Student Teaching & Graduate Internship Handbook

The Office of School & Community Partnerships
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Acknowledgments

Over the past 35 years, the UNC Charlotte Student Teaching Handbook has evolved from a brief document with a few tips for student teachers to this current comprehensive guide for undergraduate and graduate teacher education candidates in their culminating field experience. The Handbook reflects the thinking and writing of many individuals who have worked with the student teaching program at UNC Charlotte. However, it is primarily the work of the faculty and staff of the Office of School and Community Partnerships in the Cato College of Education.

Delores Wolf and Melba Spooner, former Coordinators of the Office of School and Community Partnerships, provided leadership for early editions of the Handbook. Faculty members who made major contributions through the years include Nelda Cockman, David Fleischmann, Susan Gibbs, Alice Harrison, Cindy Hopper, Vicki Jaus, Christy Luce, Sue Rebich, Lisa Ross, Millie Snyder, and me. In addition, faculty members Mary Jo Anderson, Rosslyn Crandell, Myra Dietz, Laura Hart, Libby Holman, and Melinda McCabe provided valuable assistance for more recent editions. Staff support was provided by Ellie Feliciano, Heather Forbis, Anne Napier, Lasonja Norrington, Sherry Rhye, Pam Smith, and Denise White. Chris Smith and Jon Forbis created the original cover design.

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The third edition of the Handbook was supported by many of the aforementioned faculty members in the Office of School and Community Partnerships and new colleagues in the office, Karen Cross, Thomas Fisher, Misty Hathcock, and Jennifer Parker. Pam Erickson, Office Manager, provided staff support, and Katie Wendler, Author Account Manager, and Kristin Anderson, Project Coordinator, provided professional assistance from Kendall Hunt Publishing Company.

The current edition (7th) has been revised by Tisha Greene, Assistant Dean for the Office of School and Community Partnerships and faculty members, Mary Jo Anderson and Thomas Fisher.

Sincere appreciation is expressed to all of these individuals for their thoughtful, creative, and Diligent efforts over the years.

Dr. Tisha Greene, Assistant Dean
Office of School and Community Partnerships
Cato College of Education
The University of North Carolina at Charlotte

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Sixth Edition — July 2018
Seventh Edition — August 2019
Part 1

Introduction to the Yearlong Internship and Student Teaching Experiences
Overview
Common Acronyms Used in Education

**UNC Charlotte Terms**
- CE: Clinical Educator
- CF: Conceptual Framework
- CCOED: Cato College of Education
- OFF: Observation Feedback Form
- OSCP: Office of School and Community Partnerships
- SC: Site Coordinator
- ST: Student Teacher
- STAR: Student Teaching/Graduate Internship Assessment Resources
- YLI: Yearlong Intern

**North Carolina Terms**
- AYP: Adequate Yearly Progress
- BT(1,2,3): Beginning Teacher (years of experience)
- CAEP: Council for the Accreditation of Educator Preparation
- CTC: Certificate of Teaching Capacity
- CTE: Career and Technical Education
- edTPA: educational Teacher Performance Assessment
- EOC: End-of-Course Test
- EOG: End-of-Grade Test
- ELL: English Language Learner
- ESL: English as a Second Language
- IHE: Institute of Higher Education
- InTASC: Interstate Teacher Assessment and Support Consortium
- LEA: Local Education Agency or Local School System
- LEP: Limited English Proficient
- NAEP: National Assessment of Educational Progress
- NBPTS: National Board for Professional Teaching Standards
- NCAE: North Carolina Association of Educators
- NCDPI/SDPI: North Carolina or State Department of Public Instruction
- NCSCCOS: North Carolina Standard Course of Study
- CCSS: Common Core State Standards
- NCES: North Carolina Essential Standards
- NC WISE: Powerschool
- PEP: Personalized Education Plan
- SEA: State Education Agency
- SIP: School Improvement Plan
- STEAM: Science, Technology, Engineering, Arts and Mathematics
- STEM: Science, Technology, Engineering, and Mathematics
- TESOL: Teachers of English for Speakers of Other Languages
- 504 Plan: Written plan to accommodate and access services for a person with a disability who is not receiving services under the Individuals with Disabilities Act (IDEA)
### School Terms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AP</td>
<td>Assistant Principal</td>
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<td>ISS</td>
<td>In-School Suspension</td>
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<td>OSS</td>
<td>Out-of-School Suspension</td>
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<tr>
<td>MTSS</td>
<td>Multi-Tiered System of Support</td>
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<tr>
<td>PLC</td>
<td>Professional Learning Community</td>
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<td>SACS</td>
<td>Southern Association of Colleges and Schools</td>
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<td>TD</td>
<td>Talent Development</td>
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### Exceptional Children Terms

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<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AC</td>
<td>Adapted Curriculum</td>
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<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
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<tr>
<td>ADD</td>
<td>Attention Deficit Disorder</td>
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<td>ADHD</td>
<td>Attention Deficit with Hyperactivity Disorder AIG</td>
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<td>AT</td>
<td>Assistive Technology</td>
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<td>ASD</td>
<td>Autism Spectrum Disorder</td>
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<td>AU</td>
<td>Autism</td>
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<td>CBA</td>
<td>Curriculum Based Assessment</td>
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<td>CBM</td>
<td>Curriculum Based Measurement</td>
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<td>System DAP</td>
<td>Developmentally Appropriate Practices</td>
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<td>DB</td>
<td>Deaf-Blindness</td>
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<td>DD</td>
<td>Developmental Delay or Developmental Disability Deaf-HI - Deafness &amp; Hearing Impairment</td>
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<td>EC</td>
<td>Exceptional Children</td>
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<tr>
<td>ECATS</td>
<td>Every Child accountability and Tracking System</td>
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<td>ECSE</td>
<td>Early Childhood Special Education</td>
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<td>EI</td>
<td>Early Intervention</td>
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<td>GC</td>
<td>General Curriculum</td>
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<td>GT</td>
<td>Gifted and Talented</td>
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<td>ID</td>
<td>Intellectual Disability</td>
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<td>IDD</td>
<td>Intellectual and Developmental Disability</td>
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<td>IDMI</td>
<td>Intellectual Disability Mild</td>
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<td>IDMO</td>
<td>Intellectual Disability Moderate</td>
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<td>IDSE</td>
<td>Intellectual Disability Severe</td>
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<td>IDEA</td>
<td>Individuals with Disabilities Education Act</td>
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<td>IEP</td>
<td>Individual Education Plan</td>
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<td>IFSP</td>
<td>Individual Family Support Plan</td>
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<td>MU</td>
<td>Multiple Disabilities</td>
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<td>NCEXTEND1</td>
<td>North Carolina EXTEND1</td>
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<tr>
<td>OHI</td>
<td>Other Health Impairment</td>
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<td>OI</td>
<td>Orthopedic Impairment</td>
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<tr>
<td>OT</td>
<td>Occupational Therapy/Therapist</td>
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<td>PDD</td>
<td>Pervasive Development Disorder</td>
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<td>PDD-NOS</td>
<td>Pervasive Development Disorder — Not Otherwise Specified</td>
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<tr>
<td>PT</td>
<td>Physical Therapy/Therapist</td>
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<td>RE</td>
<td>Regular Education</td>
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<tr>
<td>RtI</td>
<td>Response to Instruction</td>
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<td>SBS</td>
<td>Schoolwide Behavior Supports</td>
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<td>SED</td>
<td>Serious Emotional Disability</td>
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<td>SLD</td>
<td>Specific Learning Disability</td>
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<td>SLP</td>
<td>Speech-Language Pathologist</td>
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<td>SI</td>
<td>Speech and/or Language Impairment</td>
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<td>TBI</td>
<td>Traumatic Brain Injury</td>
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VI Visual Impairment (including blindness)
Greetings:

At UNC Charlotte, our work is informed by the understanding that professional educators transform lives and that every young person deserves a knowledgeable, effective, and caring teacher in every classroom every day.

If you are a reader of this Handbook, you are committed to the essential goal of assuring each young person access to an effective and caring teacher. As clinical educator or university site coordinator, you are providing the coaching and support that will prepare the next generation of transformational education professionals. If you are a UNC Charlotte candidate entering the yearlong internship or student teaching semester, you have made the commitment to a rigorous professional preparation program in order to make a substantial difference in the lives of children and youth.

The UNC Charlotte Cato College of Education celebrates your involvement in this most important endeavor. This Handbook will guide you on a wonderful journey.

Best wishes,

Ellen McIntyre

Ellen McIntyre
Dean, Cato College of Education
Dear Candidates, Clinical Educators, and University Site Coordinators

The Student Teaching and Graduate Internship Handbook is meant to be a resource and guide for students, clinical educators, and site coordinators to utilize during student teaching and graduate internship, which serves as the culminating experience for teacher candidates. The Handbook provides an overview of the Cato College of Education internship requirements, student teaching and graduate internship programs, and supports that are designed to ensure a quality student teaching or graduate internship experience. Ultimately, our goal is to produce high-quality educators for schools and districts. It is recommended that each candidate, clinical educator, and university site coordinator engage in a careful reading of the Handbook, and commit to personal excellence both of which will help to ensure a successful internship and student teaching or graduate internship experience.

Undergraduate yearlong interns and their clinical educators will use the Handbook to guide their first semester classroom experience that will ultimately provide an important foundation for the second semester student teaching experience. Guidelines for the first semester are included along with a description of the roles and responsibilities of the participants. The Handbook will continue to be utilized during the full-time student teaching and graduate internship semester. Included is information about the responsibilities, requirements, and schedules that make the student teaching and graduate internship semester both a challenging and rewarding experience. University site coordinators will utilize the Handbook as a guide to shape the internship and student teaching experience for each candidate.

Many factors contribute to a successful student teaching and graduate internship experience, including open and frequent communication among the student teacher or graduate intern, clinical educator, and university site coordinator. When each party commits to open and honest three-way communication, the student teaching or graduate internship experience can be positive for all.

Thank you for your commitment to the growth of the teaching profession and for the work each of you will do in order to provide a rigorous and successful student teaching/graduate internship experience for all.

Sincerely,

Tisha Greene, Assistant Dean
Office of School and Community Partnerships
University Mission Statement

UNC Charlotte is North Carolina’s urban research university. It leverages its location in the state’s largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.

In fulfilling our mission, we envision a University that promises:

- An accessible and affordable quality education that equips students with intellectual and professional skills, ethical principles, and an international perspective.
- A strong foundation in liberal arts and opportunities for experiential education to enhance students’ personal and professional growth.
- A robust intellectual environment that values social and cultural diversity, free expression, collegiality, integrity, and mutual respect.
- A safe, diverse, team-oriented, ethically responsible, and respectful workplace environment that develops the professional capacities of our faculty and staff.

To achieve a leadership position in higher education, we will:

- Rigorously assess our progress toward our institutional, academic, and administrative plans using benchmarks appropriate to the goals articulated by our programs and in our plans.
- Serve as faithful stewards of the public and private resources entrusted to us and provide effective and efficient administrative services that exceed the expectations of our diverse constituencies.
- Create meaningful collaborations among university, business, and community leaders to address issues and opportunities of the region.
- Develop an infrastructure that makes learning accessible to those on campus and in our community and supports the scholarly activities of the faculty.
- Pursue opportunities to enhance personal wellness through artistic, athletic, or recreational activities.
- Operate an attractive, environmentally responsible and sustainable campus integrated with the retail and residential neighborhoods that surround us.

Approved by the Board of Governors on April 11, 2014.
An Overview of the Cato College of Education at UNC Charlotte

An Overview of the College of Education at UNC Charlotte

Our Mission

The mission of the College of Education at UNC Charlotte is to prepare highly effective and ethical 21st century professionals who have a positive impact on children, youth, families, community, and schools and who are successful in urban and other diverse settings. This mission is accomplished through teaching, research and community engagement that lead to improved practice and by working in partnership with schools, communities, and university colleagues.

Our Vision

The professional preparation programs within the College of Education are recognized regionally, nationally, and internationally, for preparing excellent professionals. The College recognizes the central importance of excellent professionals for student achievement and for the well-being of children, youth, families, schools, and communities. Graduates of the College’s undergraduate programs are recognized as being knowledgeable, effective, reflective, collaborative, and responsive practitioners who are leaders in their field. Master’s graduates are recognized as master professionals in their respective fields. Doctoral graduates are recognized as superb leaders who are adding to the knowledge base of their respective professions. The recognition of the College’s graduates is based upon documented effective performance and full and successful accountability to state and national mandates and accreditation reviews.

The College faculty achieve this vision by:

- Providing instruction at the undergraduate, masters, and doctoral levels that models empirically validated best practice, and challenges learners to aspire to excellence. Students and other faculty in the University and College of Education recognize the teaching of the faculty for demonstrating knowledgeable, relevant, and motivating course instruction at all levels.

- Generating and synthesizing knowledge through research that informs the preparation programs of the College and professional preparation programs in education elsewhere. The research conducted within the College is recognized for enhancing educational services, improving learner outcomes, and impacting positively on the development of persons.

- Providing genuine and meaningful service to the public schools and other service providers that informs the professional preparation programs of the College. The service of the faculty to the profession models for students the professional responsibilities of ethical practice, collaboration, commitment to high professional standards, and lifelong learning.

The faculty within the College of Education are recognized nationally and internationally as excellent teachers and scholars. The faculty within the College of Education are recognized for establishing a collegial workplace that stimulates scholarly responsibilities for teaching, research, and service. The collegial workplace entails acceptance and celebration of the diversity of the people of North Carolina and the nation and includes, but is not limited to, race, culture, ethnicity, religion, gender, disability status, and sexual orientation. The College is therefore recognized as a highly desired workplace for faculty and staff and a highly desired place of study for students.

Our Values

_We are a community of scholars_ who are committed individually and collectively to creating learning opportunities and environments where we enhance the capacity of our students to have a positive impact on children, youth, communities, families, and schools. We are committed to meeting the developmental and educational needs of our students and to maximize the growth, development, and learning of each individual.
In our programs of study, we are committed to high quality programs that are standards-based, to the on-going assessment of candidates and programs for the purpose of continuous improvement, to collaboration and outreach, and to the highest standards of professional practice and scholarship. We are committed to international understanding and involvement.

In fulfilling our professional roles, we are committed to the generation, dissemination, and application of knowledge. We, therefore, expect that faculty will be teacher-scholars and that they will maintain a balanced commitment to teaching, research, and service. We have a strong commitment to academic excellence and exceptional quality in all that we do.

In our dealings with each other, our students, and our professional colleagues in schools and communities, we are committed to valuing diversity and to speaking out against oppression. We are committed to thoughtfulness, reflection, flexibility, and the exploration of new ideas. We are committed to openness, honesty, forthrightness, and the highest standards of integrity and ethical behavior. We strive to be collegial, collaborative, humane, and respectful of others, even when we are not in total agreement with their views or with their work, and we are committed to being sensitive to and supportive of others, including students, staff, faculty, and our professional colleagues in the community.
<table>
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<tr>
<th>Professional Responsibilities</th>
<th>Dispositions</th>
<th>Learners and Learning</th>
<th>Effective Pedagogy</th>
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<tr>
<td><strong>Ethics</strong> – Candidates consistently demonstrate and practice high ethical standards</td>
<td><strong>Advocacy</strong> – Candidates are prepared to advocate on behalf of others for services that support the social, emotional, physical, educational, behavioral, and basic needs of students, families, and colleagues</td>
<td><strong>Positive Impact &amp; Accountability</strong> – Candidates demonstrate a belief that all individuals can learn as well as an understanding that they have a positive impact on learning and development</td>
<td><strong>Specialty Area Knowledge</strong> – Candidates complete rigorous specialty area training in their related fields and have a thorough knowledge base in their disciplines</td>
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<td><strong>Professional Identity &amp; Continuous Growth</strong> – Candidates participate in continuous practice opportunities with reflection and in high-quality learning experiences that enable them to attain a professional identity</td>
<td><strong>Self-Awareness</strong> – Candidates have deep knowledge of self in order to self-regulate their teaching, leadership, counseling and/or the learning processes. They understand oneself in relation to others</td>
<td><strong>Cultural Competence &amp; Culturally Sustaining Practice: Responsiveness to Diverse Learners</strong> – Candidates design and provide inclusive programs and services and establish respectful learning environments that respond to the needs of all learners, clients, and families</td>
<td><strong>Pedagogical Knowledge</strong> – Candidates understand and demonstrate methods of effective teaching as well as research, counseling and leadership strategies</td>
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<td><strong>Leadership</strong> – Candidates embrace the inherent commitment to leadership implicit in their practice. They fulfill their responsibilities and leverage their leadership role in productive ways</td>
<td><strong>Reflective Practice</strong> – Candidates critically and thoughtfully examine their practice for the purpose of continuous improvement</td>
<td><strong>21st Century Literacies, Competencies &amp; Character Qualities</strong> – Candidates demonstrate skills in 21st Century literacies (literacy, numeracy, citizenship, digital, and media); competencies (critical thinking, creativity, collaboration); and character qualities (curiosity, initiative, persistence, resilience, adaptability, leadership)</td>
<td><strong>Research-Based Practice</strong> – Candidates apply research-based strategies and processes while planning, implementing, and evaluating learners</td>
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<td><strong>Collaboration</strong> – Candidates are committed to consensus-building, coalition-forming, and agenda framing strategies and collaborate with professionals from other disciplines</td>
<td><strong>Social Justice</strong> – Candidates actively engage in the continual process of personal vision-building, inquiry, and collaboration. Candidates use critical inquiry to establish meaningful and relevant changes in pedagogical practices</td>
<td></td>
<td><strong>Research Skills</strong> – Candidates understand and effectively use methodologically sound and useful research practices and evaluation skills</td>
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**Policies, Laws, Standards & Issues** – Candidates are both competent and engaged in the understanding and development of educational policy and law, analyze and incorporate standards into practice and identify and consider societal issues that impact education and practice
The Cato College of Education Commitment to Diversity

The Cato College of Education at UNC Charlotte is committed to social justice and respect for all individuals, and it seeks to create a culture of inclusion that actively supports all who live, work, and serve in a diverse nation and world. Attaining justice and respect involves all members of our community in recognizing that multi-dimensional diversity contributes to the College’s learning environments, thereby enriching the community and improving opportunities for human understanding. While the term “diversity” is often used to refer to differences, the College’s intention is for inclusiveness, an inclusiveness of individuals who are diverse in ability/disability, age, economic status, ethnicity, gender, language, national origin, race, religion, and sexual orientation. Therefore, the College aspires to become a more diverse community in order to extend its enriching benefits to all participants. An essential feature of our community is an environment that supports exploration, learning, and work free from bias and harassment, thereby improving the growth and development of each member of the community.

Approved by the College of Education Faculty 1/11/05.
**InTASC Model Core Teaching Standards for Beginning Teachers**

**Standard 1: Learner Development:** The teacher understands how children learn and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

**Standard 2: Learning Differences:** The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that allow each learner to reach his/her full potential.

**Standard 3: Learning Environments:** The teacher works with learners to create environments that support individual and collaborative learning, encouraging positive social interaction, active engagement in learning, and self-motivation.

**Standard 4: Content Knowledge:** The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners.

**Standard 5: Application of Content:** The teacher understands how to connect concepts and use differing perspectives to engage learners in critical/creative thinking and collaborative problem solving related to authentic local and global issues.

**Standard 6: Assessment:** The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to document learner progress, and to guide the teacher’s ongoing planning and instruction.

**Standard 7: Planning for Instruction:** The teacher draws upon knowledge of content areas, cross-disciplinary skills, learners, the community, and pedagogy to plan instruction that supports every student in meeting rigorous learning goals.

**Standard 8: Instructional Strategies:** The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to access and appropriately apply information.

**Standard 9: Professional Learning and Ethical Practice:** The teacher is a reflective practitioner who uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (students, families, and other professionals in the learning community), and adapts practice to meet the needs of each learner.

**Standard 10: Leadership and Collaboration:** The teacher collaborates with students, families, colleagues, other professionals, and community members to share responsibility for student growth and development, learning, and well-being.

Further information about the InTASC Standards, including the full text of the knowledge, performance, and dispositions substandards, is available at http://www.ccsso.org/Resources/Publications/InTASC_Model_Core_Teaching_Standards_and_Learning_Progressions_for_Teachers_10.html, Updated April 2013

Overview of the Undergraduate Yearlong Internship and Student Teaching Experience

UNC Charlotte
Cato College of Education

The Student Teaching Handbook serves as the common syllabus for the undergraduate yearlong internship and all student teaching courses. Student teaching candidates from the following teacher education programs complete this experience:

- Art Education K–12
- Child and Family Development B-K
- Dance Education K-12
- Elementary Education K–6
- Foreign Language Education K-12: French, German, Spanish
- Middle Grades Education 6-9: Language Arts, Math, Science, Social Studies
- Music Education K-12
- Secondary Education 9-12: English, Math, Science, Social Studies
- Special Education K-12: Adapted Curriculum
- Special Education K-12: General Curriculum
- Special Education & Elementary Education
- Theatre Education K-12

During the senior year, undergraduate student teacher candidates participate in a yearlong internship experience. The yearlong internship (YLI) consists of a semester of part-time involvement in an assigned classroom (at least one day per week), followed by a 15–16-week full-time semester of student teaching with the same classroom teacher.

In the first semester of their yearlong internship, candidates demonstrate their development as teachers through the requirements described in the yearlong internship section of this Handbook. They complete an average of 70 hours in the classroom and document this involvement on the YLI Attendance Log. During the first semester, candidates use the Field Experience Checklist found on the OSCP website to structure their activities, which include acclimating themselves to the classroom and school, developing their skills and knowledge, and attending faculty meetings and parent events. The clinical educators provide regular feedback and two formal assessments of candidates’ development, using the Yearlong Internship Assessment form. This form is based on the Cato College of Education’s Professional Dispositions.

After the first semester internship, candidates move on to complete a full-time semester-long student teaching experience. Student teaching is the culminating experience in all teacher preparation programs. It provides the opportunity for the candidate to demonstrate the skills, knowledge, attitudes, and understandings learned in courses taken before student teaching and to demonstrate readiness for teacher licensure.

In student teaching, candidates demonstrate their competence through requirements described elsewhere in the Handbook. The clinical educator and university site coordinator assess and document candidate development by using the assessment instruments. The university site coordinator conducts conferences with the student teacher and the clinical educator immediately following formal classroom observations. In addition to the assessment instruments and conferences, candidates receive peer and faculty support during seminars, through email and phone contacts, and during individual consultations with the university site coordinator.

The University Course Catalog describes student teaching as “a planned sequence of experiences in the student’s area of specialization conducted in an approved school setting under the supervision and coordination of a university site coordinator and a clinical educator. During student teaching
the candidate must demonstrate the competencies identified for his/her specific teaching field in an appropriate grade level setting. The student spends approximately 35–40 hours per week in an assigned school setting. In addition, the candidate participates in online and campus-based seminars scheduled throughout the semester.”

In order to enter the student teaching semester, candidates must meet the following criteria: (1) senior status; (2) completion of all other coursework in the program of study; (3) an overall GPA of 2.50 or higher; (4) grades of C or higher in all professional education courses, and a GPA of 2.75 or higher in those courses; (5) grades of C or higher in all courses in the area of teaching specialization, and a GPA of 2.75 or higher in those courses; (6) admission to a teacher education program at least one semester prior to student teaching; (7) completion of prerequisite evidences completed in coursework and scored and uploaded to TaskStream; and (8) a recommendation from the faculty advisor(s) certifying readiness to student teach.

The student teaching experience is structured around the Cato College of Education’s Conceptual Framework, Professional Educators Transforming Lives. While candidates are involved in the experience, they have the opportunity to (1) build their knowledge in areas including knowledge relevant to the 21st Century, specialty area knowledge, pedagogical knowledge, knowledge of learners and their contexts, self-awareness, and knowledge of policies, laws, standards, and issues; (2) increase the effectiveness of their practice in areas including effectiveness in use of 21st Century skills, planning, implementation, and evaluation, research-based practice, research skills, culturally competent practice, responsiveness to diverse learners, and reflective practice; and (3) demonstrate their commitment to the profession through their actions including positive impact on learners, ethical practices, leadership, ability to collaborate, demonstration of student advocacy and professional identity and desire for continuous professional growth. The student teaching experience is aligned with the standards of the Council for the Accreditation of Educator Preparation (CAEP). Student teaching allows the candidate to demonstrate the dispositions and the professional and pedagogical knowledge and skills at levels expected by the profession (Standard 1). The clinical educator and the university site coordinator regularly and systematically assess the candidate’s performance. This assessment is used to evaluate and improve the candidate’s performance (Standard 2). In addition, the student teaching experience has been developed and conducted collaboratively with school partners throughout the University service area (Standard 3). Additionally, during the graduate student teaching experience, the candidate is able to demonstrate the knowledge, skills, and professional dispositions necessary to help all students learn (Standard 4).

The student teaching experience also is aligned with the standards of the Interstate New Teacher Assessment and Support Consortium (InTASC), which specify what competent beginning teachers should know, be like, and be able to do. Candidates are supported and challenged as they develop knowledge, dispositions, and skills in the areas of (1) The Learner and Learning including learner development, learning differences, and learning environments; (2) Content Knowledge and application of content; (3) Instructional Practice including assessment, planning for instruction, and instructional strategies; and (4) Professional Responsibility including professional learning and ethical practice and skills in leadership and collaboration.

The candidate is actively involved in the classroom for the full semester and eventually assumes all instructional and non-instructional duties of the clinical educator. The candidate maintains full responsibility of the classroom for a period of at least 20 consecutive instructional days. The candidate remains actively involved through the duration of the semester. The candidate plans lessons, delivers instruction, assesses student performance, manages student behavior, and communicates with colleagues and parents. The classroom teacher and university site coordinator help the candidate refine and develop teaching proficiency through modeling, conferences, observations, and evaluative feedback.

The candidate also participates in a small group seminar, led by the university site coordinator. The student teaching seminar provides reinforcement and professional development opportunities. A copy of the common seminar syllabus can be found elsewhere in the Handbook. The university site coordinator provides a separate schedule to guide the group’s activities.

There is an assessment process during student teaching. The clinical educator observes the candidate
on a daily basis and provides both formal and informal feedback to foster growth. The Site Coordinator observes the candidate, formally, at least three times and also conducts walkthroughs to provide formal and informal feedback.

The assessment instruments used during formal assessment observations assess the candidate’s development and provide specific written feedback to foster growth. The candidate also uses the assessment tools for self-evaluation and develops other products that are evaluated.

Evaluation of candidate performance in the seminar phase of the semester is based on attendance, participation, completion of the common modules, and subsequent appropriate application of the content in the classroom setting. The final grade for student teaching is impacted by the quality and consistency of the candidate’s involvement in and commitment to seminar.

Upon completion of the student teaching experience, the successful candidate will be able to demonstrate a series of competencies and behaviors based on the InTASC standards and the College of Education Conceptual Framework. The quality and consistency of these competencies and behaviors are measured on the assessment instruments and are reported summatively on the Exit Evaluation of Teacher Education Candidates and the Certification of Teaching Capacity (CTC) form. The final student teaching grade is based upon the degree of quality and consistency demonstrated by the candidate throughout the semester. The final grade is assigned by the university site coordinator. In addition, the university site coordinator, clinical educator, and school principal jointly recommend the successful candidate for a North Carolina teaching license. Additional information about the evaluation process, final grade criteria, and the recommendation for licensure can be found elsewhere in the Handbook.
Overview of the Residency and Graduate Internship Experience

UNC Charlotte
Cato College of Education

The graduate internship and/or Residency Program is the culminating experience in Phase I of the Graduate Certificate in Teaching programs leading to initial licensure in the state of North Carolina. It provides the opportunity for the candidate to demonstrate the skills, knowledge, attitudes, and understandings learned in courses taken before the school internship and to demonstrate readiness for teacher licensure. Candidates from the following teacher education programs complete this experience:

- Arts Education K-12
- Child and Family Development: B-K
- Elementary Education K-6
- Teaching English as a Second Language K-12
- Foreign Language Education: K-12: French, German, Spanish
- Middle Grades Education 6-9: Language Arts, Mathematics, Science, Social Studies
- Special Education K-12: General Curriculum, Adaptive Curriculum
- Secondary Education 9-12: English, Mathematics, Science, Social Studies

There are two distinct designations in this program, they are as follows:

The Residency Licensure Program – this program has replaced the previous North Carolina designation of Lateral Entry and is for candidates who have already secured a teaching position but have not completed all licensure requirements. Candidates will be able to apply for a 1-year license twice during the process of completing the program and clearing their residency license to an initial license. Questions regarding this process should be directed to the Teacher Education Advising and Licensure Office (TEAL) in the Cato College of Education.

The Graduate Certificate Program – is for traditional candidates who will complete requirements in a school placement with one of our school partners and in the classroom of selected Clinical Educators.

The most important difference between the two designations listed above is that Residency candidates will already have a school placement and will not need a placement or a clinical educator.

In the graduate internship, candidates demonstrate their competence through the requirements described elsewhere in the Handbook. The clinical educator and/or site coordinator assess and document candidate development by using the assessment instruments. The university site coordinator conducts conferences with the candidate and the clinical educator or on-site supervisor/administrator immediately following formal classroom observations. In addition to the assessment instruments and conferences, candidates receive peer and faculty support during seminars, through email and phone contacts, and during individual consultations with the site coordinator. All graduate certificate candidates will receive online support in seminar and those requirements will be listed in the section describing seminar elsewhere in the Handbook.

The graduate internship is designed to be a planned sequence of experiences in the candidate’s area of specialization conducted in an approved school setting under the supervision and coordination of a university site coordinator and a clinical educator/on-site supervisor. During the experience the candidate must demonstrate the competencies identified for his/her specific teaching field in an appropriate grade level setting. The candidate spends approximately
35–40 hours per week in an assigned school setting. In addition, the candidate participates in online and campus-based seminars scheduled throughout the semester.

In order to enter the internship semester, candidates must meet the following criteria: (1) formal admission to the teacher education program; (2) completion of all professional education coursework with a GPA of 3.0 or higher and no more than two grades of C; (3) completion of all background coursework requirements in the teaching content area with a GPA of 2.5 or better and no grades lower than C. (Note: Requirements in some programs are higher.); (4) completion of prerequisite evidences completed in coursework and uploaded and scored in Taskstream; and (5) documentation of completion of field experiences in two diverse settings (Note: One setting may be the school site for the graduate student teaching internship, one of the settings should also meet the criteria of school of need based on specific North Carolina public school data, this requirement is not applied to Residency candidates as they are already formally employed in a school at the time of program acceptance).

The graduate internship is structured around the Cato College of Education’s Conceptual Framework, Professional Educators Transforming Lives. While candidates are involved in the experience, they have the opportunity to (1) build their knowledge in areas including knowledge relevant to the 21st Century, specialty area knowledge, pedagogical knowledge, knowledge of learners and their contexts, self-awareness, and knowledge of policies, laws, standards, and issues; (2) increase the effectiveness of their practice in areas including effectiveness in use of 21st Century skills, planning, implementation, and evaluation, research-based practice, research skills, culturally competent practice, responsiveness to diverse learners, and reflective practice; and (3) demonstrate their commitment to the profession through their actions including positive impact on learners, ethical practices, leadership, ability to collaborate, demonstration of student advocacy and professional identity and desire for continuous professional growth.

The graduate internship is aligned with the standards of the Council for the Accreditation of Educator Preparation (CAEP). Graduate student teaching allows the candidate to demonstrate content knowledge, pedagogical knowledge and skills, and professional dispositions necessary to help all students (Standard 1). The clinical educator and the university site coordinator regularly and systematically assess the candidate’s performance. This assessment is used to evaluate and improve the candidate’s performance (Standard 2). The graduate internship experience has been developed and conducted collaboratively with school partners throughout the University service area (Standard 3). Additionally, during the graduate internship experience, the candidate is able to demonstrate the knowledge, skills, and professional dispositions necessary to help all students learn (Standard 4).

The graduate internship also is aligned with the standards of the Interstate New Teacher Assessment and Support Consortium (InTASC), which specify what competent beginning teachers should know, be like, and be able to do. Candidates are supported and challenged as they develop knowledge of (1) The Learner and Learning including learner development, learning differences, and learning environments; (2) Content Knowledge and application of content; (3) Instructional Practice including assessment, planning for instruction, and instructional strategies; and (4) Professional Responsibility including professional learning and ethical practice and skills in leadership and collaboration.

Candidates who have a clinical educator are actively involved in the classroom for the full semester and eventually assume all instructional and non-instructional duties of the clinical educator. The candidate maintains full responsibility of the classroom for a period of at least 20 consecutive instructional days. The candidate remains actively involved through the duration of the semester. The candidate plans lessons, delivers instruction, assesses student performance, manages student behavior, and communicates with colleagues and parents. The classroom teacher and university site coordinator help the candidate refine and develop teaching proficiency through modeling, conferences, observations, and evaluative feedback.

Residency candidates also plan and implement instruction according to the requirements delineated in this Handbook. The university site coordinator works closely with school
administrators to observe and evaluate the candidate’s performance using the same instruments used for all initial licensure candidates.

All graduate candidates participate in online or small-group sessions. The graduate internship provides reinforcement and additional instruction on such topics as planning, lesson design, classroom management, instructional methods and materials, individualized instruction, assessment, research findings, professionalism, and self-reflection. A copy of the common syllabus can be found elsewhere in the Handbook. The university site coordinator provides a separate schedule to guide the group’s activities.

There is a formal observation and evaluation process during the graduate internship. Graduate candidates who have a clinical educator are provided with formal and informal feedback on a daily basis. Candidates who are employed as Residency teachers receive feedback from their mentors, on-site supervisors, and building administrators. Graduate interns are observed by the university site coordinator at least three times during the internship and receive both formal and informal feedback on his/her classroom performance. Both the clinical educator and university site coordinator use the assessment instruments during formal observations to assess the candidate’s development and to provide specific written feedback to foster growth. The candidate also uses the assessment instruments for self-evaluation and develops other products that are evaluated.

Evaluation of candidate performance in the seminar phase of the semester is based on attendance, participation, completion of online module questions, and subsequent appropriate application of the content in the classroom setting. The final grade for the semester is impacted by the quality and consistency of the candidate’s involvement in seminar. Additionally, the seminar is designed to support candidate completion of their capstone project and initial licensure requirement, the edTPA product.

Upon completion of the graduate internship experience, the successful candidate will be able to demonstrate a series of competencies and behaviors based on the InTASC standards and College of Education Conceptual Framework. The quality and consistency of these competencies and behaviors are measured on the assessment instruments and are reported summatively on the Exit Evaluation of Teacher Education Candidates and the Certification of Teaching Capacity (CTC) form. The final course grade is based upon the degree of quality and consistency demonstrated by the candidate throughout the semester. The final grade is assigned by the university site coordinator. In addition, the university site coordinator, clinical educator, and school principal jointly recommend the successful candidate for a North Carolina teaching license. Additional information about the evaluation process, final grade criteria, and the recommendation for licensure can be found elsewhere in the Handbook.
Policies and Guidelines
Code of Student Academic Integrity

Candidates have the responsibility to know and observe the requirements of the UNC Charlotte Code of Student Academic Integrity. This code forbids cheating, fabrication or falsification of information, multiple submission of work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor and are binding on the candidates. Academic evaluations in this course include a judgment that the candidate’s work is free from academic dishonesty of any kind; and grades in this course, therefore, should be and will be adversely affected by academic dishonesty. Candidates who violate the code can be expelled from UNC Charlotte. The normal penalty for a first offense is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases the course grade is reduced to F. Standards of academic integrity will be enforced in this course. Candidates are expected to report cases of academic dishonesty to the course instructor.

The following conduct is prohibited in the Code of Student Academic Integrity.

1. Cheating — intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

2. Fabrication and Falsification — intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.

3. Multiple Submission — the submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

4. Plagiarism — intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.

5. Abuse of Academic Materials — intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource material.

6. Complicity in Academic Dishonesty — intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

A full explanation of these definitions and a description of procedures may be found at www.legal.uncc.edu/policies/ps-105.html#III.
Code of Ethics for North Carolina Educators

North Carolina State Board of Education
Policy Manual

Policy Identification Priority: Quality Teachers, Administrators, and Staff
Category: Qualifications and Evaluations Policy ID Number: QP-C-014

Policy Title: 16 NCAC 6C .0601 and 16 NCAC 6C .0602 Policy regarding the Code of Ethics for North Carolina Educators

Current Policy Date: 02/05/1998

Other Historical Information: Previous board dates: 06/05/1997

Statutory Reference:

Administrative Procedures Act (APA) Reference Number and Category:
16 NCAC 6C .0601 and .0602

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

To uphold these commitments, the educator must express:

I. Commitment to the Student.
   A. Protects students from conditions within the educator’s control that circumvent learning or are detrimental to the health and safety of students.
   B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
   C. Evaluates students and assigns grades based upon the students’ demonstrated competencies and performance.
   D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
   E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
   F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System
   A. Utilizes available resources to provide a classroom climate conducive to learning and to
promote learning to the maximum possible extent.

B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.

C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.

D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.

E. When acting in an administrative capacity:
   1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
   2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
   3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
   4. Recommend persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

III. Commitment to the Profession

   A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
   B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.
   C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

*Adopted by the State Board of Education June 5, 1997.*
.0601 Purpose and Applicability

The purpose of these rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the SBE, hereinafter referred to as “educator” or “professional educator,” and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

History Note: Authority G.S. 115C-295.3; Eff. April 1, 1998.

.0602 Standards of Professional Conduct

a) The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

b) Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

3) Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:
   A) statement of professional qualifications;
   B) application or recommendation for professional employment, promotion, or licensure;
   C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
   D) representation of completion of college or staff development credit;
   E) evaluation or grading of students or personnel;
   F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
   G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
   H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator’s classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator’s regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator’s employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value
offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:
   A) any use of language that is considered profane, vulgar, or demeaning;
   B) any sexual act;
   C) any solicitation of a sexual act, whether written, verbal, or physical;
   D) any act of child abuse, as defined by law;
   E) any act of sexual harassment, as defined by law; and
   F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

7) Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

8) Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

9) Alcohol or controlled substance abuse. The educator shall not: A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
   B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
   C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague’s funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

12) Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator’s license has been suspended or revoked.

13) Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any sub-ordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3; Eff. May 1, 1998.
**Statement on Substitute Teaching**

In some situations, candidates may serve as substitute teachers, but it is expected that this will occur infrequently and only in appropriate situations. In all cases, the best interests of the candidate and the students in the classroom should be considered. The following guidelines apply in determining if the candidate is to serve as the substitute.

1. School system guidelines must be followed, including policies related to payment for services. The University neither requires nor prohibits that the candidate be paid.
2. If the clinical educator is absent during the first five weeks of the semester, a licensed substitute teacher must be hired to be in the classroom with the candidate.
3. After the fifth week, the candidate may serve as the substitute teacher only in the classroom of his/her clinical educator and only if approved by the school system.
4. The university site coordinator, the clinical educator, and the principal each must give prior approval to the decision.

**Statement on Corporal Punishment**

A candidate may neither participate in administering corporal punishment to pupils nor serve as a witness if staff members employed by the school system administer corporal punishment.

**Legal Status of Student Teaching**

(From the NC General Statutes - Chapter 115C Article 17D.)

Clinical intern or intern. – Any student enrolled in a recognized EPP who is jointly assigned by that EPP and a local board of education to teach under the direction and supervision of a clinical educator, as provided in G.S. 115C-269.25.

Clinical internship or internship. – Type of field experience in which a clinical intern works under the supervision of a clinical educator and may be delegated those duties granted to an educator by G.S. 115C-307 and any other part of the school program for which the clinical educator is responsible.

Legal Protection of Interns. – An intern under the supervision of a clinical educator or principal shall have the protection of the laws accorded to a licensed educator.

Assignment of Duties: It shall be the responsibility of a clinical educator, in cooperation with the principal and the representative of the EPP, to assign to the intern responsibilities and duties that will provide adequate preparation for teaching.

**Statement of Level of Supervision of Student Teachers/Graduate Interns**

The student teaching experience provides the opportunity for the candidate to demonstrate readiness for licensure and autonomous classroom practice. Throughout the semester the clinical educator, principal, and university site coordinator provide guidance and feedback to support the candidate’s growth toward full professional status. At the end of the semester, they make written recommendations for licensure.

To facilitate this process, the student teaching experience includes situations in which the candidate manages the classroom and teaches under the close direction and supervision of the
clinical educator. In other situations, the candidate is asked to take substantial independent responsibility for planning and delivering instruction and for managing student behavior inside and outside the classroom, while receiving little or no direct supervision. In consultation and cooperation with the university site coordinator, the principal and the clinical educator are asked to make professional judgments regarding the level of direct supervision that is appropriate to the candidate’s maturity and level of development toward full professional status. In cases where a candidate is assigned to a classroom where the clinical educator has specialized training to support students (tube feeding, administering medication, changing diapers, forced restraints, etc) student teaching candidates should not be required to provide such care during the student teaching internship unless they are the teacher of record (lateral entry/resident candidates or a teacher assistant student teaching in the same classroom).

**Statement on Professional Liability**

School personnel are responsible for the protection of students while they are in school. When an accident or injury occurs to a student, the teacher or candidate may be charged with negligence. Candidates should investigate the options available for professional liability insurance and make a personal decision about whether or not to obtain coverage. Many professional organizations provide liability coverage, often with payment of membership fees. For example, the Student North Carolina Association of Educators (SNCAE), which is affiliated with the National Education Association and the North Carolina Association of Educators, offers liability coverage, as does the Professional Educators of North Carolina (PENC) and the Council for Exceptional Children (CEC). Candidates are strongly encouraged to obtain liability coverage through a professional organization or through a personal policy.
Undergraduate Student Teaching Policies and Responsibilities

Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below and within the Student Teaching/Graduate Internship Handbook. Signing the Applications for Yearlong Internship or Student Teaching indicates awareness and acceptance of the policies and procedures listed below. The candidate may be removed from student teaching for failure to comply.

1. The goal of the student teaching placement process is to place each candidate in an environment where maximum professional growth can occur. While a candidate’s preference is always considered, other critical factors affect the final placement decision, including the negotiations between the University and the school systems. Therefore, no assurance can be given that a placement will be in the desired location. Special circumstances should be discussed with the Assistant Dean of the Office of School and Community Partnerships at the time of application. The candidate is obligated to accept the placement that is arranged. Transportation is the responsibility of the candidate.

2. The candidate may not seek to influence or arrange his/her school placement by contacting administrators, principals, or teachers.

3. The candidate may not complete student teaching in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed.

4. Candidates are not placed in schools where they were formerly employed as a teacher assistant, long-term substitute teacher, or coach.

5. The candidate may not accept employment by or volunteer for a school system during student teaching, in positions such as teacher assistant, long-term substitute teacher, or coach. This restriction avoids the potential conflict of interest between the responsibilities of the paid position and the requirements of the academic experience.

6. Student Teaching (+MDSK 4150 for middle and secondary candidates) is a 12-15 semester-hour course and constitutes a full-time academic load. Candidates may not register for additional coursework at any institution of higher education, except through the Academic Petition process.

7. Student teaching places heavy responsibility and time demands on candidates, far beyond what is normally experienced in a 12-15 semester-hour course load. Part-time employment often interferes with successful performance. Student teaching responsibilities at school or on campus are never waived or modified to accommodate the demands of outside employment. Therefore, part-time employment during student teaching is strongly discouraged.

8. Candidates who must work are advised to limit their hours and to keep the clinical educator and university site coordinator fully informed of the arrangements. Candidates must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress, and personal conduct. Candidates follow the holiday calendar of the school system, rather than that of UNC Charlotte.

9. All activities during student teaching are designed to encourage maximum professional growth. Candidates are responsible for implementing all requirements and expectations described in the Student Teaching/Graduate Internship Handbook.

10. Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including Student Teacher Orientation and seminar meetings.

11. Submission of the Application for Yearlong Internship/Student Teaching does not constitute registration for the student teaching course. University course registration must be completed in the regular manner during the pre-registration or registration periods.
12. Final approval for student teaching is granted immediately before the beginning of the semester. If this final screening reveals that the applicant has become ineligible, the candidate must cancel his/her registration, and school system personnel will be notified. If the candidate learns that he/she is likely to become ineligible, or if the candidate decides not to enter student teaching as scheduled, the Assistant Dean of OSCP should be notified immediately. Failure to do so is considered discourteous and unprofessional because of its negative impact on both the University and the school.

13. On the application for admission to the teacher education program, students were asked to disclose all misdemeanor and felony convictions they may have received. Since admission to teacher education, students who are convicted of misdemeanor or felony charges will notify the Office of Teacher Education Advising, and Licensure (TEAL) immediately. Failure to do so may result in dismissal from the teacher education program.
Graduate Internship Policies and Responsibilities

Candidates are responsible for adhering to all policies, procedures, and responsibilities noted below and within the Student Teaching/Graduate Internship Handbook.

1. The goal of the graduate internship placement process is to place each graduate candidate in an environment where maximum professional growth can occur. While a candidate’s preference is always considered, other critical factors affect the final placement decision, including the negotiations between the University and the school systems. Therefore, no assurance will be given that placement will be in the desired location. Special circumstances should be discussed with the Assistant Dean of the Office of School and Community Partnerships at the time of application. The candidate is obligated to accept the placement that is arranged. Transportation is the responsibility of the candidate.

2. The candidate may not seek to influence or arrange his/her school placement by contacting administrators, principals, or teachers.

3. The candidate may not complete the graduate internship in a school where a son/daughter is a student or where a parent, spouse, or other close relative is employed.

4. Graduate candidates are not placed in schools where they were formerly employed as a teacher assistant, long-term substitute teacher, or coach. Once the graduate internship has begun, the candidate may not accept employment or volunteer in a school system in positions such as residency teacher, teacher assistant, long-term substitute teacher, or coach.

5. The graduate internship is typically a three to five semester-hour course; however, the requirements and responsibilities of student teaching constitute a full-time academic load. Therefore, graduate candidates may not register for additional coursework unless it is an approved component of their graduate internship semester.

6. The graduate internship places heavy responsibilities and time demands on candidates, far beyond what is normally experienced in a three to five semester-hour course. Responsibilities at school or on campus are never waived or modified to accommodate the demands of outside commitments.

7. Graduate candidates must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress, and personal conduct. Graduate candidates follow the holiday calendar of the school system, rather than that of UNC Charlotte.

8. All activities during the graduate internship are designed to encourage maximum professional growth. Graduate candidates are responsible for implementing all requirements and expectations described in the Student Teaching/Graduate Internship Handbook.

9. Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including the Student Teaching/Graduate Internship Orientation and seminar meetings.

10. Submission of the Application for the Graduate Internship does not constitute registration for the graduate student teaching course. University course registration must be completed in the regular manner during the pre-registration or registration periods.

11. Final approval for the graduate internship is granted immediately before the beginning of the semester. If this final screening reveals that the applicant has become ineligible, the candidate must cancel his/her registration, and school system personnel will be notified. If the candidate learns that he/she is likely to become ineligible, or if the candidate decides not to enter the graduate internship as scheduled, the Assistant Dean of OSCP should be notified immediately. Failure to do so is considered discourteous and unprofessional because of its negative impact on both the University and the school.

12. Academic Petitions must be submitted with the application for any special requests that are relevant to eligibility for the graduate internship (such as taking a course while completing the internship).

13. On the application for admission to the teacher education program, students were asked to
disclose all misdemeanor and felony convictions they may have received. Since admission to teacher education, students who are convicted of misdemeanor or felony charges will notify the Office of Teacher Education Advising, Licensure (TEAL) immediately. Failure to do so may result in dismissal from the teacher education program.
Copyright in an Electronic Environment
(Guidelines from Consortium of College &
University Media Centers)

General Guidelines
1. Students may use portions of lawfully acquired copyrighted works in their academic multi-
media projects, with proper credit and citations. They may retain them in personal portfolios as examples of their academic work.
2. Students and teachers must include on the opening screen of their programs and on any printed materials that their presentation has been prepared under fair use exemption of the US Copyright Law and are restricted from further use.
3. Educators may claim fair use for their own productions providing these productions are:
   a. For face-to-face curriculum-based instruction
   b. Demonstrations of how to create multimedia productions
   c. Presented at conferences (but students may not share copies of the actual production)
   d. For remote instruction as long as the distribution signal is limited
   e. Kept for only two years
4. Fair use ends when the multimedia creator loses control of the product’s use, such as when it is accessed by others over the Internet.

Educators or students need not write for permission if their presentation falls within the specific multimedia fair use guidelines; however, educators and students are advised to note that if there is a possibility that their own educational multimedia project incorporating copyrighted works under fair use could later result in broader dissemination, whether or not as commercial product, it is strongly recommended that they take steps to obtain permissions during the development process for all copyrighted portions rather than waiting until after completion of the project.

Fair Use Guidelines for Multimedia

Text
Up to 10 percent of a copyrighted work or 1,000 words, whichever is less.

Poems
Entire poem if less than 250 words.
250 words or less if longer poem.
No more than five poems (or excerpts) of different poets, from an anthology.
Only three poems (or excerpts) per poet.

Motion Media
Up to 10 percent of a copyrighted work or three minutes, whichever is less.
Clip cannot be altered in any way.

Illustrations
A photograph or illustration may be used in its entirety.
No more than five images of an artist’s or photographer’s work.
When using a collection, no more than 10 percent or no more than fifteen images, whichever is less.

Music
Up to 10 percent of a copyrighted musical composition, but no more than thirty seconds.
Up to 10 percent of a body of sound recording, but no more than thirty seconds.
Any alterations cannot change the basic melody or the fundamental character of the work.

**Internet**  
Internet resources often combine both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.

Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

**Numerical Data Sets**  
Up to 10 percent or 2,500 fields or cell entries, whichever is less, may be copied from a copyrighted database or data table.  
A field entry is defined as a specific item of information (e.g., name, Social Security number) in a record of a database file.  
A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

**Copying and Distribution Limitations**  
Do not post multimedia projects claiming fair use exemption on an unsecured website.  
No more than two copies of the original production may be made.  
Only one copy may be placed on reserve for others to use for instructional purposes.  
An additional copy may be made for preservation purposes, but may be used or copied only to replace a copy that has been lost, damaged, or stolen.  
If more than one person has created the multimedia presentation, each principal creator may retain only one copy.

**Alteration Limitations**  
Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective.  
Notation of the alteration should be documented within the presentation itself.

**Multimedia Presentations Citations**  
Educators and students must credit sources, giving full bibliographic information when available.  
Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.  
Copyright information for images may be shown in a separate bibliographic section unless the presentation is being used for distance learning. In this case, the information must be incorporated within the image itself (i.e., it must appear on the screen when the image is viewed).

**Permission Requirements**  
For multimedia projects used for non-educational or commercial purposes, permission is required.  
For duplication or distribution of multimedia projects beyond limitations outlined above, permission is required.

**Video**  
Candidates must follow the video guidelines delineated by the school system in which they are student teaching.

*Information Technology Evaluation Services, Public Schools of North Carolina, 1997*
Fair Use Doctrine

Copyright protects works from unauthorized copying, performance, or display. This protection provides an incentive for creators to continue to produce works since they know that they will have the sole rights to use or market their work.

In certain situations, however, the Copyright Act recognizes that it is in the public’s best interest to allow for the use of a work without compensation to the copyright holder. Quoting a small passage from a novel in the middle of a book report constitutes one such fair use, for example.

Fair Use in Education

There are four factors that courts will consider when determining whether a use is fair. By examining those four factors, students and teachers can get a sense of when it is permissible to use works under copyright in their education.

Character of the Use: As long as the teacher or student uses the work solely for education, this factor weighs in favor of a finding of fair use.

Nature of the Work: Use of a factual work in research is likely to be found fair, but even limited use of a creative work can be fair if all of the other factors are met.

The Amount Used: If students and teachers only use a small portion, they should be all right. If entire works or substantial amounts are copied, then the use is on shakier ground.

The Effect on the Market: If the students and teachers truly need a full version of the work and are only copying to avoid buying a license, then the use probably isn’t fair.

Different Types of Media

Students and teachers learn by using a wide variety of media: books, Internet articles, videos, sheet music.

Different types of media may have different rules associated with them. For video in particular, a committee established a set of guidelines to help educators and students determine when, why and how they could make copies of broadcasts for the purposes of education.
Guidelines for Off-Air Taping for Educational Purposes

1. The Guidelines were developed to apply only to off-air recording by non-profit educational institutions.

2. A broadcast program (including cable programs) may be recorded off-air and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording.

3. Off-air recording may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions—within the forty-five (45) calendar day retention period.

4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.

6. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes (i.e., to determine whether or not to include the broadcast program in the teaching curriculum), and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Generally Unacceptable Uses

The following uses are generally not acceptable:

1. Used for entertainment, recreation, or even cultural value when unrelated to the teaching activity.

2. Transmitted by radio or television (either open or closed circuit) from an outside location.

3. Shown in a place such as an auditorium or stadium to an audience that is not confined to students (for example, a PTA meeting), and when the public display is not for criticism, comment, news reporting, or teaching.

4. The material was illegally acquired or duplicated.
Part 2

The Undergraduate Yearlong Internship Experience
Yearlong Internship
The Undergraduate Yearlong Internship

The yearlong internship, which takes place during the two semesters of the senior year, is the culminating field experience for candidates preparing to be teachers. During the first semester, candidates spend at least one day per week in the classroom of an experienced mentor teacher. Candidates follow the First Semester Guidelines to complete a series of activities and experiences designed to acclimate them to the classroom and school environment. During this first semester, candidates complete courses on campus, many of which have required field experience components that may be accomplished in the internship setting. The second semester of the internship is the full-time student teaching experience, during which candidates remain with their assigned teachers.

This continuous, seamless contact with a teacher and students provides candidates with a realistic, valuable, pre-service experience. It is designed to provide candidates with the opportunity to be involved in a classroom and school environment over an extended period of time. The model is grounded in the Conceptual Framework for Professional Education Programs at UNC Charlotte.

Both candidates and classroom teachers benefit from the yearlong internship experience. Candidates benefit by having a continuing placement for two semesters. They are able to participate in teacher workdays and the opening and closing days of school, and they have extended time to experience the total school environment. Clinical educators are able to provide a gradual, extended induction period for the candidate, before beginning full-time student teaching responsibilities. The yearlong internship provides more communication with the University and opens doors for expanded professional development opportunities.

Get Involved

The candidate who plays an active role in the school setting is more likely to be perceived as an energetic, dedicated professional than one who is minimally involved. Look for ways to take a role in the school by joining a committee, participating in after-school events, and showing enthusiasm and diligence for assigned duties.
**Responsibilities**

**Responsibilities of the Yearlong Intern**

1. Review the *Student Teaching/Graduate Internship Handbook*.
2. Attend all orientation and seminar sessions.
3. Exchange contact information with the clinical educator and the school secretary.
4. During the first week of YLI submit the "YLI information form to your CE and Office of School and Community Partnership contact.
5. Communicate with university professors about coursework clinical requirements.
6. Communicate with the clinical educator about requirements and expectations.
7. Communicate with the Office of School and Community Partnerships contact person.
8. Spend at least one day per week in the classroom.
9. Notify the clinical educator immediately concerning absences or late arrivals.
10. Secure approval from the clinical educator before completing any instructional activities.
11. Complete the *First Semester Guidelines* and secure signatures from the clinical educator.
12. Complete the *Attendance Log* on each visit and secure signatures from the clinical educator.
13. Submit the completed *First Semester Guidelines* and the *Attendance Log* to the Office of School and Community Partnerships at the end of the semester.
14. Conform to all school rules and policies.
15. Exhibit professional behavior in interactions with staff, students, and community members.
17. Dress appropriately according to the UNCC *Cato College of Education Guidelines for Clinical and Student Teaching Placements*.
18. Seek to grow personally and professionally.

**Responsibilities of the Clinical Educator**

1. Review the *Student Teaching/Graduate Internship Handbook*.
2. Attend clinical educator orientation sessions or seminars.
3. Acquaint the intern with the organization and classroom management.
4. Familiarize the intern with organization, personnel, and school resources.
5. Provide necessary instructional materials and school resources.
6. Assign a work space within the classroom for the intern’s professional materials.
7. Assist the intern with completing activities on the *First Semester Guidelines*.
8. Verify and sign the *Attendance Log* before the intern leaves your classroom for the day.
9. Complete the *Yearlong Internship Assessment* at mid-term and at the end of the semester. Discuss assessment with the intern.
10. Assist the intern in developing instructional plans.
11. Provide the intern with instructional opportunities.
12. Involve the intern in formal and informal assessment of student learning.
14. Communicate with university professors and/or the Assistant Dean of the Office of School and Community Partnerships if
questions or concerns arise.

15. Return requested forms and questionnaires to the Office of School and Community Partnerships.
Responsibilities of the University Faculty

1. Allow interns to complete clinical requirements in the internship classroom.
2. Ensure that interns clearly understand clinical requirements and expectations for the courses.
3. Communicate with clinical educators when necessary to clarify and verify clinical experiences.
4. Engage interns in discussion and reflection about their clinical experiences.

Responsibilities of the Office of School and Community Partnerships

1. Secure an appropriate placement for the intern.
2. Conduct orientation sessions and seminars for interns and clinical educators.
3. Communicate with the intern regarding the placement and expectations for the semester.
4. Communicate with clinical educators regarding the internship.

Requirements

Attendance
Interns are expected to schedule the equivalent of one day per week in their clinical educator’s classroom over the course of the semester. It is critical to the experience, to arrive at the school when the CE is required to arrive and to stay through the afternoon to include time after dismissal. Before and after school allows participation in activities and duties that are part of a teacher’s day (e.g., car lines, meetings, professional development). Time outside of the students’ day also gives them and their CEs valuable time to communicate.

Most interns are completing the final semester of course work and often have classes during the day, and many interns hold jobs to save money for the full-time student teaching semester. In addition, some university professors may have arranged required clinical experiences in other schools. Given the constraints, interns are expected to promptly establish a fixed schedule for participation and then provide their CE and OSCP contact with a completed YLI Information Form that includes both coursework and time in the YLI placement.

It is to the intern’s advantage to become acquainted with the students, the clinical educator’s teaching and management styles, as well as the total school environment in order to have a smooth entry into the student teaching semester and receive optimum benefit from the internship. Attendance must be documented (including the CE signature) daily on the Attendance Log. Interns submit the completed log to Task Stream at the end of the semester. Clinical educators are encouraged to contact the Office of School and Community Partnerships if concerns arise about attendance.

Field Experience Checklist
The Field Experience Checklists provide direction for the types of experiences that will be beneficial to candidates in the induction phase of the internship. These experiences are grounded in the College’s Conceptual Framework and the national InTASC standards. All interns are responsible for obtaining the clinical educator’s signature to verify activity completion.

Interns submit the completed Field Experience Checklist to the Task Stream at the end of the semester where it will be available for review by the university site coordinator before student teaching.

Communication
Clear and frequent communication between the intern and the clinical educator is important for a successful internship experience. Several procedures are in place to facilitate this communication:

- *Initial Planning Meeting* — for getting acquainted, establishing a schedule, and planning
- *YLI Information Form* — for exchanging contact information and schedules
- *Dialogue Journal* — for recording questions, answers, reminders, and suggestions. This journal will become part of the student teaching notebook in their final semester
- *Bi-monthly Meetings* — for planning, guidance, feedback, and reflection. Please keep a signed and data summary of each of these meetings
Communication with the Office of School and Community Partnerships will also contribute to a successful internship experience. Interns will visit, call, or email their contact in the Office of School and Community Partnerships at least once each month to provide an update on activities, questions, or concerns. Interns may also contact the Dr. Tisha Perkins-Greene, Assistant Dean of the Office of School and Community Partnerships if they wish. Clinical educators are encouraged to call or email Dr. Greene with questions, concerns, and reports.

**Evaluation**
Interns are expected to use the internship experience to increase their knowledge and skills as teachers and to learn more about the standards and content knowledge, dispositions, and professional behaviors expected of teachers. To foster this growth, clinical educators must provide informal feedback on a regular basis. In addition, clinical educators complete a written mid-semester and final evaluation of the intern, using the *Yearlong Internship Assessment* form. At each assessment point, the clinical educator and intern should discuss the results of the assessment and plan for areas where growth is most needed. This is usually conducted electronically through TaskStream, the college assessment management system.

**Preparing for the Student Teaching Semester**
While the internship experience as a whole provides excellent preparation for the student teaching semester, there are two specific steps that interns can take to assure their success:

1. Discuss the student teaching sections of this *Handbook* with their clinical educator; and
2. Submit Step Two of the *Internship Application* by the announced deadline.

**Policy Statements**
Please refer to the policy and guidelines section of the *Handbook* for statements regarding substitute teaching, corporal punishment, and legal status.
## Timeline for the Academic Year

### Events and Expectations for Spring Graduates

<table>
<thead>
<tr>
<th>Month</th>
<th>Events and Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Orientation for Yearlong Interns (YLI) and their Clinical Educators (CE)</td>
</tr>
<tr>
<td></td>
<td>YLI shows CE how to access the Handbook online.</td>
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<tr>
<td></td>
<td>Involvement in teacher workdays and opening day of school</td>
</tr>
</tbody>
</table>
|             | CE-YLI Planning Meeting:  
|             |   - Handbook information  
|             |   - Field Experience Checklist  
|             |   - Schedule for classroom involvement. complete and submit YLI Information Form          |
| August      | Attendance Log—begin record keeping                                                     |
| September   | Weekly attendance and meaningful involvement                                            |
| October     | Document attendance on Attendance Log. CE signature required before leaving each school visit |
| November    | Document activities on Checklist Complete coursework clinical requirements               |
|             | CE and YLI meet to plan and reflect—at least twice/month                                  |
|             | Complete and discuss the Yearlong Internship Assessment form—at midterm                   |
|             | YLI contact with Office of School and Community Partnerships (OSCP)—at least once/month |
| December    | STEP 2 of application process completed in TaskStream (YLI/advisor)                      |
| January     | Remain involved in the classroom                                                        |
|             | Submit Checklist and Attendance Log to TaskStream (YLI)                                 |
|             | Complete and submit final Yearlong Internship Assessment (CE)                           |
| February    | Orientation for Candidates                                                              |
|             | Begin student teaching as directed                                                      |
| March       | Orientation for Clinical Educators (CE)                                                 |
| April       | Student Teaching                                                                        |
| April       | Student Teaching                                                                        |
| April       | Student Teaching                                                                        |
| May         | Complete student teaching                                                                |
|             | Apply for licensure                                                                      |
|             | Commencement                                                                            |

CE = Clinical Educator  
YLI = Yearlong Intern  
OSF = Office of School and Community Partnerships, UNC Charlotte
## Timeline for the Calendar Year

### Events and Expectations

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
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<tbody>
<tr>
<td>January</td>
<td>Orientation for Yearlong Interns (YLI) and their Clinical Educators (CE) YLI provides <em>Handbook for CE</em>&lt;br&gt;First visit to the classroom CE —&lt;br&gt;YLI Planning Meeting:&lt;br&gt; <em>Handbook information</em>&lt;br&gt; <em>Field Experience Checklist</em>&lt;br&gt;Schedule for classroom involvement, complete and submit YLI <em>Information Form</em>&lt;br&gt;<em>Attendance Log</em> — begin record keeping</td>
</tr>
<tr>
<td>January</td>
<td>Weekly attendance and meaningful involvement&lt;br&gt;Document attendance on <em>Attendance Log</em></td>
</tr>
<tr>
<td>February</td>
<td>Document activities on <em>Checklist</em>&lt;br&gt;Complete coursework clinical requirements&lt;br&gt;CE and YLI meet to plan and reflect — at least twice/month&lt;br&gt;Complete and discuss the <em>Yearlong Internship Assessment</em> form with the CE at midterm&lt;br&gt;YLI contact with Office of School and Community Partnerships (OSCP) — at least once/month&lt;br&gt;STEP 2 of application process completed in TaskStream</td>
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<tr>
<td>March</td>
<td>STEP 2 of application process completed in TaskStream (YLI/advisor)</td>
</tr>
<tr>
<td>April</td>
<td>Complete and submit final Yearlong Internship Assessment (CE)</td>
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<tr>
<td>June</td>
<td>Participate in closing days of school (optional)</td>
</tr>
<tr>
<td>July</td>
<td>Summer Time</td>
</tr>
<tr>
<td>August</td>
<td>Orientation for Candidates&lt;br&gt;Begin student teaching as directed, including teacher workdays&lt;br&gt;Orientation for Clinical Educators (CE)</td>
</tr>
<tr>
<td>September</td>
<td>Student Teaching</td>
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<tr>
<td>October</td>
<td>Student Teaching</td>
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<tr>
<td>November</td>
<td>Student Teaching</td>
</tr>
<tr>
<td>December</td>
<td>Complete student teaching&lt;br&gt;Apply for licensure&lt;br&gt;Commencement</td>
</tr>
</tbody>
</table>

CE = Clinical Educator<br>YLI = Yearlong Intern<br>OSCP = Office of School and Community Partnerships, UNC Charlotte
Yearlong Intern Information Form

Candidate _______________________________ 800 # _______________________
Address ________________________________________________________________
Phone(s) _______________________________ Email ____________________________
Clinical Educator #1 _______________________________ Room Number ____________
CT’s Phone # _______________________________ Email _________________________
Clinical Educator #2 _______________________________ Room Number ____________
CT’s Phone# _______________________________ Email _________________________
School Name _______________________________ School Phone # ________________

School Address
Main Office Receptionist ______________________________ School Hours ____________
Principal ________________________________

Schedule

**Teachers:** Give the specific time that each subject, period, and/or transition begins and ends; identify specific lunch and planning period times.

**Candidates:** Give the specific time for class schedule and work schedule, if applicable.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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Specify lunch time and planning period.
Please provide details regarding the best way to communicate with you: ______________________

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**Yearlong Internship Attendance Log**

Name ___________________________ 800# __________________________________

Email __________________________________ Phone __________________________________

Program/Major _______________________________________________________________

School ____________________________ Grade _________________________________

Clinical Educator ____________________________ Phone __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Involved</th>
<th>Activity(ies)</th>
<th>CE Signature</th>
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Total Hours _________________________
YLI Assessment of Progress

The YLI Assessment of Progress comes from the Cato College of Education’s Professional Disposition policy and evaluation tool. Candidates prior to the student teaching semester will self-assess on this policy and should be familiar with the expectations and content. During the YLI semester the Clinical Educator will assess the candidates as well. They will complete a mid-term version to determine any areas of concern before completing an end of YLI semester final version. If areas of concern appear there will be an opportunity for the candidate, Clinical Educator, and representative from the Office of School and Community Partnerships to address before the student teaching semester begins to choose the best course of action. Finally, the form will be completed at the end of the student teaching semester by both the Clinical Educator and the University Site Coordinator assigned to the candidate. Please review the categories and expectations below.

Name of UNC Charlotte Teacher Education Candidate

Candidate first name                      Candidate last name

Name of Assigned Clinical Educator

Clinical Educator first name              Clinical Educator last name

Within what grade levels is your primary teaching assignment? (Select all that apply.)

☐ Pre-K
☐ K-2
☐ 3-5
☐ 6-8
☐ 9-12

What is your content teaching area? (Select all that apply.)

☐ Pre-K
☐ Elementary K-5
☐ Math: Middle Grades 6-9
☐ English-Language Arts: Middle Grades 6-9
☐ Science: Middle Grades 6-9
☐ Social Studies: Middle Grades 6-9
☐ Math: Secondary 9-12
☐ English: Secondary 9-12
☐ Science: Secondary 9-12
☐ Social Studies: Secondary 9-12
☐ Foreign Language: K-12
☐ Theatre Arts: K-12
☐ Music: K-12
☐ Dance: K-12
☐ Visual Arts: K-12
☐ Special Education: Adaptive, K-12
☐ Special Education: General, K-12
☐ TESOL: K-12
In your opinion, is this teacher education candidate making progress toward student teaching at the end of this semester?

☐ Yes  ☐ Not Sure  ☐ No

PLEASE COMMENT BELOW

Directions:
Please select one rating for each disposition using the descriptors listed as the basis for your rating, and make comments as needed.

Please assess the following dispositions on your teacher education candidate:

Response Legend:
1 = Needs Improvement  2 = Meets Expectations  3 = Exceeds Expectations  N/A = Not Applicable

<table>
<thead>
<tr>
<th>I. IMPACT</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>a. Demonstrate the belief that all individuals can succeed</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>b. Provide encouraging feedback to all individuals</td>
<td>☐</td>
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<td>c. Respect and respond to individual needs</td>
<td>☐</td>
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<td>d. Provide equitable learning and development opportunities for all</td>
<td>☐</td>
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<tr>
<td>e. Promote positive outcomes based on assessment results</td>
<td>☐</td>
<td>☐</td>
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<tr>
<th>II. PROFESSIONAL IDENTITY AND CONTINUOUS GROWTH</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>a. Maintain positive attitudes in academic and professional settings</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>b. Demonstrate professional appearance</td>
<td>☐</td>
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<td>c. Act on constructive feedback from others</td>
<td>☐</td>
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<tr>
<td>d. Conduct self-assessments through reflection to overcome limitations and enhance strengths</td>
<td>☐</td>
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<tr>
<td>e. Demonstrate self-initiated learning</td>
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<td>f. Communicate effectively and appropriately</td>
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<td>g. Show punctuality in meeting academic and professional obligations</td>
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<tr>
<th>III. LEADERSHIP</th>
<th>1</th>
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<th>3</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>a. Create opportunities for the mutual benefit of all involved</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>b. Promote positive change through personal interactions, organizations, communities, and the profession</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td></td>
<td>1</td>
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<td>Not Applicable</td>
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<tr>
<td>c. Initiate, suggest, and contribute in appropriate ways</td>
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<tr>
<td>d. Maintain knowledge of and disseminate information about current research and best practices</td>
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<td>IV. ADVOCACY</td>
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<tr>
<td>a. Support and empower individuals from diverse backgrounds</td>
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<tr>
<td>b. Include families and other stakeholders in planning for individual success</td>
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<tr>
<td>c. Advocate for the social, emotional, physical, educational, behavioral, and basic needs of others</td>
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<tr>
<td>d. Demonstrate empathy, professional self-confidence, fairness, persistence, problem-solving, and appropriate risk-taking on behalf of others</td>
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<tr>
<td>V. COLLABORATION</td>
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<tr>
<td>a. Respond respectfully to individual perspectives and differences of others</td>
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<tr>
<td>b. Engage in culturally responsive practices in interactions with learners, families, communities, and colleagues</td>
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<tr>
<td>c. Share information and ideas with others</td>
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<tr>
<td>d. Cooperate with university, school, and community personnel</td>
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<tr>
<td>e. Collaborate to resolve differences and solve problems respectfully and reflectively</td>
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<td>VI. ETHICS</td>
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<tr>
<td>a. Demonstrate honesty, integrity, fairness, respect for others and confidentiality</td>
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<tr>
<td>b. Comply with laws, policies, and procedures</td>
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<td>c. Accept responsibility for personal actions and behaviors</td>
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<tr>
<td>d. Follow professional codes of ethics and the UNC Charlotte Code of Academic Integrity and Student Responsibility</td>
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<td>e. Disclose any unlawful activity upon application to and throughout the program</td>
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<td>f. Pass criminal background checks and drug screening, as required</td>
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<tr>
<td>g. Create and maintain appropriate interpersonal relationships in all settings</td>
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</tbody>
</table>
Approximate number of clinical hours UNC Charlotte candidate spent in your classroom thus far this semester?

- 0-10 hours
- 11-20 hours
- 21-30 hours
- 31-40 hours
- More than 40 hours

DEMOGRAPHICS
Where is your school located?

- Urban Setting
- Suburban Setting
- Rural Setting
- Other: 

Which of the following characteristics describe your school? Mark all that apply.

- Public
- Charter
- Private - Religious
- Private - Non-Religious
- Magnet
- Alternative
- Agency
- After school
- Daycare
- Other: 

Percentage of students who receive free or reduced meals at your school?

- □ 0-20%
- □ 21-40%
- □ 41-60%
- □ 61-80%
- □ 81-100%
- □ N/A -- We do not have these designations at my school.

How many children in your classroom are served by an exceptional children’s program (do not include Academically Gifted)?

- □ 0
- □ 1
- □ 2
- □ 3
- □ 4
- □ 5
- □ More than 5

GENERAL INFORMATION

What has the teacher education candidate done while in your classroom this semester? Please list at least two activities the candidate has participated in.

Activity 1:  

Activity 2:

Final comments:
Please feel free to add any additional information you would like the Cato College of Education to know as this candidate prepares for the student teaching semester.

Thank You!
The Cato College of Education hopes this survey has provided you adequate opportunity to provide UNC Charlotte with feedback about your intern and his or her performance in your classroom. We thank you for allowing the candidate to work in your classroom. Please feel free to add any additional information you would like the College to know in the space above.
Part 3

The Undergraduate Student Teaching and Graduate Internship Experience
Responsibilities of the Participants
The Student Teacher

Responsibilities to the School

1. Exchange addresses and telephone numbers with the clinical educator, and provide the school secretary with contact information during the first week in the school.
2. Request from the clinical educator a school handbook, seating charts, schedules, floor plans of the building, and other helpful materials during the first week in the school.
3. Reflect on the impact of instructional practices on the cognitive and affective development of students.
4. Place school duties ahead of personal commitments and accept responsibilities which are a necessary part of the profession.
5. Exemplify the attitudes and actions of a professional educator rather than those of a student.
6. Conform to school rules, policies, and local standards of behavior.
7. Follow the rules of basic courtesy toward teachers, students, school staff, and members of the community.
8. Cooperate at all times with teachers and administrators.
9. Avoid criticism of the school, the clinical educator, and the community.
10. Safeguard all personal and confidential information regarding students and school issues; use it for professional purposes only.
11. Dress appropriately and professionally. Refer to the Cato College of Education dress code policy.
12. Take an active part in the extracurricular activities of the school.
13. Seek ways to grow personally and professionally.
14. Ask the clinical educator, technology/media specialists, and/or administrative team about the use of videos and the Internet in the classroom.
15. Maintain a professional relationship with students, faculty, and staff at all times.
16. Return textbooks, resource materials, student records, keys, and other materials before the last day of student teaching.
17. Candidates should exercise caution and common sense when using personal social media sites. Professionalism at all times is expected of all candidates.

Gossip

Gossip has no place in the student teaching experience. It leads to lack of trust and contributes to closing the lines of communication. School principals deplore gossiping because it is a deterrent to a positive school climate. This is a very important lesson to learn while student teaching. A true professional does not listen or contribute to the gossip cycle.
Responsibilities to the University

1. Remember that you represent the university in your role as a student teacher.
2. Communicate concerns and needs to the university site coordinator for support and guidance.
3. Attend all university seminars and other functions assigned by the university site coordinator.
4. Take part in conferences with the clinical educator and the university site coordinator.
5. Complete all requirements of the student teaching experience.

Personal Responsibilities

1. Every teacher has his/her own style. The way you present material and work with students may be different than that of your clinical educator. Your style must be consistent with your own personality and educational experience. A technique that works for your clinical educator may be successful because of his/her personality or because she/he has been teaching for many years. You may be able to use the same technique with some modification. Be respectful of your clinical educator while implementing your individuality.
2. The student teaching internship is a full-time responsibility. Be mindful of assuming additional responsibilities outside of student teaching during this critical semester.
3. The student teaching internship can be stressful. All teacher candidates are encouraged to stay physically and mentally fit during the semester. Follow a sensible living pattern that includes adequate sleep, diet, recreation, class preparation, and teaching time.

Wardrobe

First impressions count! It is important to dress as a professional. Your mode of dress should allow students to recognize you as a teacher. Clinical educators and principals often stress this point. Even if your CE and other teachers dress more casually, remember that you are the person who wants to be hired. Dress with future employment in mind.

The Clinical Educator

The clinical educator plays an essential role in assuring a successful student teaching/graduate internship experience. Through his/her preparation, guidance, and knowledge, the candidate learns firsthand the dimensions of the profession.

1. **Be a positive member of the school community and for the teaching profession.**
2. Provide daily coaching and feedback to the candidate. (The role of CE is changing to include more coaching and mentoring of the candidate than a hands-off approach.)
3. Attend required training and orientation provided by the Office of School & Community Partnerships and the Cato College of Education.
4. Complete the required Confidentiality Agreement and maintain the confidentiality of the teacher candidate as outlined by the Family Educational Rights and Privacy Act (FERPA) 1974.
5. Communicate regularly with your assigned Site Coordinator, student teacher, and the Office of School & Community Partnerships regarding the progress of your teacher candidate.
6. Establish a plan of communication with your teacher candidate regarding his/her attendance, lesson planning expectations, parent communication, classroom and school procedures, and school and district rules and policies (This includes exchanging contact information and the method of preferred contact).
7. Provide the teacher candidate with necessary materials for planning, data collection, and his/her role as a full-time teacher candidate (textbooks, schedules, class lists, seating charts, school & district handbooks, curriculum guides, and other important information).
8. Establish expectations regarding implementation of school policies, management, drills (fire, tornado, and lock-down) classroom management, parents, other pertinent community-related events or issues.
9. Provide an area for the candidate to work, and introduce the candidate to the students and staff.
10. Plan to conference with the teacher candidate at least once per week. Informal feedback through coaching and mentoring should occur daily.
11. Plan lessons jointly at the beginning of the student teaching semester.
   1. As the candidate develops confidence with lesson planning and working with students, responsibilities for planning should increase.
   2. As the semester progresses, the teaching load should be gradually increased until the full load is attained.
   3. Utilize co-teaching strategies as the candidate assumes full-time responsibility for the class.
   4. As the semester ends, responsibilities should be decreased gradually. During the last week, candidates are required to assist in the classroom while observing other teachers.
12. Work with the candidate and support staff concerning roles in the classroom (Teacher Assistants, English Learner, Exceptional Children)
13. Evaluate the candidate formally during the semester using the Student Teaching/Graduate Internship Assessment Rubric (STAR) and the Observation Feedback Form (OFF). A formal conference should follow each observation. STAR and OFF feedback should be submitted to the Site Coordinator a minimum of 2 - 3 days prior to his/her observation.
14. Make time to meet with the Site Coordinator during scheduled visits. Review scores and provide honest and constructive feedback to the candidate.
15. Attend data meetings presented by the Site Coordinator.
16. Inform the Site Coordinator or the Assistant Dean of School & Community Partnerships immediately when serious or continuous problems occur or there are persistent concerns with performance of a candidate.
17. Share feedback of the candidate’s progress with the Site Coordinator throughout the semester and provide input into the final grade of student teaching.
18. Complete all final documentation in a timely manner.
**Tips from Experienced Clinical Educators**

Experienced clinical educators offer the following suggestions that are helpful in establishing a relationship and rapport with their student teachers.

1. Introduce the candidate to staff, students, and parents.
2. Share the staff handbook.
3. Explain rules and policies for teachers.
4. Explain school procedures for items such as supplies, parking, cafeteria, etc.
5. Provide the daily schedule.
6. Provide the school and system calendars.
7. Provide supplies and a desk or personal area.
8. Give a school tour.
9. Invite the candidate to join parent-teacher conferences when appropriate.
11. Share beginning/end of year procedures including room arrangement, planning, and paperwork.
12. Allow opportunity to work with individual students or small groups.
13. Encourage the student teacher to observe the clinical educator for specific aspects of teaching as needed:
   - Pace of lessons
   - Questioning techniques
   - Interactions with students
   - Dealing with inappropriate behavior
   - Use of technology
   - Student time on task
   - Differentiation of student assignments
   - Transition between subjects and within lessons
   - Management techniques such as gaining students' attention, movement around classroom, voice, variation of activities, reward for positive behavior
   - Reflections on lessons
The Site Coordinator

The primary goal of the Site Coordinator (SC) is to coordinate the work of student teachers, faculty, and clinical educators, eliminating the silos traditionally established in university-based teacher preparation programs. While some coaching or co-teaching is part of the job, the primary responsibility is to communicate and coordinate. The SC will work from a school campus (3-5 schools), generally spending one day a week in each school with a day spent on campus supporting the work of the Office of School and Community Partnerships. The responsibilities of the SC are as follows:

1. Work closely with the Lead Clinical Educator, Principal, and Assistant Dean in the Office of School and Community Partnerships to select the Clinical Educators (CEs).
2. Work with 35-40 teacher candidates each semester. These candidates include those in the student teaching semester and those in the first semester of the yearlong internship.
3. Hold an orientation for all CEs in their schools.
4. Hold an orientation for all candidates in their schools, sharing how they will coordinate the work and how will support and assess the candidates.
5. Conduct performance assessments (i.e., CLASS, STAR) of all student teachers in their schools.
6. Conduct “walk-throughs” (15-minute observations with instructional in-the-moment coaching or support for each candidate) for all candidates in their schools biweekly.
7. Meet with the CEs in their schools after the first six weeks to gather strengths and needs of the candidates from each of the CE’s perspective.
8. Meet with the teacher candidates as a group approximately 9 times per semester through the seminar in the school to gather the candidates’ perspectives on strengths and needs.
9. Analyze all data (CLASS, STAR, walk-throughs, CE perspective, candidate perspective), differentiating first semester student teachers with second semester student teachers.
10. Utilize technology to collect/analyze data and to support teacher candidates.
11. Schedule and make a presentation to school leaders, CEs and university faculty who teach in the program (October and February).
12. Work collaboratively with the Director of Assessment on collecting and submitting data.
13. Provide edTPA support to all student teachers in their assigned schools. (Intensive workshops for needed re-takes will occur outside this role.)
14. Teach the student teaching seminar each semester at one of their assigned schools, using summarized data to tailor the content of the seminar to address the fluctuating needs of candidates.
15. Work with CEs to provide the final grade for candidates.
16. Work with the Lead CE and the Faculty Expert to coordinate professional development to the CEs (and other teachers in the school, along with candidates) on coaching, focus practices, or other topics (e.g. writing instruction, classroom management) identified as needs by the school. The SC will coordinate the PD, but may provide the PD, as appropriate.
17. Attend the TEI and all follow-ups and coordinate the focus practices support in the schools.
18. Attend faculty PD on focus practices, as director by the Assistant Dean.
19. May be assigned one additional course per year, depending on candidate load.
20. May be assigned other special duties, given case load, needs of the program, and expertise of the SC. These duties will be determined by the Assistant Dean for School and Community Partnerships.
21. Meet with and provide necessary orientation to prospective clinical educators concerning their responsibilities; exchange addresses, phone numbers, and email addresses.
22. Visit and confer with the candidates and clinical educators individually and jointly.
23. Observe each candidate in at least three classes during the student teaching experience; if necessary, the university supervisor will visit and observe more often.
24. Submit documents relevant to evaluation, course credit/grade, licensure, and program assessment at the end of the term.

The Principal

The school principal shares an important responsibility in assuring a successful student teaching experience.

1. Welcome the candidate to the school. Consider offering an orientation to the school building, school policies, and community background early in the experience.
2. Introduce the candidate at the first faculty meeting to make him/her feel a part of the school.
3. Check periodically with the clinical educator and/or the university site coordinator to assess the experience.
4. Observe the candidate, using the teacher evaluation instrument if appropriate, to help the candidate learn about the principal’s teacher evaluation responsibilities.
5. Provide professional support to the candidate whenever possible.
6. Inform the university site coordinator or the Assistant Dean of OSCP immediately in the event of a professionally troublesome experience or an emergency.
7. Complete the candidate’s recommendation for licensure by signing the Certification of Teaching Capacity (CTC).
Schedule and Requirements
Schedule for the Student Teaching/ Graduate Internship Semester

The candidate will follow the school calendar instead of the university calendar. Vacations will be observed in accordance with the school system calendar.

The candidate will assume and release teaching responsibilities in a gradual manner. The following chart reflects the schedule recommended by the university. However, details for each candidate’s duties should reflect a sensible progression for the classes involved, as determined by the clinical educator and university site coordinator.

General Student Teaching Schedule
Note: modified schedules will be provided

Weeks 1–2 Attend orientation at the university. Begin orientation and active participation in the school. Plan with the clinical educator. Work with individuals and small groups and begin active teaching parts of lesson at Clinical Educator discretion. Actively begin planning the edTPA product for implementation.

Weeks 3–6 Assume one responsibility at a time until full teaching load is acquired. Follow recommended schedule for completing edTPA tasks in preparation for official submission.

Weeks 7–11 Begin or maintain all planning, teaching, evaluation, and non-instructional responsibilities. During this period edTPA will be officially submitted for scoring.

Weeks 12–14 Release responsibilities gradually, while maintaining active involvement in planning and teaching for the remainder of the semester.

Weeks 15–16 Maintain active assistance in the classroom. Observe other teachers, grade levels, and programs as time permits and at site coordinator and/or clinical educator’s discretion.
**Modified Schedule for Residency Candidates**

**Week 1**  
Attend orientation at the University (Remote or Distance Education candidates via online)  
Actively begin planning the edTPA product for implementation.

**Weeks 2–6**  
Write full lesson plans for one content area/block each week. Follow recommended schedule for completing edTPA tasks in preparation for official submission.

**Weeks 7–15**  
The university site coordinator may allow all plans to be written in accordance with your school system’s policies if lesson planning proficiency is shown. However, continue to write full plans for visits by your on-site supervisor, principal, and university site coordinator.  
During this period edTPA will be officially submitted for scoring.

**Week 16**  
At the end of the semester, all graduate interns will return to campus to complete an exit interview, program evaluation, and licensure documentation.

**Modified Schedule for Undergraduate Middle Grades Candidates**

**Weeks 1–2**  
Attend orientation at the University. Begin orientation and active participation in the school. Plan with the clinical educators; work with individuals and small groups. Actively plan edTPA, as it will be completed in the first content placement.

**Weeks 3–5**  
Assume one class period at a time until full teaching load is reached in the first content area.  
Follow recommended schedule for completing edTPA tasks in preparation for official submission.

**Weeks 5–7**  
Begin or maintain all planning, teaching, evaluation, and non-instructional responsibilities for the first content area.  
During this period edTPA will be officially submitted for scoring.

**Week 8**  
Transition to the second content area.

**Week 9**  
Assume one class period in the second content area.

**Weeks 10–12**  
Assume remaining class periods; begin or maintain all planning, teaching, evaluation, and non-instructional responsibilities for the second content area.

**Weeks 13–14**  
Release responsibilities gradually, while maintaining active involvement in planning and teaching for the remainder of the semester.

**Weeks 15–16**  
Maintain active assistance in the classroom. Observe other teachers, grade levels, and programs as time permits.
**Modified Dual Placement Student Teaching Schedule**

**Weeks 1–2** Attend orientation at the University. Begin orientation to and active participation in the school. Plan with the clinical educators; work with individuals and small groups. Actively plan edTPA, as it will be completed in elementary education classroom.

**Weeks 3–5** Assume one class period at a time until full teaching load is reached in your elementary classroom (you should be full time beginning the week of September 16th). Follow recommended schedule for completing edTPA tasks in preparation for official submission.

**Weeks 6–7** Maintain all planning, teaching, evaluation, and non-instructional responsibilities for the elementary classroom. During this period edTPA will be officially submitted for scoring.

**Week 8** Gradual release of elementary classroom teaching responsibilities. Transition to the special education setting.

**Week 9** Active participation in the special education classroom. Plan with the clinical educators; work with individuals and small groups.

**Weeks 10–12** Gradually assume teaching and non-teaching duties until you are full time. You should begin full time on November 4th.

**Weeks 13–14** Maintain all planning, teaching, evaluation, and non-instructional responsibilities in the special education setting.

**Weeks 15** Gradual release of teaching responsibilities in the special education classroom

**Week 16 - 17** Maintain active assistance in the classroom. Observe other teachers, grade levels, and programs as time permits

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**Teamwork**

 Learn to be a team player. Teamwork is an important lesson to learn. You, your clinical educator, and other professionals in the building are a team because education is a collaborative effort. No matter who you are, you cannot be effective without help in a school setting. Work together with all professionals in the building.
Student Teacher/Graduate Internship Requirements

The following requirements apply to candidates in all program areas, but candidates in specialty areas should consult the Handbook for modifications for certain disciplines.

Attendance

The student teaching semester is a full-time experience in the classroom. The candidate is required to follow the school system calendar for the duration of the student teaching semester.

1. Duplicate the clinical educator’s daily schedule, which includes arriving and leaving at designated times. Promptness is essential.
2. Candidates report to school on teacher workdays; these are not optional workdays for candidates.
3. Attend all professional meetings.
4. Attend all orientation sessions, seminars, conferences, and other meetings arranged by the university site coordinator.
5. Notify the clinical educator and the university site coordinator promptly in case of absence, late arrival, or early departure.
6. Get approval, in advance, from the university site coordinator and the clinical educator for all absences other than those due to personal illness.
7. Make up absences in excess of five days.

Beginning of Semester Observation of/Participation with the Clinical Educator (does not apply to Residency Candidates)

The candidate should begin the semester observing the teacher’s methods of planning and evaluation, management of instruction and student behavior, and the overall learning environment of the classroom. Additionally, and very importantly the candidate should be actively involved in the classroom from day one in order to establish credibility and to begin building rapport with the students in the Clinical Educator’s classroom(s). The activities the candidates engage in can range from small groups, 1 to 1 help, leading parts of a lesson, or helping identify needs for the Clinical Educator (students with questions or off task would be examples of this type of observing/assisting).

End of Semester Observations at Discretion of CE and/or University Site Coordinator (does not apply to Residency Candidates)

Time permitting end of the semester observations of other classroom teachers in the school who are known as experts in important areas like planning, instruction, assessment, engagement, technology, or behavior management can be arranged. There may only be a week or less to conduct these types of observations and it may be up to the discretion of the Clinical Educator and/or University Site Coordinator as the candidate may need additional time with the CE’s classes or may want to continue with that additional practice. This is situational and best left up to the three individuals to discuss (CE, ST, and SC). Lastly if an opportunity to observe in a school the candidate is not placed in arises, then the following protocol should be adhered to:

1. The observations are arranged by the clinical educator and/or the university site coordinator with the other host teacher to be observed.
2. The host teacher has the approval of his/her principal.
3. The total time in other schools does not exceed two or three half-days.
4. The candidate signs in and out at both schools.
Planning

The candidate plans instruction on a weekly basis and modifies plans daily in response to student needs. Written plans should be submitted to the clinical educator for feedback and signed approval at least two days prior (excluding weekends) to teaching each lesson. All plans will be reviewed by the university site coordinator during each visit. Additionally, candidates can share plans and materials in advance of site coordinator visits via the appropriate university approved technology.

NOTE: Planning requirements for Residency candidates will be provided by the university site coordinators.

Teaching

The candidate is involved in the classroom instructional program for the entire semester. After gradually assuming teaching responsibilities in the first weeks of the semester, the candidate teaches full-time for a minimum of 20 consecutive instructional days. Under the guidance of the clinical educator, the candidate assumes primary responsibility for all planning, instruction, and assessment. During this time the candidate maintains all instructional and non-instructional duties.

For the preschool level, the candidate is responsible for all daily components of the classroom.

For the elementary school level, the candidate must teach all subjects.

For a split semester (middle grades and special education/elementary), the student teacher must teach both areas. The student teacher’s typical schedule is to gradually assume all classes in the first area for a period of 15–18 days. At the end of this period, the student releases all of the classes at once and begins a five- to eight-day transition to the second area. The student would then assume the second set of classes as quickly as possible for another period of 15–18 days. Ideally, both teachers should be on the same team. The student teacher is required to participate in all team planning meetings and required activities.

For the high school level, typically, the candidate should have no more than two different preparations. In the event that a clinical educator is released a class period for non-instructional duties, (i.e., department chairperson or athletic director), or a teaching assignment is inappropriate for the candidate, the supervising team will identify an appropriate alternative teaching assignment for that period. The candidate must have the same planning period as the clinical educator(s) and should participate in all departmental meetings.

edTPA Lesson Plans

edTPA is a performance-based assessment completed during the early part of the student teaching experience that will require very detailed and extensive lesson plans (up to 4 pages are allowed per lesson for submission). This is the expectation for the edTPA product only and is based on the fact that once submitted plans are not subject to change or feedback. These plans must provide sufficient depth and breadth to properly evaluate the candidate’s overall ability to plan. In contrast, daily lesson plans throughout the semester will not require this detail and are subject to feedback and changes. Lastly, for the purposes of consistency and organization, candidates must use university approved and provided lesson plan templates for the official edTPA submission.

Weekly Reflections/Communication Logs

Candidates will reflect on lesson strengths and needs daily/weekly and seek advice and feedback from the clinical educator. In order to provide weekly updates and to record candidate reflections and growth along with clinical educator feedback and advice, candidates will complete an easy to follow template to keep site coordinators up to date on the weekly growth and possible needs of the candidate. Additional information and templates will be available in the seminar sessions with the university site coordinator.
Observations of the Student Teacher

The candidate is observed by the clinical educator and the site coordinator within each of three specific observation periods. Lateral entry candidates (GLE) do not have clinical educators so the information pertaining to clinical educators does not apply to them. During each of the observation cycles, the following process takes place:

1. During **assessment cycles one and three** the candidate plans and teaches lessons which are observed and evaluated once each week by the clinical educator using the *Observation Feedback Form* (OFF). A lateral entry candidate may request an observation from his/her mentor/department head for feedback prior to the site supervisor’s observation. During the **assessment cycle two**, the clinical educator will use both the OFF and the *Student Teacher/Graduate Internship Assessment Rubric* (STAR).

2. At least once during the semester, the site coordinator will do a planned informal observation, a walk through, using the OFF for documentation. Feedback to the candidate will be given within 24 hours of the observation.

3. The clinical educator and candidate confer about observed lessons through the use of observation forms and additional notes taken by the clinical educator and/or the student teacher/graduate intern. Overall performance should also be a part of the conference discussion.

4. Within 2 – 5 days prior to a site coordinator’s formal assessment observation, the clinical educator will conduct a formal assessment using the OFF for cycles one and three and the STAR and OFF for assessment cycle two.

5. The site coordinator visits the classroom for formal observations once in each assessment cycle a minimum of two days, or no more than five days after the clinical educator observation. The site coordinator observes a lesson planned and taught by the candidate and completes the STAR and OFF.

6. Prior to each of the site coordinator’s formal observations, the candidate completes a self-evaluation using the shared copy of the STAR located in the Google folder.

7. After formal site coordinator observation, three conferences take place. One conference is between the candidate and the site coordinator, another is between the clinical educator and the site coordinator, and the third is a three-way conference between the candidate, clinical educator, and site coordinator. At this three-way conference, the observations are discussed using observation forms and, if any, additional notes taken by the clinical educator, the student teacher or graduate intern, or site coordinator. The STAR summary form is reviewed, dated, and signed. A date for the next site coordinator observation is set. At the second observation conference (CE, ST, SC), the candidate’s mid-term grade is discussed and assigned. Candidates are also given feedback on progress on the mid-term *Certification of Teaching Capacity* (CTC). This form is found in your Google folder.

8. At the last observation, the candidate’s final assessment ratings are discussed. The final *Certification of Teaching Capacity* (CTC) is signed by the candidate, CE (with exception to GLE’s) SC, and principal or designee. This form is found in your Google folder.

9. In some cases, additional formal observations are completed by the clinical educator and/or the site coordinator. This decision is made on a case-by-case basis.

10. All observations by the site coordinator are scheduled prior to the visit. In some cases, the site coordinator may visit and observe unannounced.
Class Records and/or Individual Student Records
1. Keep grades and assessment records separate from those of the clinical educator. Traditional methods and/or computerized systems may be used.
2. Prepare progress reports or other records of student performance for each subject under the guidance of the clinical educator.
3. Provide examples of student work, progress reports, and/or anecdotal records.

Technology
Candidates are required to use technology in instructional presentations and as a resource in daily and unit lesson planning. They are also expected to seek assistance from clinical educators, technology-media specialists, and others who can offer guidance about facilities and available resources.

Reflection
Reflection is an on-going and embedded expectation in many of the activities and requirements during student teaching. Reflection is a critical professional skill for the effective classroom teacher. Candidates may be required to complete the Final Self-Evaluation which is linked to the Cato College of Education’s Conceptual Framework.
Seminar

The student teaching seminar is an integral part of the student teaching experience. Candidates are assigned to program/content area seminars. Seminar content will support but will not be limited to the completion of the edTPA product. Seminar is required and will be conducted in various formats not to distract from the student teaching experience but to enhance it. Candidates should contact appropriate seminar leads in case of conflicts and any and all work required especially the edTPA components must be made up as this is now a requirement for initial licensure in North Carolina.

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<th>Paperwork</th>
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<td>In this age of accountability and performance evaluation, student teachers will encounter volumes of paperwork. Paperwork is a necessary and important part of student teaching and teaching. The University requires projects and documentation as do the school and classroom. Your SC will explain what paperwork is required for the University. Check with your CE about the paperwork and documentation responsibilities at the school. Completing paperwork on time is an essential skill to develop as a candidate.</td>
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Student Teaching Notebook

All written work produced during the semester serves as documentation of progress, completion of requirements, and skill development. Most paperwork is kept in the Student Teaching Notebook for the site coordinator to review at each observation. Candidates should check with the site coordinator to determine how to organize the notebook. Below are suggested notebook items. Notebooks can be either physical notebooks or electronic notebooks kept in Google Docs and shared with the Clinical Educator and Site Coordinator.

- **TAB: General Information**
  * Each subject taught is to have a separate tab in the notebook which could include daily lesson plans and critiques. All hand-outs, tests, and other materials are to be inserted with the daily plans.

  **Note:** Some supervisors may require lesson plans to be kept in a second notebook.

- **TAB: Student Teacher Observations**
  * Keep informal evaluation notes and evaluation copies from the clinical educator and university supervisor.

- **TAB: edTPA Project**
  * Keep all materials and information related to the project in this section in the notebook.

- **TAB: Procedures**
  * Keep school policies, seating charts, rolls, faculty handbooks, and otherschool information in this section.

- **TAB: Observations of Teachers**
  * In the first two weeks, the candidate completes four formal observations of the clinical educator, as directed by the university supervisor. Observation reports are placed in the Notebook before the university supervisor’s first observation visit. Insert under this tab the written analysis of the observations in other classrooms completed the last week of the student teaching assignment.
Candidate Information Form

Candidate ____________________________ 800 # _______________________
Address ___________________________________________________________
Phone(s) __________________________________ Email _______________________

Clinical Educator #1 __________________________ Room Number ________
CE's Phone # __________________________ Email _______________________
Clinical Educator #2 __________________________ Room Number ________
CE’s Phone# __________________________ Email _______________________
School Name __________________________ School Phone # _______________________
School Address _______________________________________________________
Main Office Receptionist __________________________ School Hours ________
Principal __________________________

Schedule

Give the specific time that each subject, period, and/or transition begins and ends; identify specific lunch and planning period times.

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Add lunch time and planning period.
Modifications for K-12 Licensure Areas
Modifications

Art, Dance, Music, and Theatre
Arts Education candidate complete student teaching in a single elementary, middle, or high school setting. However, on an individual basis and under the supervision and planning of the university site coordinator, arts candidates may complete a complementary intensive clinical experience at another school level.

Candidates in Arts Education fulfill the core requirements outlined in the *Handbook*. However, some changes will be made in the requirements for lesson planning. The university site coordinator will discuss these modifications in orientation and seminar sessions.

Foreign Language Education
Foreign Language Education candidate complete student teaching in a single elementary, middle, or high school setting. Candidates in Foreign Language Education fulfill the core requirements outlined in the *Handbook*. Their experiences most closely match those of middle and secondary candidates. In addition to all other programmatic requirements, Foreign Language Education candidates must complete the Oral Proficiency Interview in their intended language of instruction and obtain a minimum score of advanced-low prior to beginning the student teaching semester. The university site coordinator will discuss any foreign language modifications in orientation and seminar sessions.

Special Education
Special Education candidate complete student teaching in a single elementary, middle, or high school setting. Candidates fulfill core requirements outlined in the *Handbook*. However, some changes will be made in the requirements for lesson planning. The university site coordinator will discuss these modifications in orientation and seminar sessions.

Special Education/Elementary Education
Special Education/Elementary Education candidates complete student teaching in a single elementary school setting. Within the hosting schools, they have both a regular elementary and a special education clinical educator. The semester is divided into approximate halves with the candidates spending a majority of their time in one setting during each segment, switching placements near mid-semester. The student teaching semester also provides experiences with inclusive education for students with disabilities requiring semester-long collaborative planning and lesson implementation between regular education and special education. Candidates fulfill core requirements outlined in the *Handbook*. However, some changes will be made in the requirements for lesson planning. The university site coordinator will discuss these modifications in orientation and seminar sessions.

Distance Education
Some distance education candidates (with the principal’s permission and technology availability) may be invited to be a part of the Remote Observation of Graduate Interns (ROGI) group.
Candidates are not required to meet on campus, but are encouraged to attend orientation on campus. Orientation will be taped or live streamed when possible. Candidates are invited to attend on-campus seminars for the Job Fair and/or the Student Teaching Symposium.

The University Site Coordinator may visit the school site for the initial visit depending on the distance of the school from campus.

The student teaching requirements will be the same as the requirements for other student teaching programs. Candidates must have access to a computer with speakers and a microphone or headset.

ROGI candidates will need a webcam (i.e., Logitech Webcam Pro 9000) and some type of microphone or wireless headset (i.e., Logitech Clear Chat PC Wireless) for observations. Skype, FaceTime, WebEx and Google Hangouts can also be used. Candidates without clinical educators may need someone in the school building to set up and operate the equipment during the scheduled observations.
Evaluations

The expectation of professional education programs at UNC Charlotte is for graduates to possess the qualities of highly effective teachers. They are expected to be knowledgeable in their fields of study, effective educators, and reflective practitioners. They are also expected to be responsive to issues of equity and diversity, collaborative in the professional environment, and leaders in the professional community. Student teaching/graduate internship is the culminating semester of work in which candidates have the opportunity to apply the knowledge gained from course work and all related clinical experiences to an intensive final field experience.

The student teaching/graduate internship experience is a performance-based course with specific requirements designed to enable the candidate to demonstrate the knowledge, skills, and dispositions necessary for success in the teaching profession. Both the university site coordinator and the clinical educator provide continuous feedback to the candidate through informal conversations and informal conferences throughout the semester. Professional observations of the candidate’s performance and growth are documented on the assessment instruments after each formal observation. The STAR is an evaluation instrument based on the ten Interstate New Teacher Assessment and Support Consortium (InTASC) Standards and the UNC Charlotte Conceptual Framework. The clinical educator and university site coordinator use the OFF to provide narrative feedback after formal observations, and at other relevant times in the semester. Evidence collected from both instruments is reported on the Exit Evaluation of Teacher Education Candidates and forms the basis for determining the final grade for student teaching proficiency on the Certification of Teaching Capacity (CTC), and the recommendation for licensure.
Grading Standards for Graduate Interns/Student Teachers

Performance evaluation is based on classroom observation, written documents, work products including edTPA, and seminar involvement. Both the clinical educator and the university site coordinator provide performance documentation on the Student Teaching and Graduate Internship Assessment Rubric (STAR) and the Observation Feedback Form (OFF) after each formal observation. Evidence collected from these two instruments is reported summatively on the Exit Evaluation of Teacher Education Candidates. The final teaching grade is based on the degree of quality and consistency demonstrated by the student teacher or graduate intern throughout the semester.

Grades Awarded in Student Teaching

A grade of A means that the student teacher or graduate intern has met performance standards, earned a passing edTPA score, and completed all course requirements at or above the proficient level. The quality of the student teacher’s or graduate intern’s work demonstrates a high level of competence and consistency. The student teacher earns the full recommendation of the University and the Local Education Agency (LEA) for licensure. The A student teacher or graduate intern has achieved the knowledge, skills, and dispositions noted in the Conceptual Framework for Professional Education Programs at UNC Charlotte. This framework guides the preparation of excellent professionals who are capable of meeting the challenges of the educational environment. In this context, the A student teacher or graduate intern:

- Demonstrates leadership by his/her commitment to making the student teaching experience a priority for the semester, exhibiting integrity and high moral standards in words and actions, seeking professional growth and involvement, and by showing optimism and intensity for living and learning as a model for students. The A student teacher or graduate intern is dependable and responsible as evidenced by following through on responsibilities, being punctual in school and seminar attendance, completing less plans and other assignments by their due dates, and exhibiting a strong professional work ethic.
- Demonstrates advanced knowledge of human development, curriculum, content, and is able to link theory and research to classroom practices, including demonstration of this advanced knowledge in planning and implementation of these plans. The A student teacher or graduate intern uses this knowledge to creatively individualize his/her classroom style and provide unique learning experiences for students.
- Demonstrates excellence in the ability to be an effective teacher through the use of appropriate strategies, planning, goal setting, implementation, and continuous assessment of student learning. The A student teacher or graduate intern exhibits genuine interest in his/her students by working/planning for their success. The A student teacher or graduate intern is an effective communicator who gives attention to accurate written and oral language skills.
- Demonstrate excellence in the ability to be a reflective teacher, as evidenced in educational decision-making, self-evaluation skills, flexibility, and the continuous improvement of professional practice. The A student teacher or graduate intern shows initiative by asking questions to clarify, learn, and reflect on how to implement best practices.
- Demonstrates excellence in the ability to be responsive to equity and diversity as evidenced in his/her ability to apply knowledge and skills so as to foster an environment respectful of diverse backgrounds, cultures, individual differences, and to provide age and individually appropriate instruction. The A student teacher or graduate intern holds high but realistic expectations for all students.
- Demonstrates excellence in the ability to work collaboratively with others in efforts to provide quality instruction for the students. The A student teacher or graduate intern works in partnership with colleagues, administrators, and parents/families of the student and demonstrates a genuine interest in students and their community.
A grade of B means that the student teacher or graduate intern has met performance standards at an acceptable level, has earned a passing score on edTPA, and has earned the full recommendation of the University and the LEA for licensure. The student teacher or graduate intern has completed all course requirements, but the quality and/or consistence of the performance do not rise to the level of competency and proficiency awarded an A. Often the B student teacher or graduate intern has one area of performance that needs further opportunity for development.

A grade of C means that the student teacher or graduate intern has completed all core course requirements at an acceptable level of achievement, has earned a passing score on edTPA, and has maintained active involvement in the classroom and seminar. The student teacher or graduate intern may complete the program however, he/she has not met the classroom performance standards with sufficient competency to allow the University or the school system to recommend him/her for licensure. The C student teacher or graduate intern who is not recommended for licensure has numerous areas of inadequate classroom performance and does not demonstrate a clear potential for success as a teacher.

A grade of D means that the undergraduate student teacher or graduate intern has not met performance standards, and his/her classroom performance has been specifically, and/or generally, unsatisfactory. The D student teacher or graduate intern as passed edTPA. The student teacher or graduate intern is not recommended for licensure; however, because the student teacher or graduate intern has completed most of the core student teaching requirements, has been dependable in attendance, and has maintained active involvement in a school, he/she earns academic credit for the course. The D student cannot graduate because a D in a professional education course is unsatisfactory for program completion.

A grade of F means that the undergraduate student teacher’s performance severely lacks the knowledge, skills, and/or dispositions for teaching and/or has passed edTPA. Often the student teacher or graduate intern performing at this level is removed from the classroom by the University and/or upon the request of the school system.

A grade of U for graduate student teachers or graduate interns is an unsatisfactory grade and means that the candidate has not met performance standards, and his/her classroom performance has been specifically, and/or generally, unsatisfactory. A candidate who has not passed edTPA will earn a grade of U. The candidate is not recommended for licensure.

A grade of I (Incomplete) is assigned in accordance with University policy when the university site coordinator and the Assistant Dean of the Office of School and Community Partnerships determine that the student teacher or graduate intern is performing competently, but cannot complete all the requirements, due to circumstances beyond his/her control. The student teaching experience must be completed during the next semester in residence, but no later than 12 months after the term in which the I was assigned, whichever comes first. If the I is not removed during the specified time, a grade of F is automatically assigned.

A grade of *W (Withdrawal) may be assigned under two conditions. First, a student teacher or graduate intern may voluntarily withdraw from the student teaching experience for personal reasons, within the timeline and guidelines set by the University. The student teacher or graduate intern is advised to consult with the Director of Field Experiences before completing the University request for withdrawal. Alternately, a student teacher or graduate intern may be advised to withdraw by the university site coordinator and/or the Assistant Dean of the Office of School and Community Partnerships for professional reasons, within the timeline and guidelines set by the University.
*NOTE: W-limit hours

Students are allowed to receive a grade of W for no more than 16 credit hours over their academic careers. Students may only withdraw from a course if they have enough remaining “W-limit hours”. Refer to https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy for detailed information regarding this policy.
Recommendation for the North Carolina Teaching License – Undergraduate

The grade for the student teaching course and the recommendation for licensure are viewed as separate but related decisions. Candidates who earn grades of A or B are recommended for the teaching license without reservation. Grades include edTPA submission and all elements met on the Certification of Teaching Capacity (CTC). Candidates who earn grades of C, D, F, I, or W exhibit deficiencies in performance or completion that are inconsistent with a recommendation for teacher licensure. In all cases, the university supervisor consults with school personnel regarding grade determination and the licensure recommendations.

Recommendation for the North Carolina Teaching License – Graduate

The grade for the student teaching course and the recommendation for licensure are viewed as separate but related decisions. Candidates who earn grades of A or B are recommended for the teaching license without reservation. Grades include edTPA submission and all elements met on the Certification of Teaching Capacity (CTC). Candidates who earn grades of C, U, I, or W exhibit deficiencies in performance or completion that are inconsistent with a recommendation for teacher licensure. In all cases, the university supervisor consults with school personnel regarding grade determination and the licensure recommendations.
Daily Lesson Planning

Effective teachers set short- and long-term goals for their students. Organizational skills, management (of self, time, materials, students, and the classroom), enthusiasm for teaching and learning, and a positive attitude are all qualities of good teaching. Lesson planning is an important part of organizational and management skills. Effective teaching will occur as a result of these qualities.

Questions to Consider in Planning

Careful attention to the planning of lessons will produce rewards in other areas such as classroom management and student success.

1. How will the learning objectives for the lesson be stated and communicated to students?
2. How will the lesson be organized in order to ensure student mastery of the learning objectives? How will student learning be evaluated?
3. What processes and procedures do students need as a prerequisite for the lesson? How will prior knowledge be checked? What skills and competencies are they expected to master in this lesson?
4. How will the focus or introductory part of the lesson be used to focus students’ learning and to ensure on-task behavior by all students?
5. In what ways can this lesson be enhanced by the use of technology?
6. How will students be encouraged and assisted to extend and refine the knowledge they are acquiring?
7. To what extent does the lesson contribute to students’ ability to demonstrate self-regulated, critical, and creative thinking? What implications does the lesson have for real-life application?
8. How does the lesson plan accommodate students’ individual needs?
9. How does the lesson plan match the scheduled time for the class period in order to allow for appropriate pacing, student interaction, and maximum learning opportunity?
Lesson Plan Formats

Teachers use various lesson plan formats to meet curriculum objectives and student needs. See the edTPA Canvas site for lesson plan formats, http://education.uncc.edu/resources/faculty-resources/edtpa-professional-education-dispositions/edtpa-information.

Planning

The well-planned student teacher will experience fewer surprises from the students during the teaching day. Always plan more than you think you will need. Always plan for individual differences. Someone is sure to finish early or to need more help.

Have a Plan.
For Elementary Student Teachers: The Master Plan

In an elementary school, the master plan is written when the content is taught in the same way each day that it is presented. Write one fully developed plan, which illustrates how the content would be taught on any given day. Then, on a daily basis, make note of variations/modifications to the detailed master plan.

Suggestions for Use of the Master Plan

Literacy activities: In the literacy block in many elementary schools, some activities fit well into the master plan format.

Calendar time: On a daily basis, note special circumstances such as the day after a holiday or weekend, birthdays, current events, reminders, changing from a one digit date to two, loss of teeth, first day of a new season, and reminders to call on particular students to check for understanding in some areas of confusion.

Daily News: Daily news can take various forms. Note how the news is solicited and recorded. List activities used to enhance literacy skills.

Story time: Describe how story time is managed—how stories are selected, how the story is introduced, how and where children are positioned, how the discussion is orchestrated, and possible activities related to the story.

Centers: Explain the content of each center, how it is managed by the teacher, how children are selected to participate, and how much time is devoted to this activity.

Class meetings/share time: Describe how and where children are positioned, how children are selected to participate, and how much time is devoted to this activity.

Computer: Identify who is responsible for program selection, how the activity is introduced and related to other content areas.

Current Events: Describe how the time period is managed, how students are selected to participate, and how much time is allotted for this activity.

The clinical educator and the university site coordinator will assist with determining which curricular areas are best suited for this master plan format.
Licensure Procedures
Professional Education Licensure

Upon completion of the student teaching semester, candidates submit the licensure documents online.

Within four to six weeks of submitting the application, students whose application packets are complete with all supporting documents and fees will receive an email communication from the Office of Teacher Education Advising, Licensure (TEAL) in the Cato College of Education indicating that the packet has been mailed to NC DPI.

Upon receipt of the application, the North Carolina Department of Public Instruction takes approximately six weeks to process and mail the license. During this period, students are discouraged from calling either the North Carolina Department of Public Instruction or the Office of Teacher Education Advising, Licensure (TEAL) to determine the status of the license process since these calls will delay licensure procedures.
Student Teaching/Graduate Internship Seminar Information

Title: Student Teaching Seminar

Seminar Hours: There will be at least eight student teaching seminars but there is a possibility for additional depending on program or semester (support for edTPA will determine certain dates around official submission). A detailed seminar support schedule will be shared with you by your university site coordinator and/or faculty assigned instructor.

Seminar Description: The student teaching/graduate intern seminar is an integral part of the student teaching experience. Candidates are assigned to program/content group seminars based on specific areas of specialization such as birth-kindergarten, elementary, special education, visual arts, or secondary education. Candidates are supported and challenged as they develop knowledge, dispositions, and skills in the areas of content pedagogy, student development, diverse learners, critical thinking, motivation and management, communication and technology, planning, assessment, professional development, and parent and community involvement.

Seminar Rationale: Since student teaching/graduate internship is the culminating experience in all teacher preparation specialization programs, the seminar provides the opportunity for the candidate to demonstrate the competencies, knowledge, attitudes, and understandings learned in courses taken prior to student teaching and to demonstrate readiness for teacher licensure. Additionally, and not separate from these skills is the edTPA product that measures these critical skills of planning, instruction, and assessment that all candidates should develop. edTPA is an initial licensure requirement and scored externally by Pearson and candidates will receive seminar support in organizing and submitting the product during seminar.

Seminar Objectives: The candidate will participate in discussions/activities that:

- enable reflection on effective instructional strategies, planning, classroom management, varied methods of assessment, differentiation, and meeting the diverse needs of classroom students.
- provide support for common issues, concerns, and professional development.
- Complete and submit edTPA product for official scoring and licensure requirements.

Seminar Content: The student teaching/graduate intern seminar provides reinforcement and additional instruction on such topics as planning, lesson design, classroom management, instructional methods and materials, individualized instruction, assessment, communication, parent and community involvement, research findings, professionalism, self-reflection, use of technology, employment strategies, and edTPA preparation.

Seminar Requirements:

1. Attendance: Candidates demonstrate professionalism by being punctual for all seminar/professional events. Attendance is mandatory. They are also respectful of all members of the seminar group and attentive to discussions and activities offered.
2. Participation: Candidates attend seminar fully prepared to actively engage in discussions and
activities designed to enhance professional
growth and collegiality. They avoid engaging in
behaviors which are not pertinent to seminar
discussions.

3. **Reflection:** Numerous opportunities are offered in the student teaching
seminar for candidates to reflect on the knowledge, skills, and dispositions
involved in all aspects of the teaching profession.

4. **Collaboration:** Candidates collaborate with each other through ongoing
sharing and support regarding the professional demands of teaching as well
as through informal communication.

**Methods of Evaluation:** Since the student teaching seminar is part of the
overall student teaching/graduate internship course, the seminar does not
receive a separate course grade. The evaluation of the candidate’s
performance in seminar is based on the seminar requirements (attendance,
participation, reflection, collaboration). This performance is documented in
the *Student Teaching/Graduate Internship Assessment Rubric*. 
# Student Teaching Action Plan

**Date:** ________  **ST:** _____________________________________  **800#:** ______________________  **UG/Grad**

**CE:** ____________________________________________  **US:** ____________________________________________

**Program:** __________  **School/District:** ________________________________________  **Grade Level:** __________

---

**Description of the Concern(s):**

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**Agreed Upon Solution(s):**

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**Timeline for Implementation and Improvement:** Two weeks is the agreed upon amount of time unless otherwise indicated. List specific due dates in accordance with this plan.

- I understand I must adhere to the two-week timeline and due dates as specified above.
- I understand that if I do not show substantial growth in each of the areas listed above, within the specified timeframe, I will not continue in this student teaching placement.

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**Candidate Signature:** ____________________________________________  **Date:** ___________________

**Clinical Educator Signature:** ____________________________________________  **Date:** ______________

**University Site Coordinator Signature:** ____________________________________________  **Date:** ______________

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Permission to Video

A UNC Charlotte candidate, who is also an employed lateral entry teacher, has been assigned to your student’s classroom as the teacher of record, under the supervision of the principal and a university site coordinator. This lateral entry candidate is working to complete the requirements of a UNC Charlotte teacher licensure program.

As part of the teacher education program, all candidates are required to video themselves teaching or working with students in a classroom. The candidates use these videos for self-evaluation of their teaching skills and for developing an edTPA assessment. The edTPA is a nationally recognized performance-based assessment of the teaching quality and effectiveness of educational candidates who are seeking a teaching license. As part of the edTPA, candidates review the videos for analysis of their classroom practice and instructional skills. Student work samples may be collected as evidence of the candidate’s teaching practice. It is possible that your child’s work may be included as part of this process. Your student’s name will not appear on any material (pseudonyms are used whenever necessary) and all materials such as videos, photographs, and work samples, are kept confidential at all times.

At no time will the videos or photographs be used to evaluate or make an example of any child. These images may be used only for the noncommercial professional purposes of evaluating and developing the professional skills of the candidate who seeks to become a professional teacher. The videos will not be available to the public via the Internet, YouTube, Facebook, or any other social communication website. Your child is not required to appear in the videos or photographs or to have work submitted as part of the candidate’s portfolio; if necessary, an alternative learning activity will be provided.

Please indicate your permission for your child to participate in these instructional activities, appear in videos or photographs and/or to include his/her work within the candidate’s edTPA submission. The video, photographs, and/or work will be viewed only for the purposes of evaluating and developing the skills of the candidate. The videos may be used with future candidates for use in training purposes only.

Thank you for your role in producing future teachers of the highest quality. If you have any questions, please contact me at 704-687-8802.

Tisha Greene
Tisha Greene, Assistant Dean
Office of School and Community Partnerships

________________________________________

Child’s Name    Parent or Guardian Signature    Date

I understand the limited nature of the permission granted by the parent or guardian to use videos or photographs in this classroom only for the purpose of evaluating and developing the professional skills of the candidate. I agree not to use them for other purposes, without further written permission of the parent or guardian.

________________________________________

Lateral Entry Teacher    Date
PERMISO PARA LA GRABACIÓN DE VIDEOS

Un candidato de la Universidad de Carolina del Norte en Charlotte está contratado como maestro en el salón de clase de su estudiante bajo la supervisión del director de la escuela y de un supervisor de dicha universidad. Como profesional fuera del sistema educativo que está habilitándose como maestro, el candidato está completando los requisitos de un programa de acreditación de maestros de la misma universidad.

Como parte del programa de acreditación, se les requiere a todos los candidatos que se graben en un video impartiendo clases con estudiantes. Los candidatos utilizan las grabaciones para la autoevaluación de su capacidad para enseñar y para la evaluación de edTPA, que es una evaluación reconocida a nivel nacional, basada en los resultados de la calidad de enseñanza y eficacia de los candidatos a la profesión de la enseñanza que aspiran a la acreditación de maestro. Como parte de la evaluación de edTPA, los candidatos utilizan las grabaciones para analizar su empeño en el salón de clase y su capacidad para enseñar. Se pueden recoger muestras de trabajo de los estudiantes como pruebas del empeño de la enseñanza del candidato y es posible que el trabajo de su estudiante se recoja como parte de las pruebas. El nombre de su estudiante no figurará en ningún material (se utilizarán pseudónimos cuando sea necesario) y todos los materiales tales como las grabaciones, las fotografías y las muestras de trabajo se mantienen en todo momento en confidencialidad.

Bajo ningún concepto se utilizarán las grabaciones o las fotografías para evaluar o exhibir a ningún estudiante. Pueden utilizarse solo para los fines profesionales no comerciales de la evaluación y del desarrollo de la capacidad profesional del candidato que aspira a la profesión de la enseñanza y no estarán disponibles al público a través de Internet, YouTube, Facebook o ningún sitio web de comunicación social. Su estudiante no está obligado a aparecer en ellas ni a entregar trabajo que se recoja como prueba del empeño de la enseñanza del candidato. Si es necesario, se preverá una actividad de aprendizaje alter nativa.

Sirvase permitir que su estudiante participe en estas actividades de enseñanza, aparezca en grabaciones o fotografías y/o entregue trabajo como prueba en la evaluación de edTPA del candidato. Las grabaciones, las fotografías y/o el trabajo solo se utilizarán para fines de evaluación y desarrollo de la capacidad del candidato. Las grabaciones también pueden utilizarse solo para fines de formación de futuros candidatos.

Gracias por el papel que desempeña en el desarrollo de futuros maestros de la mayor calidad. Si tiene preguntas, sírvase llamarme al 704-687-8802.

Tisha Greene
Tisha Greene, Assistant Dean
Office of School and Community Partnerships

Nombre del estudiante
Fecha
Firma del padre o tutor
Fecha

103
<table>
<thead>
<tr>
<th>Yo entiendo el alcance limitado del permiso concedido por el padre o el tutor para la utilización de grabaciones o fotografías en este salón de clase para fines de evaluación y desarrollo de la capacidad del candidato. Acepto no utilizarlas para otros fines sin el permiso adicional por escrito del padre o del tutor.</th>
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<tbody>
<tr>
<td>Firma del candidato que aspira a la profesión de la enseñanza Fecha</td>
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</table>