expectations of Interns

Our intention is that our interns will assist and support the clinical teacher in the classroom as they learn to become more effective teachers. Interns will be expected to implement instructional activities assigned by course instructors and clinical teachers during their time in the schools. Interns can:

- observe children's development and individual patterns of learning and behavior.
- observe the teacher's modeling of small group and large group instruction.
- implement transitions (e.g., pattern clapping, songs) and routines (e.g., morning meetings, taking roll).
- plan and implement brief lessons (reading, math, science, social studies, and integrated).
- teach from their clinical teacher's lesson plans.
- work with individual students, small groups, and large groups.
- other?

It is the responsibility of the intern to give plenty of advance notice to the classroom teacher of any intern assignments that will require special scheduling, use of materials, or student grouping (i.e., focal child study).

Interns must always work under the supervision of a clinical teacher assigned by the school/center director. We appreciate suggestions from the clinical teacher in defining ways the interns can be of specific help to the teacher and the students.

2. Classroom Management

Interns need support and guidance in learning appropriate, positive discipline and guidance techniques. Clinical teachers can help interns gain confidence about carrying out discipline in the classroom by:

- reviewing the rules, rewards, and consequences of your classroom management plan.
- educating interns about the correct ways to direct children who are misbehaving.
- supporting an intern's use of appropriate techniques by praising their efforts and pointing out the situations which were handled well.
- allowing interns to feel like an "equal partner" in carrying out established standards.

3. Daily Oral Feedback

The interns have been advised to request from the clinical teacher daily feedback about their interactions and activities with the children. **THIS IS THE MOST IMPORTANT TASK OF THE CLINICAL TEACHER.** Following is a list of examples of types of feedback the interns need to receive:

- "You handled Johnny's inappropriate behavior very well – your tone of voice was stern, but patient."
- "I need you to arrive on time everyday. Sometimes I'm not sure when you'll be here."
- "Your materials are bright and colorful, but you need to laminate them before you use them with the children."
- "That activity was planned perfectly. You had just the right amount of materials laid out and the children knew exactly what to do."
- "You need to move around the room more. You're spending too much time in one place."

If the clinical teacher is unable to provide on-going feedback because of the activity level or time constraints in the classroom, it is recommended that the intern and the clinical teacher arrange to have a conference occasionally at a time that is convenient for both of them.

4. Written Feedback

Written evaluation forms are provided for the clinical teacher to give honest, constructive feedback regarding the intern's classroom performance. Please note: The assessment the intern receives from the clinical teacher is taken seriously and is part of the intern's field grade. A deduction of overall points from his/her course grade may result when interns do not conduct themselves according to professional expectations of the school or the ECE program.

- **“Here’s How You’re Doing”** This form gives feedback to the intern about his/her overall work in the classroom. **(Complete at least 1 form in the five-week placement; interns will place these forms in their Field Notebook.)**
- **Clinical Teacher’s Evaluation of the Intern** Please use this form to respond to the intern’s overall work in the classroom at the end of the field placement **(due to the GSU Supervisor).**

Field Placement Policies

Interns will be expected to attend and participate fully in the instructional activities of the classroom, although each will come with varying abilities and experiences with children. **This is their first placement in the four-semester Early Childhood Teacher Education Program.** Although many of the interns are very capable, the **intern MAY NOT fill in as a substitute teacher** for the clinical teacher or the paraprofessional. Similarly, the **intern MAY NOT be left alone with the children.** Another qualified adult must be present with the children in the classroom, cafeteria, auditorium, and/or playground.

The interns are expected to exhibit professional behavior at all times, assisting in classroom activities that the clinical teachers and university/school-based faculty deem appropriate. **Interns are expected to be punctual.** The intern must call the teacher or school and the university supervisor to notify them of their absence. Excessive tardiness or absences will result in a deduction of points from the ECE 3661 and field professionalism grades. A departmental review committee will consider extended absences due to illness or other emergencies. **Any time (tardies or absences) missed at the school must be made up during the current placement by arrangement with the clinical teacher.** Fridays are designated for study or make-up days. The clinical teacher is asked to record late arrivals and absences as well as made-up time on the **Summary of Professional Growth Checklist.**

The most important qualities that EVERY intern should exhibit are a **good attitude** and an **enthusiasm** about teaching. All interns should display a **willingness to learn** and the energy to be an **efficient and trustworthy** assistant in the classroom.

As a member of a school community, interns are expected to display professional behaviors and dispositions. These qualities are outlined in the ECE Program Field Handbook. **Failure to demonstrate professionalism in these ways may be reflected in points deducted from ECE 3661 and field professionalism grades.** Interns will be given every opportunity to improve their field performance with the support of numerous school and university resources. However, when concerns are identified, interns will be notified through the use of the ECE Notification and Documentation Form (N/D) and conference. See the Departmental Policy and Procedures Regarding Student Performance enclosed in this handbook.

The interns are responsible for keeping the clinical teacher informed of all assignments requiring the clinical teacher's assistance. **It is the intern's responsibility to submit written lesson plans and all other materials for approval at least two days prior to implementation in the classroom.** Interns may email lesson plans to the clinical teacher for feedback and approval if this is agreeable to the teacher. The selection of

lesson themes, materials, and activities by the intern must conform to the standards set by the clinical teacher, instructor, or university supervisor.

Each school will have an assigned university supervisor. The university supervisor is always available by email or phone to address any concerns or questions. **Please refer to the specific contact information for the GSU supervisor provided at the orientation.** The Early Childhood Education Department's general phone number is 404-413-8020. Please feel free to contact the supervisor assigned to your school as often as needed regarding field concerns.

ECE Departmental Policy and Procedures Regarding Field-Based Performance

Notification and documentation of field-based performance concerns

- Students will be notified of concerns through conferences with the clinical teacher, university supervisor, and/or school administrator, as is appropriate. When necessary, the university supervisor/instructor will inform the student of concerns using the ECE Notification and Documentation Form (N/D) and conference.
- A student who receives an N/D form will be required to provide proof of remediation as identified in the Action Plan section of the form. Failure to comply with the remediation requirements set forth in the N/D form may result in removal from the program. ECE supervisors/instructors will periodically monitor each student's progress in meeting the intentions and goals of the Action Plan.

Removal from field placement/Earned Grade of "F" /Dismissal from B.S.Ed. Degree Program

- ECE supervisors/instructors, in consultation with local school administrators and clinical teachers, have the authority to remove a student from a classroom placement if the student's performance/behavior constitutes a detriment to the children in the class or to the professional standards of the local school or the the professional Code of Ethics for Educators in Georgia.
- If removal from the field placement is necessary, the student's unsatisfactory performance will result in a grade of "F" for the course (2009-2010 GSU Undergraduate Catalog pg. 115) and may result in the student's dismissal from the program.
- The decision to dismiss a student from the ECE B.S.Ed. Program is determined by a department review panel consisting of at least two program faculty members and the ECE BSED Program Coordinator and Department Chair. Panel members will review the student's record.

Practicum II (ECE 3662) enrollment requirements

- B.S.Ed. Program students must earn a grade of “C” or higher in ECE 3661 and Block I ECE prefix course work to be authorized for ECE 3662.

Practicum III (ECE 3663) enrollment requirements

- B.S.Ed. Program students must earn a grade of “C” or higher in ECE 3662 and Block II ECE prefix course work to be authorized for ECE 3663.

Student teaching enrollment and graduation requirements

- B.S.Ed. Program students must earn a grade of “B” or higher in ECE 3663 or EXC 4570 and complete all course work in the major with a grade of “C” or higher to be authorized for ECE 4661 Student Teaching and EXC 4671 (Dual Certification Program students). The following courses, if needed, may be taken along with ECE 4661: EXC 4590 (Dual Certification Program students) and ECE 3250 (ESOL Endorsement Program students).
- To pass Student Teaching, B.S.Ed. Program students must earn a grade of “C” or higher in ECE 4661, earn a grade of “C” or higher during the “Role Reversal” period, and meet all requirements outlined in the Student Teaching Manual. A student earning a grade below a “C” may request a performance review by a department review panel.
- Students may only fail ECE 4661 one time and students who fail to pass ECE 4661 a second time, will be dismissed from the ECE B.S.Ed. Program.
- To graduate from Georgia State University, B.S.Ed. Program students must meet all program requirements which include passing scores on the GACE Content Assessments (Tests 001 and 002 in Early Childhood Education, Traditional and Dual Certification Program students; Tests 081 and 082 in Special Education, Dual Certification Program students).

Appeal Process

- Georgia State University students have the right to appeal decisions regarding their course/ field-based performance in the ECE B.S.Ed. Program. Refer to the GSU website for the instructions for completing the *Student Petition for Waiver or Variance*.

Obligation to Report Criminal Charges

- If you are charged with a crime (other than a minor traffic offense or ordination violation) after the Criminal Background Check required for admission to the COE, you must report having been charged to the Coordinator of the BSED Program within 72 hours of becoming aware of such charge.

Professionalism Guidelines for Interns

As a Georgia State University pre-service teacher, it is expected and required that the intern demonstrate professionalism in the ways described below. If problems are identified in any of these areas, the intern will be notified and expected to demonstrate marked improvement as the semester progresses. **Failure to demonstrate professionalism in these ways may result in a deduction in the final grade for the course.**

The intern's professionalism in this program is determined by the following descriptors (applicable in both courses and field experiences):

1. **Dependability and Reliability** - shows responsible attendance; arrives punctually and remains for entire time; completes assignments on time and is organized and prepared.
2. **Respect** – shows respect towards others (peers, instructors, speakers, etc.); deals with frustrations, problems, and differences in opinion that are inherent in any learning environment in mature ways.
3. **Commitment** – takes assignments seriously; demonstrates a commitment to learning and children rather than just completing assignments for a grade; perseveres when faced with challenges.
4. **Responsiveness** – seeks and values constructive feedback from others; utilizes suggestions for improvement; continuously self-assesses own development and works toward improvement; relates well to others.
5. **Collaboration** – helps create positive relationships in the classroom; participates in the learning process by sharing diverse experiences and perspectives; is an active member of the learning community; keeps a sense of humor.
6. **Open-Mindedness** – demonstrates a willingness to be flexible when dealing with uncertainty and complexity of educational issues; asks insightful questions.
7. **Knowledgeable** – is aware of current educational issues; models and facilitates reflective and critical thinking; is developing the knowledge and ability to engage children in developmentally and appropriate

learning events; demonstrates effective written and oral communication.

8. **Confidentiality** – reflects on information about children and specific anecdotes in confidential and respectful ways; shares this information only with those who need to know.
9. **Academic Honesty** – takes responsibility for producing independent work when required; credits others' work in appropriate ways (see Georgia State University Policy on Academic Honesty).
10. **Communication** – maintains communication with instructors and clinical teachers about progress toward goals.

Tort Liability Coverage (Reminder)

It is the intern's responsibility to maintain tort liability coverage during the entire time as a GSU student in the Department of Early Childhood Education. This is for the intern's protection and is part of being a professional educator. Proof of coverage must be presented to the GSU supervisor in order to continue the field placement.

INTASC Standards

Interstate New Teacher Assessment and Support Consortium

(Purpose: INTASC Standards will be used when creating Professional Portfolios.)

Standard One: Knowledge of Subject Matter

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.

Standard Two: Knowledge of Human Development and Learning

The teacher understands how children learn and develop and can provide learning opportunities that support their intellectual, social, and personal development.

Standard Three: Adapting Instruction for Individual Needs

The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

Standard Four: Multiple Instructional Strategies

The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

Standard Five: Classroom Motivation and Management

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

Standard Six: Communication Skills

The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

*Standard Seven: **Instructional Planning Skills***

The teacher plans instruction based on knowledge of subject matter, students, the community, and curriculum goals.

*Standard Eight: **Assessment of Student Learning***

The teacher understands and uses formal and informal assessment strategies to ensure the continuous intellectual, social, and physical development of the learner.

*Standard Nine: **Professional Commitment and Responsibility***

The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professionally.

*Standard Ten: **Partnerships***

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

Georgia Systemic Teacher Education Program: Georgia Framework for Teaching Standards

GA-GSTEP.1

GSTEP PRINCIPLE I. CONTENT AND CURRICULUM: Teachers demonstrate a strong knowledge of content area(s) appropriate for their certification levels.

GA-GSTEP.1.A

> demonstrate knowledge of content, major concepts, assumptions, debates, processes of inquiry, and ways of knowing that are central to the subject(s) they teach.

GA-GSTEP.1.B

> understand and use subject-specific content and pedagogical content knowledge (how to teach their subjects) that is appropriate for diverse learners they teach.

GA-GSTEP.1.C

> stay current in their subject areas as engaged learners and/or performers in their fields.

GA-GSTEP.1.D

> relate content area(s) to other subject areas and see connections to everyday life.

GA-GSTEP.1.E

> carefully select and use a wide variety of resources, including available technology, to deepen their own knowledge in the content area(s).

GA-GSTEP.1.F

> interpret and construct school curriculum that reflects state and national content area standards.

GA-GSTEP.2

GSTEP PRINCIPLE II. KNOWLEDGE OF STUDENTS AND THEIR LEARNING: Teachers support the intellectual, social, physical, and personal development of all students.

GA-GSTEP.2.A

> believe that all children can learn at high levels and hold high expectations for all.

GA-GSTEP.2.B

> understand how learning occurs in general and in the content areas (e.g., how diverse learners construct knowledge, acquire skills, and develop habits of mind).

GA-GSTEP.2.C

> are sensitive, alert, and responsive to all aspects of a child's well-being.

GA-GSTEP.2.D

> understand how factors in environments inside and outside of school may influence students' lives and learning.

GA-GSTEP.2.E

> are informed about and adapt their work based on students' stages of development, multiple intelligences, learning styles, and areas of exceptionality.

GA-GSTEP.2.F

> establish respectful and productive relationships with families and seek to develop cooperative partnerships in support of student learning and well-being.

GA-GSTEP.3

GSTEP PRINCIPLE III. LEARNING ENVIRONMENTS: Teachers create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.

GA-GSTEP.3.A

> create a learning community in which students assume responsibility, participate in decision-making, and work both collaboratively and independently.

GA-GSTEP.3.B

> organize, allocate, and manage time, space, activities, technology and other resources to provide active and equitable engagement of diverse students in productive tasks.

GA-GSTEP.3.C

> understand and implement effective classroom management.

GA-GSTEP.3.D

> recognize the value of and use knowledge about human motivation and behavior

GA-GSTEP.3.E

> to develop strategies for organizing and supporting student learning.

GA-GSTEP.3.F

> are sensitive to and use knowledge of students' unique cultures, experiences, and communities to sustain a culturally responsive classroom.

GA-GSTEP.3.G

> access school, district, and community resources in order to foster students' learning and well-being.

GA-GSTEP.3.H

> use effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

GA-GSTEP.4

GSTEP PRINCIPLE IV. ASSESSMENT: Teachers understand and use a range of formal and informal assessment strategies to evaluate and ensure the continuous development of all learners.

GA-GSTEP.4.A

> understand measurement theory and the characteristics, uses, and issues of different types of assessment.

GA-GSTEP.4.B

> use preassessment data to select or design clear, significant, varied and appropriate student learning goals.

GA-GSTEP.4.C

> choose, develop, and use classroom-based assessment methods appropriate for instructional decisions.

GA-GSTEP.4.D

> involve learners in self-assessment, helping them become aware of their strengths and needs and encouraging them to set personal goals for learning.

GA-GSTEP.4.E

> develop and use valid, equitable grading procedures based on student learning.

GA-GSTEP.4.F

> use assessment data to communicate student progress knowledgeably and responsibly to students, parents, and other school personnel.

GA-GSTEP.4.G

> use resources, including available technology, to keep accurate and up-to-date records of student work, behavior, and accomplishments.

GA-GSTEP.4.H

> are committed to using assessment to identify student strengths and needs and promote student growth.

GA-GSTEP.5

GSTEP PRINCIPLE V. PLANNING AND INSTRUCTION: Teachers design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessments.

GA-GSTEP.5.A

> articulate clear and defensible rationales for their choices of curriculum materials and instructional strategies.

GA-GSTEP.5.B

> plan and carry out instruction based upon knowledge of content standards, curriculum, students, learning environments, and assessment.

GA-GSTEP.5.C

> understand and use a variety of instructional strategies appropriately to maintain student engagement and support the learning of all students.

GA-GSTEP.5.D

> monitor and adjust strategies in response to learner feedback.

GA-GSTEP.5.E

> vary their roles in the instructional process (e.g. instructor, facilitator, coach, audience) in relation to the content and purposes of instruction and the needs of students.

GA-GSTEP.5.F

> use appropriate resources, materials, and technology to enhance instruction for diverse learners.

GA-GSTEP.5.G

> value and engage in planning as a collegial activity.

GA-GSTEP.6

GSTEP PRINCIPLE VI. PROFESSIONALISM: Teachers recognize, participate in, and contribute to teaching as a profession

GA-GSTEP.6.A

> continually examine and extend their knowledge of the history, ethics, politics, knowledge of the history, ethics, politics, organization, and practices of education.

GA-GSTEP.6.B

> understand and implement laws related to rights and responsibilities of students, educators, and families.

GA-GSTEP.6.C

> follow established codes of professional conduct, including school and district policies.

GA-GSTEP.6.D

> systematically reflect on teaching and learning to improve their own practice.

GA-GSTEP.6.E

> seek opportunities to learn based upon reflection, input from others, and career goals.

GA-GSTEP.6.F

> advocate for curriculum, instruction, learning environments, and opportunities that support the diverse needs of and high expectations for all students.

GA-GSTEP.6.G

> assume leadership and support roles as part of a school team.

CEC Content Standards: Council for Exceptional Children

(Note: CEC Standards will be used when creating Professional Portfolios.)

Standard One: Foundations

Special educators understand the field as an evolving and changing discipline based on philosophies, evidence-based principles and theories, relevant laws and policies, diverse and historical points of view, and human issues that have historically influenced and continue to influence the field of special education and the education and treatment of individuals with exceptional needs both in school and society.

Standard Two: Development and Characteristics of Learners

Special educators know and demonstrate respect for their students first as unique human beings. Special educators understand the similarities and differences in human development and the characteristics between and among individuals with and without exceptional learning needs (ELN)¹. Moreover, special educators understand how exceptional conditions can interact with the domains of human development and they use this knowledge to respond to the varying abilities and behaviors of individual's with ELN. Special educators understand how the experiences of individuals with ELN can impact families, as well as the individual's ability to learn, interact socially, and live as fulfilled contributing members of the community.

Standard Three: Individual Learning Differences

Special educators understand the effects that an exceptional condition² can have on an individual's learning in school and throughout life. Special educators understand that the beliefs, traditions, and values across and within cultures can affect relationships among and between students, their families, and the school community. Moreover, special educators are active and resourceful in seeking to understand how primary language, culture, and familial backgrounds interact with the individual's exceptional condition to impact the individual's academic and social abilities, attitudes, values, interests, and career options. The understanding of these learning differences and their possible interactions provide the foundation upon which special educators individualize instruction to provide meaningful and challenging learning for individuals with ELN.

*Standard Four: **Instructional Strategies***

Special educators possess a repertoire of evidence-based instructional strategies to individualize instruction for individuals with ELN. Special educators select, adapt, and use these instructional strategies to promote challenging learning results in general and special curricula³ and to appropriately modify learning environments for individuals with ELN. They enhance the learning of critical thinking, problem solving, and performance skills of individuals with ELN, and increase their self-awareness, self-management, self-control, self-reliance, and self-esteem. Moreover, special educators emphasize the development, maintenance, and generalization of knowledge and skills across environments, settings, and the lifespan.

*Standard Five: **Learning Environments and Social Interactions***

Special educators actively create learning environments for individuals with ELN that foster cultural understanding, safety and emotional well being, positive social interactions, and active engagement of individuals with ELN. In addition, special educators foster environments in which diversity is valued and individuals are taught to live harmoniously and productively in a culturally diverse world. Special educators shape environments to encourage the independence, self-motivation, self-direction, personal empowerment, and self-advocacy of individuals with ELN. Special educators help their general education colleagues integrate individuals with ELN in regular environments and engage them in meaningful learning activities and interactions. Special educators use direct motivational and instructional interventions with individuals with ELN to teach them to respond effectively to current expectations. When necessary, special educators can safely intervene with individuals with ELN in crisis. Special educators coordinate all these efforts and provide guidance and direction to paraeducators and others, such as classroom volunteers and tutors.

*Standard Six: **Language***

Special educators understand typical and atypical language development and the ways in which exceptional conditions can interact with an individual's experience with and use of language. Special educators use individualized strategies to enhance language development and teach communication skills to individuals with ELN. Special educators are familiar with augmentative, alternative, and assistive technologies to support and enhance communication of individuals with exceptional needs. Special educators match their communication methods to an individual's language proficiency and cultural and linguistic differences. Special educators provide effective language models, and they use communication strategies and resources to facilitate understanding of subject matter for individuals with ELN whose primary language is not English.

Standard Seven: Instructional Planning

Individualized decision-making and instruction is at the center of special education practice. Special educators develop long-range individualized instructional plans anchored in both general and special curricula. In addition, special educators systematically translate these individualized plans into carefully selected shorter-range goals and objectives taking into consideration an individual's abilities and needs, the learning environment, and a myriad of cultural and linguistic factors. Individualized instructional plans emphasize explicit modeling and efficient guided practice to assure acquisition and fluency through maintenance and generalization. Understanding of these factors as well as the implications of an individual's exceptional condition, guides the special educator's selection, adaptation, and creation of materials, and the use of powerful instructional variables. Instructional plans are modified based on ongoing analysis of the individual's learning progress. Moreover, special educators facilitate this instructional planning in a collaborative context including the individuals with exceptionalities, families, professional colleagues, and personnel from other agencies as appropriate. Special educators also develop a variety of individualized transition plans, such as transitions from preschool to elementary school and from secondary settings to a variety of postsecondary work and learning contexts. Special educators are comfortable using appropriate technologies to support instructional planning and individualized instruction.

Standard Eight: Assessment

Assessment is integral to the decision-making and teaching of special educators and special educators use multiple types of assessment information for a variety of educational decisions. Special educators use the results of assessments to help identify exceptional learning needs and to develop and implement individualized instructional programs, as well as to adjust instruction in response to ongoing learning progress. Special educators understand the legal policies and ethical principles of measurement and assessment related to referral, eligibility, program planning, instruction, and placement for individuals with ELN, including those from culturally and linguistically diverse backgrounds. Special educators understand measurement theory and practices for addressing issues of validity, reliability, norms, bias, and interpretation of assessment results. In addition, special educators understand the appropriate use and limitations of various types of assessments. Special educators collaborate with families and other colleagues to assure non-biased, meaningful assessments and decision-making. Special educators conduct formal and informal assessments of behavior, learning, achievement, and environments to design learning experiences that support the growth and development of individuals with ELN. Special educators use assessment information to identify supports and adaptations required for individuals with ELN to access the general curriculum and to participate in school, system, and statewide assessment programs. Special educators regularly monitor the progress of individuals with ELN in general and special curricula. Special educators use appropriate technologies to support their assessments.

Standard Nine: Professional and Ethical Practice

Special educators are guided by the profession's ethical and professional practice standards. Special educators practice in multiple roles and complex situations across wide age and developmental ranges. Their practice requires ongoing attention to legal matters along with serious professional and ethical considerations. Special educators engage in professional activities and participate in learning communities that benefit individuals with ELN, their families, colleagues, and their own professional growth. Special educators view themselves as lifelong learners and regularly reflect on and adjust their practice. Special educators are aware of how their own and others attitudes, behaviors, and ways of communicating can influence their practice. Special educators understand that culture and language can interact with exceptionalities, and are sensitive to the many aspects of diversity of individuals with ELN and their families. Special educators actively plan and engage in activities that foster their professional growth and keep them current with evidence-based best practices. Special educators know their own limits of practice and practice within them.

Standard Ten: Collaboration

Special educators routinely and effectively collaborate with families, other educators, related service providers, and personnel from community agencies in culturally responsive ways. This collaboration assures that the needs of individuals with ELN are addressed throughout schooling. Moreover, special educators embrace their special role as advocate for individuals with ELN. Special educators promote and advocate the learning and well being of individuals with ELN across a wide range of settings and a range of different learning experiences. Special educators are viewed as specialists by a myriad of people who actively seek their collaboration to effectively include and teach individuals with ELN. Special educators are a resource to their colleagues in understanding the laws and policies relevant to Individuals with ELN. Special educators use collaboration to facilitate the successful transitions of individuals with ELN across settings and services.

Adapted From:

http://education.uncc.edu/eportfolio/documents/word_files/Standards/CE_C_standards.htm

"HERE'S HOW YOU'RE DOING"

Please give honest, constructive feedback concerning appearance, friendliness, enthusiasm, promptness, response to students, classroom management, organization, initiative, etc. Then, discuss your comments with the intern. This information will help the intern grow as a teacher.

Strengths 😊	Areas for Growth ✍️

Intern: _____

School: _____

Date: _____ Clinical Teacher: _____

(please print name)

GSU Supervisor Observation Form

Pre-Kindergarten Experience

1. Instructional activities are developmentally appropriate. (INTASC #1, 2)

2. Interactions with children are appropriate and positive. Appropriate behavior management procedures are utilized. (INTASC #5, 6; GTDRI #A.1)

3. Organization of time and materials is evident. (INTASC #5)

4. Initiative is displayed in questioning/engaging the children. Active learning occurs. (INTASC #4, 8)

5. Effective oral/written communication skills are demonstrated. (INTASC #6; GTDRI #C.1)

6. Appropriate affective and interpersonal skills are displayed with adults and children. (INTASC #5, 6, 9; GTDRI #A.1, A.5)

Observer Signature _____

Intern Signature _____

PRE-K TEACHER'S EVALUATION OF INTERN

Please give your appraisal of the intern's qualifications as observed by you in his/her teaching experience. For each descriptor, assign a numerical rating according to the following scale:

3= ABOVE AVERAGE 2= AVERAGE 1= NEEDS IMPROVEMENT

*Each dimension below is correlated to (INTASC) professional standards that are the foundation of the Early Childhood program at Georgia State University or the Georgia Teacher Duties and Responsibilities Instrument (GTDRI).

INTERN: _____

1. Personal Appearance: Dress, Grooming, Expression _____
(INTASC # 6, 9; GTDRI # A.1, A.5)
2. Personal Qualities: Voice, Poise, Friendliness, Enthusiasm, Adaptability (INTASC # 6, 9; GTDRI # C.1) _____
3. Intern-Teacher Relations: Respect, Understanding, Cooperation (INTASC # 9; GTDRI # A.5) _____
4. Cooperation with School Officials, Fellow Teachers, and Peers (INTASC # 9; GTDRI # A.5) _____
5. Promptness, Neatness and Accuracy with Lesson Plans and Assignments (INTASC # 9, 1, 7; GTDRI # C.2) _____
6. Teaching Skills: Concept Development, Stimulation of Interest, Response to Students (INTASC # 1, 2, 3, 4, 8) _____
7. Classroom Management and Organization (INTASC # 5) _____
8. Receptiveness to Constructive Criticism (INTASC # 9) _____
9. Attendance (INTASC # 9) _____
10. Tact in Communication (INTASC #6, 9; GTDRI # A.5, C.1) _____

Please comment on the overall performance of this intern _____

Number of days: Tardy _____ Absent _____

Dates of Make-Up Days Completed: _____

Teacher's Signature: _____ Date: _____

Traditional Metro Gwinnett/Dec Dual	Tasks for Week 1 8/26, 27 8/26, 27 8/24, 25	Tasks for Week 2 9/2, 3 9/2, 3 8/31, 9/1	Tasks for Week 3 9/9, 10 9/9, 10 9/8, make-up Friday	Tasks for Week 4 9/16, 17 9/16, 17 9/14, 15	Tasks for Week 5 9/23, 24 9/23, 24 9/21, 22
Classroom Teacher	Introduce intern to students and school personnel Review schedule, curriculum materials (including manipulatives), management system, and PreK curriculum standards with intern	Review intern's letter to parents; distribute after approval. Assign <i>one</i> daily routine (e.g., lunch count, attendance, line up, morning meeting, etc.).	Assign <i>one</i> daily routine (e.g., lunch count, attendance, line up, morning meeting, etc.). Observe intern and provide feedback.	Assign <i>two</i> daily routines (e.g., centers, calendar, line up, reading a story, etc.). Observe intern and provide feedback.	Assign <i>two</i> daily routines (e.g., centers, calendar, line up, reading a story, etc.). Observe intern and provide feedback.
	Share methods for gaining children's attention (i.e. song, fingerplay, pattern clapping). Allow intern to assist with all instructional activities	Allow intern to assist with all instructional activities Allow intern to teach one lesson from teacher's plans	Allow intern to assist with all instructional activities Allow intern to teach one co-developed lesson	Allow intern to assist with all instructional activities Allow intern to teach one co-developed lesson	Allow intern to assist with all instructional activities Allow intern to teach one co-developed lesson
	Review student IEP's, modification forms, and any other documentation related to serving students with special needs. Share any team-teaching patterns. Assign <i>one lesson from the teacher's plans for the next week</i>	Assist <i>the intern in co-developing a lesson for the next week</i> <i>(Debrief and plan with the intern for the GSU Supervisor's Observation)</i>	Assist the intern <i>in co-developing a lesson for the next week</i> Give written feedback to intern by completing a "Here's How You're Doing" form	Assist intern in <i>co-developing a lesson for the next week</i> Continue to give intern verbal or written feedback on teaching performance	Complete "Pre-K Teacher's Evaluation of the Intern" and discuss with intern Assist intern in implementing "Good-bye" activity with students.
Intern	Review Semester I course assignments that impact classroom scheduling. Begin to learn students' names.	Bring your teacher a hard copy of your supervisor approved "letter to parents"	Be prepared for GSU Supervisor Observation (Weeks 3 – 5)	Use feedback from teacher to make adjustments in teaching.	Remind teacher to complete the "Pre-K Teacher's Evaluation of the Intern" and place in Field Log
	Write letter of introduction to parents. Email to supervisor for approval Actively assist teacher in all instructional activities. Review teacher's lesson plan; prepare to teach next week Place in Field Log: copy of the class roster, schedule, Reflections	Actively assist teacher in all instructional activities Teach one lesson from the teacher's plans Work with teacher to co-develop a lesson plan for the next week Place in Field Log: copy of letter to parents, copy of teacher's lesson plan OR a summary, Reflections	Actively assist teacher in all instructional activities Teach one co-developed lesson Work with teacher to co-develop a lesson plan for the next week Place in Field Log: copy of co-developed lesson plan, Reflections, "Here's How You're Doing"	Actively assist teacher in all instructional activities Teach one co-developed lesson Work with teacher to co-develop a lesson plan for the next week Place in Field Log: copy of co-developed lesson plan, Reflections	Actively assist teacher in all instructional activities Teach one co-developed lesson Work with teacher to co-develop a lesson plan for the next week Place in Field Log: copy of co-developed lesson plan, Reflections

