

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook



School of Education

Elementary Education and Reading Department

January 2018 Version

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Welcome	4
Letter from the Dean of the SOE	5
Section I. SUNY Buffalo State Educator Preparation Provider Overview	6
Introduction.....	7
Buffalo State Mission	7
EPP Conceptual Framework.....	7
EPP Mission.....	7
EPP Vision	7
EPP Core Values	7
EPP Goals	8
Unit Dispositions.....	8
Professional Development Schools Mission.....	10
PDS Purpose	10
Section II: The Student Teaching Triad	11
Mentor Teachers	11
Supervisors	13
School Administrators	16
.....	
Section III: General Student Teaching Information	
Applying for Graduation	17
Expectations for Teacher Candidates/Professionalism	18
Attendance While Student Teaching	19
Professional Dress	19
Social Networks Protocols	19
Teacher Candidate Planning	19
Participation in the Total Educational School Program	20
Teacher Candidate Basic Responsibilities	20
Initial Days	20
Section IV: Evaluation and Grading	22
Time log of Clinical Practice	22
Program Assessment Requirements	22
(See Syllabus Appendix 2)	
*Section V: Appendices	23

*Note: Varies by Program and Department

Contact information by department for student teaching placements

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

	Contact Person	Position
Elementary Education & Reading Department Bacon Hall 302 • Phone: (716) 878-5916 Fax: (716) 878-6033	Rosemary Arioli ariolir@buffalostate.edu	Director of Student Teaching , EER Dept.
Exceptional Education Department Ketchum Hall 204 • Phone: (716) 878-3038 Fax: (716) 878-5410	Kathleen Palumbo palumbkr@buffalostate.edu	Student Teaching Placement Coordinator
Career & Technical Education Department Bacon Hall 122 • Phone: (716) 878-4717 Fax: (716) 878-5341	Judith Davis davisjs@buffalostate.edu	CTE/BME/FCS/TED Student Teaching Placement Coordinator
History and Social Studies Department C 220 Classroom Building • Phone: (716) 878-5412 Fax: (716) 878-3882	Dr. Wynnie Fisher fisherwl@buffalostate.edu	Student Teaching Placement Coordinator
Mathematics Department Bishop Hall 317 • Phone: (716) 878-5621 Fax: (716) 878-6107	Dr. David Wilson wilsondc@buffalostate.edu	Graduate Chair Associate Professor
Earth Sciences and Science Education Department Science and Mathematics Complex 160 • Phone: (716) 878-6731 Fax: (716) 878-4524	Dr. Joseph Zawicki <u>zawickjl@buffalostate.edu</u> Dr. Catherine Lange langecl@buffalostate.edu	Associate Professor Associate Professor
English Department Ketchum Hall 213 • Phone: (716) 878-5416 Fax: (716) 878-5700	Dr. James Cercone cerconje@buffalostate.edu	Assistant Professor & English Education Program Coordinator
Art Education Department Upton Hall 315 • Phone: (716) 878-4106 Fax: (716) 878-3456	Dr. Candace Masters keeganpc@buffalostate.edu	Associate Professor
Music Education Department Rockwell Hall 203 • Phone: (716) 878-6401 Fax: (716) 878-6402	Dr. Kerry Renzoni filmsinkb@buffalostate.edu	Assistant Professor
Modern and Classical Languages Department Bishop Hall 122 • Phone: (716) 878-5414 Fax: (716) 878-6730	Dr. Mark Warford <u>warkformk@buffaloState.edu</u> Dr. Wynnie Fisher fisherwl@buffalostate.edu	Chair and Associate Professor, Modern and <u>Classical Languages</u> Student Teaching Placement Coordinator

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Welcome

Surveys of new teachers suggest that student teaching is the most important part of their teacher education experience. This handbook has been developed to serve as a guide for Mentor Teachers, College Supervisors, and school district officials who support teacher preparation candidates and programs at Buffalo State College. The handbook provides essential information and addresses critical issues. It is intended to provide an orientation, identify roles and responsibilities, promote uniform application of student teaching policies, and enhance communication among all parties involved in the student teaching experience.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook



SCHOOL of EDUCATION
BUFFALO STATE • The State University of New York

Wendy A. Paterson, Ph.D.
Dean of the School of Education
Bacon Hall 306
1300 Elmwood Avenue
Buffalo, NY 14222-1095
Tel: (716) 878-4214 • Fax: (716) 878-5301

Dear Esteemed Principals and Outstanding Mentor Teachers:

Thank you for accepting the professional responsibility to support and advance the profession of teaching by partnering with us to place Buffalo State's student teachers in your school. We do not take that honor lightly. As you are aware, Educator Preparation requires the highest degree of quality in clinical practice. Buffalo State, one of the largest teacher education colleges in the SUNY system, works steadily to incorporate the most current research and best practices in teaching and classroom management into all of our programs.

To assure that all stakeholders in this enterprise have current and helpful information on the student teaching experience, we developed this handbook to serve as a guide for mentor teachers, college supervisors, school leaders and all school personnel who support our teacher candidates and educator preparation programs at SUNY Buffalo State College.

From many years of experience through our Professional Development School Consortium and our sustained relationships with all of our host schools, we have collected and refined information that will provide an orientation to the distinctive Buffalo State programs and candidates, identify the specific roles and responsibilities of each member of the student teaching team, provide universal understanding of student teaching policies, and generally enhance communication and rule-setting for the most important applied learning experience in a teacher candidate's studies, the clinical practicum.

Please consider this a valuable resource. We encourage your feedback on the Handbook, and as always, we will maintain frequent and timely communication with you throughout and beyond each student teacher's experience. Thank you for your continued partnership.

Sincerely,

Wendy A. Paterson, Ph.D.
Professor and Dean

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

I. SUNY Buffalo State Educator Preparation Provider Overview

Introduction

Teacher preparation programs leading to certification require completion of specialized courses and field experiences. Included in the program are courses which develop knowledge of the nature and needs of learners. The knowledge, skills, and dispositions associated with effective instruction are applied in a series of practicum and/or field experiences. These practicum experiences are sequential, with each experience building on specific skills that have been acquired in the previous setting. Student teaching is the culminating experience in which participants are expected to teach under the supervision of experienced, certified teachers to demonstrate the knowledge and skills expected of beginning teachers. All professional education programs at the college are led by the Council of Deans which includes the Graduate Dean, Dean of Intellectual Foundations, School of Education Dean, School of the Professions Dean, School of Arts and Humanities Dean, and School of Natural and Social Sciences Dean. The preparation of teachers for Early Childhood and Childhood, Career and Technical Education, Business and Marketing, Family and Consumer Sciences, Technology Education, and Exceptional Education program areas are housed within departments in the School of Education. The preparation of teachers for secondary education content areas occurs primarily within departments of the respective disciplines in the School of Arts and Humanities, the School of Natural and Social Sciences, and the School of the Professions. All teacher education programs are represented in the Teacher Education Council (TEC) which acts as in an advisory role to the Council of Deans.

Buffalo State Mission

SUNY Buffalo State is committed to the intellectual, personal, and professional growth of its candidates, faculty, and staff. The goal of the college is to inspire a lifelong passion for learning, and to empower a diverse population of candidates to succeed as citizens of a challenging world. Toward this goal, and in order to enhance the quality of life in Buffalo and the larger community, the College is dedicated to excellence in teaching and scholarship, cultural enrichment, and service.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

EPP Conceptual Framework

Reflective Innovative Student - Centered Educators

The Educator Preparation Provider (EPP) conceptual framework forms a basis for all education-specific operations. The conceptual framework for professional education at Buffalo State reflects the commitment of all members of the professional education community to the preparation of knowledgeable and skilled educators. It is influenced by a strong commitment to issues of diversity, value for collaboration between college and public school personnel for the mutual renewal and improvement of each setting, and an educational environment that ensures success for all. These values along with the identified array of knowledge, disposition, and skill outcomes that have been developed EPP-wide--as well as those additional outcomes which have been developed by individual programs--constitute the basis for assessing individual candidate performance and for making judgments about candidate preparation and overall program quality.

The focus of the conceptual framework for initial program candidates is preparing reflective facilitators of learning. The focus of the conceptual framework for advanced program candidates is preparing accomplished reflective educators. The central core conceptions of Content knowledge, the P-12 Learner, and effective Pedagogy are encompassed with a context including Technology, Reflection, Diversity, and Dispositions. Conceptual Framework elements act as the EPP-wide candidate learning outcomes at SUNY Buffalo State.

EPP Mission

The mission of the teacher education faculty at SUNY Buffalo State is to prepare reflective facilitators of learning (initial programs) and accomplished reflective educators (advanced programs) to meet the challenge of teaching all learners in a complex, technological, global society. Teacher education faculty engage their collective expertise in teaching; scholarship and research; and service to the community, college, and profession. Faculty value and strive to cultivate a professional climate that promotes teaching excellence, intellectual vitality, and communication through collaboration across programs, among faculty, candidates, and the larger community.

EPP Vision

The conceptual framework for all teacher education programs at SUNY Buffalo State articulates the EPP's vision, ensures coherence across candidates' programs and reflects commitment to prepare candidates to work effectively with all candidates including candidates with culturally, linguistically, and ethnically diverse backgrounds and candidates with disabilities.

EPP Core Values

The teacher education faculty believe that the optimal environment for teacher preparation is one in which college-based and school-based teacher educators collaborate closely on mutually identified and mutually beneficial outcomes designed to improve both the college and school settings.

The teacher education faculty both recognize and celebrate the diversity which characterizes

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

American educational institutions; furthermore, the faculty are unequivocally committed to preparing educators whose attitudes and professional expertise advance diversity and the diversification of American democratic society.

Teacher education faculty are committed to the following fundamental premises: (1) that all candidates can learn; (2) that all candidates have a right to learn to their greatest potential; and (3) that all candidates are entitled to an educational environment where teaching and learning are the most valued of all activities.

EPP Goals

The EPP-wide candidate learning outcomes directly measure elements of the conceptual framework:

- 1: Content - The professional educator will know the subject matter to be taught to P-12 learners.
- 2: Learner - The professional educator will understand P-12 learners' socialization, growth and development; the learning process; reflection of teaching; and the establishment of a classroom climate that facilitates learning.
- 3: Pedagogy - The professional educator will attain an understanding of the strategies that candidates use to teach all learners.
- 4: Technology - The professional educator uses technology as a vehicle for learners to acquire information, practice skills, use higher order thinking skills, and participate in collaborative projects.
- 5: Reflection - The professional educator exhibits the ability to reflect and assess his/her own effectiveness, and to systematically make adjustments to improve and strengthen areas needing attention.
- 6: Dispositions - The professional educator demonstrates respect for learner differences, commitment to own personal growth, and engagement in short and long-term planning.
- 7: Diversity - The professional educator is aware of and sensitive to diversity issues and uses culturally and socially responsive pedagogy.

Buffalo State College Teacher Education Unit Candidate Dispositions *

Buffalo State Teacher and Leadership Candidates must demonstrate the following dispositions. These dispositions are introduced early, monitored throughout and assessed at the end of the program.

Candidates are:

1. **Professional:**
Follow the New York State Code of Ethics
Maintain confidentiality
Exhibit professional pride in appearance and demeanor
Demonstrate high quality communication skills in both written and oral communications
2. **Reliable and Dependable:**
Are punctual and organized
Complete essential tasks without prompting
Meet deadlines
3. **Respectful:**
Committed to meeting student needs
Practice judicious and empathetic interactions with students and colleagues on campus

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

- and in the community**
Show care and thoughtfulness in using the intellectual and physical property of others
4. **Committed to Student Learning:**
Make decisions and plans that are student centered and foster higher-order thinking skills
Demonstrate understanding of the important contribution of diversity of thought, background and ethnicity in high-quality educational experiences
Use culturally-relevant curricula
Demonstrate and affirm the expectation that all students can learn, and it is the teacher's responsibility to investigate research and practice in differentiating instruction to reach all learners' needs
Display in their lessons and plans a thorough knowledge of current theory, content, pedagogy, technology tools and assessment practices
5. **Reflective:**
Show an openness to continuous improvement
Listen effectively
Demonstrate receptivity to feedback by improving performance
Tailor and reformat instruction based on assessed student needs
6. **Enthusiastic:**
Show initiative and leadership
Practice creative problem solving
Demonstrate willingness to take calculated risks and to monitor students' receptivity to teaching innovations
Are energetic, and open to new ideas.
7. **Collaborative:**
Work well with peers, faculty and mentors and seek to learn from them and share ideas
Practice tactful communication skills, especially when sharing critique and constructive suggestions with others
Seek appropriate leadership roles

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Professional Development Schools (PDS)

Mission

The Professional Development Schools (PDS) Partnership between the School of Education and the Teacher Education Unit (TEU) at SUNY Buffalo State and participating schools is a collaborative effort. The partnership is dedicated to college faculty, school administrators, practicing teachers, and teacher candidates exploring effective practices to:

- (a) cooperatively mentor teacher candidates and provide close connections to authentic classroom practice;
- (b) promote shared professional development for all constituents;
- (c) impact student learning; and
- (d) research innovative and best educational practices.

Purpose

College faculty, school administrators, and practicing teachers deliberate on how to cooperatively supervise pre-service teachers and provide closer connections to classroom practice, promote professional development for in-service teachers, improve student learning, and research educational practice for school reform.

Critical aspects of our program involve creating and maintaining a collaborative community partnership with urban, suburban, and rural school districts; collaboratively identifying, developing, and refining practices that promote student achievement; supporting initial preparation and continuing professional development for teachers and other school based educators; and supporting teacher inquiry to improve pupil and educator development. This is accomplished while Elementary Education, Exceptional Education, Secondary Education, and Content majors gain a variety of experiences, ranging from classroom observation and tutoring to methods and student teaching placements at established PDS sites.

For more information, please refer to: <http://pds.buffalostate.edu/about-us-0>

II. General Student Teaching Information

The Student Teaching Experience

Student teaching is the capstone event in the professional preparation sequence. It offers Teacher Candidates opportunities to acquire an understanding of the teaching process by a gradual induction into increased instructional responsibility. Under careful supervision, Teacher Candidates practice the rudiments of planning daily lessons, prepare instructional units, use classroom management techniques, and employ evaluation procedures. They also learn and practice a variety of techniques and methodologies to facilitate learning. Teacher Candidates should also use this time to reflect on their experiences with a view toward self-analysis and self-improvement. They should use this opportunity to become reflective decision-makers about their teaching and capitalize on the expertise afforded to them by their **Mentor Teachers** and College Supervisors. It is expected that during their student teaching assignments, Teacher Candidates will engage in the activities included on the list that follows. They are advised, however, that their **College Supervisor** and **Mentor Teacher may have additional expectations.**

1. Review and comply with the policies and procedures as stated in the EPP Student Teaching handbook.
2. Although Teacher Candidates must make phone contact with the Mentor Teacher, they are advised to make a preliminary visit to the assigned school in advance of the first day of placement. The Teacher Candidate should meet the Mentor Teacher, exchange phone numbers, discuss possible activities, and obtain a first hand view of the neighborhood and community. While at the school, the Teacher Candidate should also introduce himself or herself to key school personnel such as the principal and the secretary.
3. In order to overcome some of the apprehension during this period of adjustment, candidates can begin to explore the following important information about the district and school: information about the school in general, type of population served, philosophy and objectives, mission statement, unique characteristics, facilities, or services and characteristics of the community
4. Be present at the practicum site for all scheduled days for the duration of the placement.
5. Learn the school district's mission, policies, and procedures.
6. Establish and maintain rapport with the learners, the Mentor Teacher, all school faculty and staff, and the College Supervisor.
7. Plan instructional units and lessons, share them with the Mentor Teacher in advance, and keep them organized. Locate, develop, and use teaching materials, resources, and technology. **The student teaching practicum is a collaborative venture between Mentor Teachers** from local school districts and supervisors from the teacher education program. Mentor Teachers and supervisors (a) enrich Teacher Candidates' knowledge about theories and methods of instruction, (b) demonstrate alternative styles of effective teaching, (c) help Teacher Candidates design and evaluate instructional activities and materials, (d) observe Teacher Candidates' classroom teaching performance, (e) confer with and offer constructive feedback to Teacher Candidates on a regular basis, (f) encourage Teacher Candidates to engage in reflective self-analysis and self-directed learning, and (g) sensitize Teacher Candidates to the many sociocultural factors that affect instruction and learning in the school.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Expectations for Teacher Candidates /Professionalism

Conducting the business of a teacher in a professional manner is an essential and a critical part of the expectations that come with teaching. There are many aspects of what constitutes a professional and making the transition from college candidate to a licensed professional includes obtaining the attitudes and integrity of all that is included within the definition:

1. Knowing and Following Policies, Practices and Procedures of the School District:

Candidates must preview the policies and procedures of the School District(s) in which they are placed for student teaching. Candidates are subject to the policies, practices and procedures of the District as long as candidates are in a student teaching placement.

2. Handling Confidential Information: While performing duties as a Teacher Candidate, candidates may have access to information about school business, students, tests, other employees, and records that should be considered confidential. Do not release any information before consulting with the Mentor Teacher. Additionally, candidates should not discuss a student with any other teachers except the Mentor Teacher. It is unprofessional to talk about or participate in discussions regarding students in faculty rooms, parking lots or hallways.

3. Promptness: District policies should be followed for daily arrival and sign in. Tardiness will not be permitted and will count as a half day absence. Two reports will result in a grade of "U" in the placement. If an absence cannot be avoided, make certain candidates contact the Mentor Teacher, the college and the College Supervisor.

4. Turnaround Time: The same promptness should be applied to all aspects of responsibilities assigned to candidates from the Mentor Teacher. If it is grading papers, candidates are expected to return those to the Mentor Teacher in a timely manner (usually 24 hours). Many schools use a parent portal which means grades are viewed on a daily basis. Likewise, fulfillment of all associated paperwork or processes for recording and tracking candidates must be completed in a timely manner (ex. Attendance, reports, progress reports, etc.)

5. Lesson Preparation and Preparedness: detailed lesson plans are to be written and delivered to the Mentor Teacher and College Supervisor. Candidates are to show initiative and not wait to be reminded and candidates will not keep the Mentor Teacher waiting for lessons. Use spell and grammar check before final copies are submitted.

6. Organization and Materials Set-ups: For laboratory assignments, activities or demonstrations, candidates are to make sure that the materials (including copies of student materials) are ready at least one day prior to teaching that lesson.

7. Use proper grammar, spelling, and punctuation in all communication. When necessary, consult a dictionary. Avoid trite and slang expressions and gender-biased comments, as some terms may be offensive to some people.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Attendance While Student Teaching

A. The beginning and ending dates of student teaching placements are established by the official college calendar and/or the department within the framework established by the college calendar. Between these dates, the student teacher is required to:

1. Be at the placement every day that school is in session and/or teachers are in attendance and follow the vacation schedule of the school district to which they are assigned.
2. Work the same hours and schedule, and perform the same duties, as the mentoring teacher.
3. Attend school faculty meetings, parent meetings, extracurricular activities, and all other events where teacher participation is expected by the school district, unless the mentoring teacher and/or school administrator determines otherwise.

B. The student teacher should expect to be in attendance each day school is in session. However, in case of absence or tardiness due to illness or other unavoidable emergency, the student teacher must:

1. Call the college supervisor, the mentoring teacher, and the school as soon as possible, but no later than one hour before school starts on the day of an absence.
2. Arrange delivery to the mentoring teacher of all materials that the teacher candidate possesses that are necessary for instruction on the day of the absence.

Professional Dress:

“The attitudes, values, and behaviors that candidates exhibit have the potential to impact on the success as a teacher. The appearance, language, and behavior speak volumes about candidates as a person. Teacher Candidates should familiarize themselves with the school's codes for professional behavior and dress. Student teachers must display identification at all times when they are on school grounds. **SUNY Buffalo State ID card or school identification nametags must be worn at all times with no exceptions.**

Social Network Protocols and cell phone use

It is expected that cell phones are not used for personal reasons while engaged with students, at faculty meetings, planning time, meeting and conferencing time with mentors. Under no circumstances are candidates permitted to communicate with students via any social media or informal network means. (Facebook, twitter, e-mail) Electronic communications must be restricted to classroom technology tools endorsed by the school to provide feedback on student grades or performances. Any information related in any way to student teaching should not be shared publically on any social network.

Teacher Candidate Planning

- ◆ A Teacher Candidate needs to understand that planning facilitates good teaching.
- ◆ A well-developed lesson plan may be a Teacher Candidate's best teaching aid.
- ◆ Emphasis on results should prevail over emphasis on form.
- ◆ It is essential for the Teacher Candidate to be familiar with the Mentor Teacher's plans.
- ◆ Good planning is based upon an appreciation for the purpose of the instruction and a working knowledge of the learning preferences of pupils.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Participation in the Educational School Program

- ◆ The Teacher Candidate should be involved in the same kinds of activities as the Mentor Teacher.
- ◆ Participation helps to give a Teacher Candidate the feeling of being accepted and needed.
- ◆ Teacher Candidates are exposed to a wider audience when working in a total school program activity within the school than in an isolated classroom activity.
- ◆ Participation should be accompanied by reflection and discussion in order to provide the Teacher Candidate with the most optimal learning experience.

Basic Responsibilities of Student Teachers

Basic responsibilities of student teachers include, but are not limited to, the following:

A. Contact the mentoring teacher soon after the placement is made to make specific arrangements for the placement to begin. A preliminary visit to the school is strongly encouraged.

B. Work with the college supervisor to meet all requirements outlined in the appropriate field placement handbook, course outline/syllabus, and other materials provided by the department or college supervisor.

C. Become familiar early in the placement with the school's faculty and student handbooks. Comply with all school rules, policies, procedures, and standards, including those concerning student safety and management/discipline; and teacher attendance, professional performance, behavior, and attire.

D. Become familiar early in the placement with classroom curriculum, materials, and management/discipline procedures.

E. Meet regularly with the mentoring teacher to plan instruction and other required activities. Lesson plans must be approved by the mentoring teacher in advance.

F. Work the same hours and schedule, and perform the same duties, as the mentoring teacher. The school district calendar is followed for the duration of the placement.

G. Communicate and interact with school personnel, parents and families, and students in a professional, tactful manner that preserves confidentiality, establishes rapport, respects diversity, and supports appropriate collegial and student-teacher relationships.

H. Gradually accept increased responsibility for the mentoring teacher's professional workload under the guidance of the mentoring teacher and college supervisor over the duration of the placement. The student teacher is expected to assume substantial or complete responsibility for the mentoring teacher's workload, as described in the program-specific Field Placement handbook.

The Initial Days of Adjustment

During the first few days the Teacher Candidate should:

- ◆ Become acquainted with school personnel
- ◆ Get to know the students
- ◆ Become aware of the curriculum
- ◆ Become familiar with the classroom routine
- ◆ Assume some teaching responsibility

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

- ◆ And above all, demonstrate initiative

The following activities are suggestions for Teacher Candidates to become involved during the first week of student teaching:

- ◆ Teach a get acquainted activity.
- ◆ Carry out brief teaching activities.
- ◆ Distribute and collect papers.
- ◆ Check attendance.
- ◆ Administer tests and quizzes.
- ◆ Assist with laboratory or project work.
- ◆ Work with individuals or small groups.
- ◆ Operate equipment.
- ◆ Assist the teacher with demonstrations.
- ◆ Explain specific procedures or techniques.
- ◆ Plan and create displays or bulletin boards.
- ◆ Learn the names of students.

By the end of the second week, a Teacher Candidate should:

- ◆ Be independent in moving about the school.
- ◆ Have some professional knowledge about the students.
- ◆ Be able to take the lead planning.
- ◆ Have assumed some responsibility for teaching an entire class for a part of the day.
- ◆ Have met a number of other teachers and feel comfortable with them.
- ◆ Have enough confidence not to be totally dependent on the Mentor Teacher.

III. The Student Teaching Triad

Student teaching is a collaborative venture directly involving the Teacher Candidate, the Mentor Teacher, and the supervisors. The success or failure of student teaching hinges upon the quality of relationships developed within this triad. Each member of the triad plays important roles that contribute to the total professional development of the prospective teacher. Moreover, these roles are interdependent, and there is much overlap in many areas. Therefore, it is essential that all members of the triad have a clear understanding of their respective and varied roles.

Criteria for Mentor Teachers

The primary responsibility of Mentor Teachers is the educational well-being of the learners in their classrooms. A Mentor Teacher's decision to accept a Teacher Candidate has a significant impact on these learners. Because the Mentor Teacher will gradually relinquish teaching responsibilities, the performance of the Teacher Candidate has an increasingly important effect on the learners. Therefore, Buffalo State is especially appreciative of Mentor Teachers' willingness to accept Teacher Candidates into their classrooms.

Mentor Teachers play a pivotal role in the professional development of pre-service teachers. These individuals need to be effective teachers who use empirically based procedures to ensure learner progress. Furthermore, they need to be creative, organized, flexible, professional, and good communicators. Individuals who serve as Mentor Teachers for Buffalo State Teacher Candidates must meet the following criteria:

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

- The Mentor Teacher will be certified in the specialty area or closely related area for which he or she is supervising.
- The Mentor Teacher will be currently teaching classes in the Teacher Candidate's area of specialization.
- The Mentor Teacher will have tenure or considered to be eligible for tenure if the teacher is a public school teacher.
- The Mentor Teacher will have at least three years of successful teaching experience in the area of certification.
- The Mentor Teacher will have had a solid recommendation from the administrative staff based on district policy indicating that the school district administrators believe the mentoring teaching will make a good mentor.
- The Mentor Teacher will model good professional practices and make use of a variety of sound teaching practices.
- The Mentor Teacher will work with the designated faculty in planning the experiences of the Teacher Candidate.
- The mentoring teaching will have a good working relationship with candidates, teachers, parents, administrators, community stakeholders, and SUNY Buffalo State.

The Mentor Teacher:

- is the direct contact person for a Teacher Candidate
- is the liaison between the District and the college
- is a role model for all candidates
- is the instructional guide
- is a resource for ideas/advice
- is the expert
- offers guidance and support
- facilitates educational goals
- encourages the Teacher Candidate to observe other classes
- encourages practical implementation
- provides a safe environment for application of Teacher Candidate ideas
- will establish a positive rapport with the Teacher Candidate
- will model teaching and classroom management strategies
- will encourage appropriate and professional practices (dress/attendance/organization)
- will answer questions of the Teacher Candidate

The SUNY Buffalo State Educator Preparation Provider Student Teaching Mentor Teacher's Handbook

- will conference regularly with the Teacher Candidate
- will assist in preparing units/lessons/projects
- will gradually increase the responsibilities of the Teacher Candidate
- will offer immediate feedback
- will report issues and/or concerns to the college and the building administration, if necessary

Working with Mentor Teachers

- Student teaching has the potential to result in improved personal relationships for both candidates and mentor teachers.
- The professional development of Teacher Candidates will be enhanced when they are treated in a professional manner.
- Teacher Candidates are inexperienced colleagues.
- Differences in personalities should be considered as an asset.
- Honesty, thoughtfulness, and tact affirm and help to establish and further develop good personal relationships.
- Student teaching may lead to a more positive self-concept of the Teacher Candidate.

Responsibilities of the Mentor Teachers

- Prepare the learners in advance of the Teacher Candidate's arrival.
- Introduce the Teacher Candidate to the school community; provide opportunities for the Teacher Candidate to become an active, participating member of the faculty; and acquaint the Teacher Candidate with major policies, customs, and procedures of the school.
- Provide textbooks, curriculum guides and material, and a physical space for the Teacher Candidate to work and store belongings.
- Provide the Teacher Candidate with information concerning what the learners have been doing up to this point and what is planned for the period during which the Teacher Candidate will be working with the class.
- Model effective teaching practices, including how to adapt/accommodate instruction.
- Model appropriate professional behavior.
- Assign classroom responsibilities gradually to the Teacher Candidate in accordance with the handbook and course syllabus.
- Meet daily with the Teacher Candidate to preview lesson plans, make suggestions, and provide feedback.
- Encourage the Teacher Candidate to use a variety of effective teaching techniques, materials and technology, and modes of classroom grouping.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

- **Provide verbal and written feedback regarding student teaching performance after each observation.** See Appendices for additional information**
- Meet on a regularly scheduled basis with the College Supervisor.
- Communicate with the College Supervisor as needed to ensure that problem areas are addressed immediately.
- **Complete any midterm and final evaluations of the Teacher Candidate**, in consultation with the Teacher Candidate and the College Supervisor. The Mentor Teacher shares his or her perceptions regarding the Teacher Candidate's performance with the College Supervisor, but does not assign the final grade. **It is suggested that in 8 week placements that the midterm evaluation takes place on or about the 4th week and final in the 8th week. It is suggested that in a 15-16 week placement that the midterm evaluations take place in weeks 4 and 8 and final evaluation on or about week 15.** (**note: this may vary by program and department see appendices)

What to Expect From the College Supervisor

The assigned College Supervisor is the person who not only mentors, critiques, and conferences with the Teacher Candidate, but serves as the liaison between the mentoring school and Buffalo State. Candidates can expect the College Supervisor to schedule a series of both formal and informal observations. The College Supervisor will visit the assigned school for an initial "introductory" visit to acquaint him/herself with the school setting and the Mentor Teacher. A similar visit may occur at the close of the placement to assure that all segments of the experience are completed successfully and on time.

Working with College Supervisors

- The College Supervisor possesses expertise, which is valuable to both the Mentor Teacher and Teacher Candidate.
- The College Supervisor is in a position to assist with problems and difficulties.
- The College Supervisor is concerned with the improvement of educational practice.
- The College Supervisor facilitates and supplements good supervision.
- The College Supervisor needs the collaboration of Mentor Teachers and Teacher Candidates to function effectively.
- The College Supervisor is a guide, confidant, and troubleshooter.
- The College Supervisor should be informed of the Teacher Candidate's activities in detail.
- The Teacher Candidate will perform better when the College Supervisor takes an active role in the experience.
- The Mentor Teacher, in his or her supervisory role, should communicate regularly with the College Supervisor.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Responsibilities of the College Supervisor

Note: Take responsibility for delivering packet of stipend documentation and other related required documentation to the mentoring teacher.

- Observe and provide immediate feedback as scheduled in consultation with the Teacher Candidate. Additional observations may be scheduled for candidates who are experiencing difficulty. An observation should be sufficiently long enough for the supervisor to gain an overall view of the Teacher Candidate's effectiveness. **It should be followed by a conference with the Teacher Candidate and Mentor Teacher, singly, collectively, or both. A conference can also be used to address events that have taken place since the last visit.**
- Evaluate and communicate the evolving competence of the Teacher Candidate at each observation, **in consultation with the Mentor Teacher.**
- **Complete any midterm and final evaluations of the Teacher Candidate**, in consultation with the Teacher Candidate and the Mentor Teacher. The Mentor Teacher shares his or her perceptions regarding the Teacher Candidate's performance with the College Supervisor, but does not assign the final grade. **It is suggested that in 8 week placements that the midterm evaluation takes place on or about the 4th week and final in the 8th week. It is suggested that in a 15-16 week placement that the midterm evaluations take place in weeks 4 and 8 and final evaluation on or about week 15.** (**note: this may vary by program and department see appendices)
- Complete all evaluation documents and submit a grade. The College Supervisor is responsible for submitting a candidate's grade; however, he or she may use the input of the Mentor Teacher when determining a grade.

IV: Evaluation and Grading -Evaluating Candidate Performance in Clinical Experiences (In no way should these formal evaluative procedures supplement the regular daily debriefing, discussions and feedback with the teacher candidate)

1. Time log of Clinical Practice (Student Teaching, Internship, Practica)

Teacher Candidates must complete a report form that enumerates either the clock hours or days devoted to student teaching as required by the teacher candidates' program/department. The form requires the **Mentor Teacher's signature** and must be filed with the supervisor.

2. Mid-Evaluation and Final evaluation(as determined by department)

Complete any midterm and final evaluations of the Teacher Candidate, in consultation with the Teacher Candidate and the College Supervisor. The Mentor Teacher shares his or her perceptions regarding the Teacher Candidate's performance with the College Supervisor, but does not assign the final grade. **It is suggested that in 8 week placements that the midterm evaluation takes place on or about the 4th week and final in the 8th week. It is suggested that in a 15-16 week placement that the midterm evaluations take place in weeks 4 and 8 and final evaluation on or about week 15.** (**note: this may vary by program and department see appendices)

Students of Concern

One possible source of difficulty for the Teacher Candidate is the inability to demonstrate a satisfactory level of competency in a key area measured knowledge, skill and/or disposition.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

The Mentor Teacher and College Supervisor are available to assist. Frequent and early observations by these individuals should facilitate the identification of any problem area(s). In addition, the midterm evaluation form allows the College Supervisor to inform the Teacher Candidate of any difficulties and the potential for failure, based on the performance to date. **The Teacher Candidate, the Mentor Teacher, and the College Supervisor should work jointly to (a) identify the area(s) of weakness, (b) devise a plan and time frame for developing or improving competence to a satisfactory level, (c) implement the plan, and (d) document the nature of any progress.** Such efforts will enable the Teacher Candidate to demonstrate satisfactory levels of competence. If difficulties persist, candidates may be withdrawn and/or may choose to withdraw from the experience following procedures in the Educator Preparation Provider Policy Handbook. (<http://epp.buffalostate.edu/faculty-resources> or department)

3. Final Grade

A. The final grade for a clinical experience (satisfactory or unsatisfactory) is assigned by the college instructor, **in consultation with the mentoring teacher**, based on the academic and professional performance standards adopted by each program.

B. The department chair or designee, in consultation with the college supervisor, **mentoring teacher**, and dean, may determine that a student teaching experience must be extended to insure that the student teacher has met the required standard of performance to pass the associated student teaching course. Under these circumstances, the student teacher must continue student teaching in a satisfactory manner on a full-time basis for the assigned additional period, which may be up to 7 weeks beyond the end of the original placement. Failure to do so will result in failing the student teaching course.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 1: Compensation for mentoring a student teacher

In appreciation of their service, Mentor teachers are offered a choice of a monetary stipend or a partial tuition waiver. Mentor teachers will receive a stipend/waiver information packet from the Student Teaching Supervisor for each placement, and must complete the stipend/waiver forms and Mentor Teacher Questionnaire in order to receive the stipend or waiver. Stipends/waivers are processed by the Teacher Certification Office (TCO). Mentor teachers may contact the TCO at **716-878-6121** or **teachercertification@buffalostate.edu** for assistance with the stipend/waiver process.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 2- Student Teaching Syllabus or Required assignments (By Dept/Program)

Buffalo State College
State University College at Buffalo

Department of Elementary Education & Reading School of Education

Course Information: PRACTICUM IN STUDENT TEACHING

<http://elementaryeducation.buffalostate.edu/mentor-teachers>

<http://elementaryeducation.buffalostate.edu/sites/elementaryeducation.buffalostate.edu/files/uploads/Student%20Teaching/REVISED%20EDU%20400%20Student%20Teaching%20Syllabus%20Spring%202018.pdf>

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 3: NEW FORM for Student Teaching Mid/Final Evaluation by department/program
(NOTE: The Taskstream link will be forwarded to mentor teachers to complete the electronic copy on Taskstream)

Elementary and Early Childhood Student Teaching Evaluation Spring 2018

Mentor teachers will be emailed a link to complete the evaluation form online.
8-week placements: The formative evaluation will be completed online by all mentor teachers between February 21-28 and the final evaluation will be completed online March 16-20.
15-week placements: The formative evaluation will be completed online by all mentor teachers between February 21-28 and again March 16-20. The final evaluation is due May 7-11.

The Scale is Below:

- Score of 4 (CONSISTENTLY EVIDENT): Candidate exhibits behaviors beyond the expectations of candidates at this point in their program. Candidate demonstrates behaviors consistent with professional dispositions in multiple situations/data points.
- Score of 3: (OFTEN EVIDENT): This is the TARGET score. Candidate has met the standard at the level expected at this point in their program. Candidate demonstrates behaviors that align with expectations for this specific disposition.
- Score of 2: (OCCASIONALLY EVIDENT): Candidate's understanding and effort does not meet the target, but he/she exhibits some of the behaviors associated with the disposition.
- Score of 1: (RARELY EVIDENT): Candidate's behaviors related to a disposition are not evident or rarely exhibited.

NOTE: *A score of 2 should be viewed as a "teachable moment" for the assessor. In this case, the assessor should meet with the candidate to discuss the behaviors that warranted the score and to clarify expectations. A score of 1 warrants a meeting with the candidate, but also requires the completion of a "Candidate Consultation Form" so that the Teacher Education Unit at Buffalo State College can develop a plan to help the candidate improve. Candidate Consultation Forms can be found in the Student Teaching Handbook. For more information about these processes and/or this assessment, please contact the Supervisor. ***"NOT YET OBSERVED" is not available on the final evaluation.

The form has 47 items to assess 7 Dispositions, Core Competencies in Lesson Planning, Differentiating Instruction, Transitions/Management, Assessment, Instruction, Educational Technology, Specific Content Areas (ELA, Science, Math, Social Studies, The Arts, Health Education and Physical Education) and Developmentally Appropriate Practices. Candidates need to plan ahead to make sure that they demonstrate all of these competencies and teach lessons in all of the required content areas. They may need to collaborate with other teachers in order to do this.

Area	Items that Will Appear on the Online Evaluation
Dispositions	<ol style="list-style-type: none"> 1. PROFESSIONAL: Candidate is ethical, exhibits professional pride in appearance and demeanor, and demonstrates high quality communication skills. 2. RELIABLE AND DEPENDABLE: Candidate is punctual and organized, completes tasks without prompting, and meets deadlines. 3. RESPECTFUL: Candidate is judicious and empathetic in interactions with students and colleagues. 4. COMMITTED TO STUDENT LEARNING: Candidate makes decisions and plans that are student centered, foster higher-order thinking skills, and demonstrate understanding of the important contribution of diversity. 5. REFLECTIVE: Candidate shows openness to continuous improvement, listens effectively,

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

	<p>demonstrates receptivity to feedback by improving performance, and tailors and reformats instruction based on assessed student needs.</p> <p>6. ENTHUSIASTIC: Candidate shows initiative and leadership, practices creative problem solving, is energetic and open to new ideas.</p> <p>7. COLLABORATIVE: Candidate works well with peers, faculty and mentors and seeks to learn from them and share ideas.</p>
Area	Items that Will Appear on the Online Evaluation
Lesson Planning	<p>8. Planning: Candidate creates a developmentally appropriate plan that is differentiated for individual students and can justify the plan using knowledge of child/adolescent development and theory and/or research.</p> <p>9. Enactment: Candidate introduces tasks that allow for developmental flexibility, provides scaffolding when appropriate, and considers developmental differences in the assessment of student learning.</p>
Differentiating Instruction	<p>10. Planning: Candidate uses data on student cultural, linguistic, or developmental differences to inform the plan; plans adaptations to address specific students' needs; and provides justification for why the plan would work.</p> <p>11. Materials: Candidate selects or creates a set of materials that differentiates instruction to meet the individual needs of students, has clear directions, and is consistent with learner goals.</p> <p>12. Instruction: Candidate adapts the lesson to meet the needs of the individual while simultaneously satisfying the learning goals. Candidate uses multiple approaches to differentiate instruction.</p> <p>13. Student Response: Students engage with the lesson and remain on task for its duration, ask appropriate questions, and engage in thinking at all levels of Bloom's taxonomy.</p>
Transitions & Management	<p>14. Planning: Candidate introduces tasks that allow for developmental flexibility, plans transitions to begin and end the activity, and designs an instructional plan that considers developmental differences in the assessment of student learning.</p> <p>15. Enactment: Candidate provides clear directions to facilitate student engagement before beginning the activity. Candidate effectively guides student movement during the lesson.</p> <p>16. Classroom Management: Candidate uses proactive classroom management strategies such as proximity control and nonverbal communication. Candidate anticipates and provides direction for student movement throughout the lesson.</p>
Assessment	<p>17. Assessment: Candidate selects or creates multiple assessments to evaluate student performance, assesses higher level thinking skills, and provides oral and written feedback on student thinking.</p> <p>18. Elicit Student Thinking: Candidate uses instructional strategies that foster high student engagement and selects or creates instructional strategies that give students a chance to observe, reflect, infer and explain. Uses strategies that elicit student thinking.</p> <p>19. Quality of Inferences: Candidate stays true to the data when making inferences, synthesizes the assessment data into a complete picture of student performance, and implements an instructional response/strategy in response to student thinking.</p> <p>20. Relationship to Learning: Candidate sets short and long term learning goals in relation to an external benchmark, creates developmentally appropriate learning goals, and achieves the learning goals of the lesson.</p>
Instruction	<p>21. Relevance: Candidate incorporates student interests, builds on prior experiences and existing knowledge, incorporates student decision-making, and provides a justification for teaching strategies.</p> <p>22. Instruction: Candidate elicits and interprets student thinking, provides direction and guidance related to the learning, and provides effective feedback related to the learning objectives.</p> <p>23. Student Response: Students appear motivated, engage with the lesson and remain on task for its duration. Students engage in thinking at all levels of Bloom's taxonomy and ask appropriate</p>

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

	<p>questions.</p> <p>24. Student Thinking: Candidate formatively assesses student speaking, writing, and thinking; recognizes common patterns of student thinking and development; and identifies an instructional strategy in response to student thinking.</p>
Area	Items that Will Appear on the Online Evaluation
Technology	<p>25. Candidate facilitates and inspires student learning using developmentally appropriate digital tools.</p> <p>26. Candidate designs individualized learning experiences using digital tools.</p> <p>27. Candidate demonstrates capability in technology systems.</p> <p>28. Candidate models and teaches safe, legal, and ethical use of technology.</p>
ELA	<p>29. Candidate knows and understands concepts of reading, writing, and oral language.</p> <p>30. Candidate designs and implements effective instruction in reading, writing, and oral language.</p>
Science	<p>31. Candidate knows and understands fundamental science concepts.</p> <p>32. Candidate designs and implements effective instruction in science.</p>
Math	<p>33. Candidate knows and understands fundamental mathematical concepts.</p> <p>34. Candidate designs and implements effective instruction in mathematics.</p>
Social Studies	<p>35. Candidate knows and understands fundamental social studies concepts.</p> <p>36. Candidate designs and implements effective instruction in social studies.</p>
The Arts	<p>37. Candidate knows and understands fundamental concepts of performing arts and visual arts.</p> <p>38. Candidate designs and implements effective instruction in the arts</p>
Health Education	<p>39. Candidate knows and understands fundamental concepts of health education.</p> <p>40. Candidate designs and implements effective instruction in health education.</p>
Physical Education	<p>41. Candidate knows and understands fundamental concepts of physical education.</p> <p>42. Candidate designs and implements effective instruction in physical education.</p>
Developmentally Appropriate Practice	<p>43. Candidate uses developmental knowledge to create healthy, respectful, supportive, and challenging learning environments.</p> <p>44. Candidate supports and engages families and communities through respectful, reciprocal relationships.</p> <p>45. Candidate knows about and uses observation, documentation, and other appropriate assessment tools and approaches, including the use of technology in documentation, assessment and data collection.</p> <p>46. Candidate understands and practices responsible assessment to promote positive outcomes for each child, including the use of assistive technology for children with disabilities.</p> <p>47. Understands positive relationships and supportive interactions as the foundation of their work with children.</p>

Thank you so much for your assistance in helping the next generation of teachers!

The SUNY Buffalo State Educator Preparation Provider Student Teaching Mentor Teacher's Handbook

Appendix- 4: NYS Code of Ethics

<http://www.highered.nysed.gov/tcert/pdf/coeposter.pdf>

New York State Code of Ethics for Educators

Statement of Purpose The Code of Ethics is a public statement by educators that sets clear expectations and principles to guide practice and inspire professional excellence. Educators believe a commonly held set of principles can assist in the individual exercise of professional judgment. This Code speaks to the core values of the profession. "Educator" as used throughout means all educators serving New York schools in positions requiring a certificate, including classroom teachers, school leaders and pupil personnel service providers.

Principle 1 Educators nurture the intellectual, physical, emotional, social, and civic potential of each student. Educators promote growth in all students through the integration of intellectual, physical, emotional, social and civic learning. They respect the inherent dignity and worth of each individual. Educators help students to value their own identity, learn more about their cultural heritage, and practice social and civic responsibilities. They help students to reflect on their own learning and connect it to their life experience. They engage students in activities that encourage diverse approaches and solutions to issues, while providing a range of ways for students to demonstrate their abilities and learning. They foster the development of students who can analyze, synthesize, evaluate and communicate information effectively.

Principle 2 Educators create, support, and maintain challenging learning environments for all. Educators apply their professional knowledge to promote student learning. They know the curriculum and utilize a range of strategies and assessments to address differences. Educators develop and implement programs based upon a strong understanding of human development and learning theory. They support a challenging learning environment. They advo-

cate for necessary resources to teach to higher levels of learning. They establish and maintain clear standards of behavior and civility. Educators are role models, displaying the habits of mind and work necessary to develop and apply knowledge while simultaneously displaying a curiosity and enthusiasm for learning. They invite students to become active, inquisitive, and discerning individuals who reflect upon and monitor their own learning.

Principle 3 Educators commit to their own learning in order to develop their practice. Educators recognize that professional knowledge and development are the foundations of their practice. They know their subject matter, and they understand how students learn. Educators respect the reciprocal nature of learning between educators and students. They engage in a variety of individual and collaborative learning experiences essential to develop professionally and to promote student learning. They draw on and contribute to various forms of educational research to improve their own practice.

Principle 4 Educators collaborate with colleagues and other professionals in the interest of student learning. Educators encourage and support their colleagues to build and maintain high standards. They participate in decisions regarding curriculum, instruction and assessment designs, and they share responsibility for the governance of schools. They cooperate with community agencies in using resources and building comprehensive services in support of students. Educators respect fellow professionals and believe that all have the right to teach and learn in a professional and supportive environment. They participate in the preparation and induction of new educators and in professional development for all staff.

Principle 5 Educators collaborate with parents and community, building trust and respecting confidentiality. Educators partner with parents and other members of the community to enhance school programs and to promote student learning. They also recognize how cultural and linguistic heritage, gender, family and community shape experience and learning. Educators respect the private nature of the special knowledge they have about students and their families and use that knowledge only in the students' best interests. They advocate for fair opportunity for all children.

Principle 6 Educators advance the intellectual and ethical foundation of the learning community. Educators recognize the obligations of the trust placed in them. They share the responsibility for understanding what is known, pursuing further knowledge, contributing to the generation of knowledge, and translating knowledge into comprehensible forms. They help students understand that knowledge is often complex and sometimes paradoxical. Educators are confidantes, mentors and advocates for their students' growth and development. As models for youth and the public, they embody intellectual honesty, diplomacy, tact and fairness.

This Code shall not be used as a basis for discipline by any employer and shall not be used by the State Education Department as a basis for a proceeding under Part 83 of Commissioner's Regulations, nor shall it serve as a basis for decisions pertaining to certification or employment in New York State. Conversely, this Code shall not be interpreted or used to diminish the authority of any public school employer to evaluate or discipline any employee under provisions of law, regulation, or collective bargaining agreement.

96-01967 96-128pm

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 5: Co-Teaching during Student Teaching (Optional by program/dept.)

Co-teaching in student teaching is defined as: "Two teachers (a clinical teacher and a teacher candidate) working together with groups of students; sharing the planning, organization, delivery and assessment of instruction, as well as the physical space" (Bacharach, Heck & Dank, 2004). <https://www.edutopia.org/blog/co-teaching-internship-model-teresa-heck>

Co-Teaching strategies, Effective practices, examples and suggested timeline

Dr. Kathy Doody and Dr. Angela Patti, "Co-teaching Overview"

<http://elementaryeducation.buffalostate.edu/sites/elementaryeducation.buffalostate.edu/files/uploads/Student%20Teaching/Co%20Teaching/Co-teaching%20-%20Overview%20%281%29.pdf>

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Adapted by Rosemary Arioli, "Suggested Co-Teaching Timeline Systematic Release"

**Suggested Timeline for Systematic Release of Responsibility
During Student Teaching
Co-Teaching Timeline 16 week placement**

Timeline	Mentor Teacher (MT) Actions	Teacher Candidate (TC) Actions
Beginning Week 1-3	MT takes the lead. MT leads instruction, planning and reflection. <i>Supportive:</i> MT in lead role <i>Parallel:</i> MT plans for all groups <i>Complementary:</i> MT leads	TC follows the lead of MT. TC actively participates in all instruction, planning and reflection. <i>Supportive:</i> TC in support role <i>Parallel:</i> TC teaches MT plans <i>Complementary:</i> TC complements, as directed <i>Team:</i> Likely not yet used
Early to Middle of Weeks 4-6	MT leads some of the time and prompts TC to take the lead in instruction, planning and reflection. Prompts TC to take ownership of the daily routines. <i>Supportive:</i> MT leads and supports <i>Parallel:</i> MT plans for most groups <i>Complementary:</i> MT usually leads <i>Team:</i> MT prompts TC role	TC begins taking the lead regularly: leading in one area of instruction, planning and reflection conversations. TC begins to take ownership of daily classroom routines. <i>Supportive:</i> TC leads and supports <i>Parallel:</i> TC plans some instruction for groups <i>Complementary:</i> TC complements <i>Team:</i> TC team teaches with guidance from MT
Middle Weeks 7-9	MT leads some of the time and prompts TC to take the lead in instruction, planning and reflection. Prompts TC to take ownership of the daily routines. <i>Supportive:</i> MT leads and supports <i>Parallel:</i> MT plans for most groups <i>Complementary:</i> MT usually leads <i>Team:</i> MT prompts TC role	TC takes the lead regularly: leading in two or more areas of instruction, planning and reflection conversations. TC begins to take ownership of daily classroom routines. <i>Supportive:</i> TC leads and supports <i>Parallel:</i> TC plans some instruction for groups <i>Complementary:</i> TC complements <i>Team:</i> TC team teaches with guidance from MT
Middle to End of Weeks 10-15	MT and TC equally share taking the lead in co-teaching approaches, share leadership of planning and reflection. Prompts TC to take increasing ownership of running classroom <i>Supportive:</i> MT in lead and support roles <i>Parallel:</i> MT plans for some groups <i>Complementary:</i> MT leads, complements <i>Team:</i> MT and TC jointly instruct	TC and MT equally share taking the lead in co-teaching approaches, share leadership of planning and reflection. TC takes increasing ownership of running classroom. <i>Supportive:</i> TC in lead and support roles <i>Parallel:</i> TC designs, teaches own plans for groups <i>Complementary:</i> TC leads, complements <i>Team:</i> MT and TC jointly instruct
End Week 16	MT Takes the lead in instruction a, planning, and reflection <i>Supportive:</i> MT in lead role <i>Parallel:</i> MT plans for all groups <i>Complementary:</i> MT leads	Releases back lead in planning, instruction, and reflection TC to visit other classrooms <i>Supportive:</i> TC in support role <i>Parallel:</i> TC teaches MT plans <i>Complementary:</i> TC complements, as directed

**Suggested Timeline for Systematic Release of Responsibility
 8 week placement Student Teaching
 Co-Teaching Timeline**

Timeline	Mentor Teacher (MT) Actions	Teacher Candidate (TC) Actions
Beginning Week 1-2	MT takes the lead. MT leads instruction, planning and reflection. <i>Supportive:</i> MT in lead role <i>Parallel:</i> MT plans for all groups <i>Complementary:</i> MT leads <i>Team:</i> likely not yet used	TC follows the lead of MT. TC actively participates in all instruction, planning and reflection. <i>Supportive:</i> TC in support role <i>Parallel:</i> TC teaches MT plans <i>Complementary:</i> TC complements, as directed <i>Team:</i> Likely not yet used
Early to Middle of Weeks 3-4	MT leads some of the time and prompts TC to take the lead in instruction, planning and reflection. Prompts TC to take ownership of the daily routines. <i>Supportive:</i> MT leads and supports <i>Parallel:</i> MT plans for most groups <i>Complementary:</i> MT usually leads <i>Team:</i> MT prompts TC role	TC begins taking the lead regularly: leading in one or more areas of instruction, planning and reflection conversations. TC begins to take ownership of daily classroom routines. <i>Supportive:</i> TC leads and supports <i>Parallel:</i> TC plans some instruction for groups <i>Complementary:</i> TC complements <i>Team:</i> TC team teaches with guidance from MT
Middle to End of Weeks 5-7	MT and TC equally share taking the lead in co-teaching approaches, share leadership of planning and reflection. Prompts TC to take increasing ownership of running classroom <i>Supportive:</i> MT in lead and support roles <i>Parallel:</i> MT plans for some groups <i>Complementary:</i> MT leads, complements <i>Team:</i> MT and TC jointly instruct	TC and MT equally share taking the lead in co-teaching approaches, share leadership of planning and reflection. TC takes increasing ownership of running classroom. <i>Supportive:</i> TC in lead and support roles <i>Parallel:</i> TC designs, teaches own plans for groups <i>Complementary:</i> TC leads, complements <i>Team:</i> MT and TC jointly instruct
END Week 8	MT Takes the lead in instruction a, planning, and reflection <i>Supportive:</i> MT in lead role <i>Parallel:</i> MT plans for all groups <i>Complementary:</i> MT leads	Releases back lead in planning, instruction, and reflection TC to visit other classrooms <i>Supportive:</i> TC in support role <i>Parallel:</i> TC teaches MT plans <i>Complementary:</i> TC complements, as directed
Supportive Co-teaching - where the one member of the team takes the lead role and the other member rotates among students to provide support		Complementary Co-teaching - where a member of the co-teaching team does something to supplement or complement the instruction provided by the other member of the team (e.g., models note taking on a transparency, paraphrases the other co-teacher's statements)
Parallel Co-teaching - where support personnel and the classroom teacher instruct different heterogeneous groups of students		Team Teaching - where the members of the team co-teach along side one another and share responsibility for planning, teaching, and assessing the progress of all students in the class

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 6: (OPTIONAL or any lesson plan template)

Planning for Co-teaching during Student Teaching

Use this form to map out what co-teaching approaches you plan to use each week of the student teaching placement, as well as who will take primary responsibility for various components of planning, instruction, assessment, management, etc. All components of the classroom should be co-planned between the mentor teacher and student teacher, but you can discuss how the different components will be carried out. For example, you might co-plan literacy stations, but then each develop materials for one of the stations.

Week	Co-teaching Approaches to Use	Responsibilities for Mentor Teacher	Responsibilities for Student Teacher	Responsibilities for Both
Example	One teach – one assist Station teaching Team teaching Parallel teaching	Write lesson plans and develop materials for math (after co-planning) Develop social studies unit on communities Fill out progress reports	Write lesson plans and develop materials for ELA (after co-planning) Conduct weekly reading fluency probes with all students and graph data Develop science unit on the life cycle of plants	Co-teach math (parallel teaching) and ELA (station teaching and team teaching) Co-teach science and social studies (one teach-one assist with mentor teacher leading in social studies and student teacher leading in science) Conduct parent-teacher conferences
1				
2				

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

3				
4				
5				
6				

The SUNY Buffalo State Educator Preparation Provider Student Teaching Mentor Teacher's Handbook

Appendix 7: Understanding edTPA for Mentors (OPTIONAL VARIES BY PROGRAM & DEPT)

edTPA is a required common assignment for our teacher candidates to perform during student teaching.

The edTPA, identifies and collects subject specific evidence of effective teaching that is drawn from a learning segment—3---5 lessons from a unit of instruction for one class of students. Candidates' evidence is evaluated and scored on multiple measures within five dimensions of teaching.

1. **Planning Instruction and Assessment** establishes the instructional and social context for student learning and includes lesson plans, instructional materials, student assignments/assessments, as well as a planning commentary that justifies the plans based on the candidate's knowledge of diverse students' learning strengths and needs. Candidates demonstrate how their plans are aligned with content standards (e.g. Common Core), build upon students' prior learning and development to deepen subject matter knowledge, and how instruction is differentiated to address varied student needs.

THE FIRST WEEK OF SCHOOL THE TC NEEDS TO COLLECT DATA ON THE STUDENTS TO HELP THEM COMPLETE THE CONTEXT TO LEARNING. YOU CAN ASSIST BY LETTING THE TC KNOW WHO HAS a 504 PLAN, IEP, ELL learner, GIFTED, other. THE TC THEN FILL OUT THIS FORM ON THEIR OWN. This is suggested to take place by the second week of their placement.

edTPA Early Childhood Task 1: Context for Learning Information

TASK 1: CONTEXT FOR LEARNING INFORMATION

Respond to the prompts below (no more than 3 single-spaced pages, including prompts) by typing your responses within the brackets following each prompt. Do not delete or alter the prompts. Pages exceeding the maximum will not be scored.

About the School Where You Are Teaching

1. In what type of school do you teach? (Type an "X" next to the appropriate description; if "other" applies, provide a brief description.)
 Preschool: _____
 Elementary school: _____
 Other (please describe): _____
 Urban: _____
 Suburban: _____
 Rural: _____
2. List any special features of your school or classroom setting (e.g., charter, co-teaching, themed magnet, classroom aide, bilingual, team taught with a special education teacher) that will affect your teaching in this learning segment.
 []
3. Describe any district, school, or cooperating teacher requirements or expectations that might affect your planning or delivery of instruction, such as required curricula, pacing plan, use of specific instructional strategies, or standardized tests.
 []

About the Class Featured in This Assessment

1. How much time is devoted each day to language and literacy instruction in your classroom?
 []
2. Is there any ability grouping or tracking in language and literacy? If so, please describe how it affects your class.
 []
3. Identify any textbook or instructional program you primarily use for language and literacy instruction. If a textbook, please provide the title, publisher, and date of publication.
 []
4. List other resources (e.g., electronic whiteboard, hands-on materials, online resources) you use for language and literacy instruction in this class.
 []

About the Children in the Class Featured in This Assessment

1. Grade-level(s): []
2. Age range: _____
3. Number of _____

Copyright © 2014 Board of Trustees of The Leeward District University. All rights reserved. The edTPA form and materials are owned by The Board of Trustees of The Leeward District University. Use of the edTPA form and materials is permitted only pursuant to the terms of a written license agreement. 1 of 2 | 3 pages maximum

edTPA Early Childhood Task 1: Context for Learning Information

• children in the class: _____
 • males: _____ females: _____

4. Complete the chart below to summarize required or needed supports, accommodations or modifications for your children that will affect your instruction in this learning segment. As needed, consult with your cooperating teacher to complete the chart. Some rows have been completed in italics as examples. Use as many rows as you need.

Consider the variety of learners in your class who may require different strategies/supports or accommodations/modifications to instruction or assessment (e.g., English language learners, gifted children needing greater support or challenge, children with Individualized Education Programs (IEPs) or 504 plans, struggling readers, or children who are at different points along the developmental continuum).

Children with Specific Learning Needs		
IEP/504 Plans, Classifications/Needs	Number of Children	Supports, Accommodations, Modifications, Pertinent IEP Goals
<i>Example: Visual processing</i>	2	<i>Close monitoring, large print text, window card to isolate text</i>
Other Learning Needs		
Other Learning Needs	Number of Children	Supports, Accommodations, Modifications
<i>Example: Struggling readers</i>	6	<i>Provide oral explanations for directions, guiding/scaffolding language, and literacy experiences (e.g., breaking down tasks)</i>

Copyright © 2014 Board of Trustees of The Leeward District University. All rights reserved. The edTPA form and materials are owned by The Board of Trustees of The Leeward District University. Use of the edTPA form and materials is permitted only pursuant to the terms of a written license agreement. 2 of 2 | 3 pages maximum

MENTOR teachers will play varying roles during the time in which student teachers complete the above tasks ranging from a supportive role to a more active role. **Please note that the student teacher will be required to take the lead for planning, instruction and assessment for the 3-5 lessons (for edTPA) in order to successfully complete the certification requirements.**

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Below are some possible ways mentor teachers can assist student teachers:

Decide if the teacher candidate will have work with a group of at least FOUR students or the Whole Class for his/her edTPA 3-5 lessons. We suggest only teach THREE CONSECUTIVE lessons due to the time constraints

Guide understanding of curriculum organization in your classroom/school/district

Map when student teacher will teach. Ask to see their edTPA outline or time line as suggested by their program or department.

For Example: Elementary edTPA for TASKS 1-3 is LITERACY teaching. This should take only 3 consecutive days to teach. IF THEY ARE working on the ELEMENTARY edTPA they have an additional task 4 for MATHEMATICS reengagement activity which should only take one week.

Assist student teacher (ST) in securing video permission forms. They have a form from the college to use or they can use the form your school hands out.

Record video (if applicable)

Adapted by Arioli from Stanford Center for Assessment, Learning and Equity (SCALE) June 2012

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 8: edTPA permission to video record



BUFFALO STATE
The State University of New York

Date: _____

Dear Parents and/or Guardians:

I write to request your permission to include your child's image and work samples in my teacher preparation portfolio. As your child's student teacher, I am taking the edTPA to earn my initial teaching certificate. The edTPA is a teacher certification exam designed to assess my readiness to teach based on my work with students in a real classroom.

As part of my portfolio, I must write lesson plans and submit short video recordings that show how I teach these lesson plans. During taping, your child may appear on the video recordings as I am teaching. I must also submit samples of student work as evidence of my teaching practice. The work I submit might be your child's work. I will protect your child's right to confidentiality! No student names will appear on any materials that are submitted. Students' first names only will be used during filming. My work on the video recordings will be assessed by my college supervisor and reviewers from Pearson Corporation who assess the portfolios **for certification**. The contents of my portfolio will be used for professional education purposes only. Videos will not be distributed publicly or otherwise made available for public use.

May I have your permission to include your child in the filming of these learning activities? Please be assured that there are no positive or negative consequences for agreeing or refusing to authorize your child's participation. You may prefer your child not participate in the filming. If so, your child will take part in the lesson but will be placed outside of the camera angle to honor your decision.

Please complete the form on the next page and return by _____. I thank you for supporting my growth as a future educator!

Sincerely,

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook



Parental Permission for my child to Participate in edTPA Portfolio Activity

I understand the conditions for filming my child's participation in a demonstration lesson. I have been informed of the restricted use of the film and that I may choose the option to set cameras to exclude my child from appearing in the film due to religious or personal preferences or other factors, such as membership in a witness protection program. The following documents include important information on confidentiality, as well as guidelines for protecting confidentiality of students who are videotaped:

- Confidentiality and Security of edTPA Candidate Materials and Assessment Data:
<http://www.edtpa.com/Content/Docs/VideoConfidentialityFaculty.pdf>
- Guidelines for Video Confidentiality for Candidates:
<http://www.edtpa.com/Content/Docs/VideoConfidentialityCandidates.pdf>

_____ Yes, I give permission for _____ to participate

(child's name)

in edTPA portfolio activities. I agree that my child may appear in video recordings of edTPA-related lessons. I consent to my child's work being submitted for evaluation solely to provide evidence of the student teacher's teaching skills. I hold the State University of New York (SUNY) and student teacher harmless and release and discharge the student teacher as well as SUNY, its employees and agents, from any claims, demands, or causes of action on my part or that of those in connection to me. I give this consent on the conditions that: my child's identity and work remain confidential; the video recordings are not displayed in any public, non-secured venue; the videos will not be used for commercial purposes.

_____ No, I do not give permission for _____ to

(child's name)

participate in the edTPA portfolio filming.

_____ Date _____

Parent/Guardian Signature

Please return by _____. Thank you!

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 9: Mentor Teacher Checklist (VARIES BY DEPT.PROGRAM)

Checklist of Mentor Teacher Responsibilities

___ Participate in a 3-way introductory conference with the student teacher and college supervisor

___ Conduct an initial planning session with your student teacher. Discuss the following:

___ your daily and weekly schedule of classes and responsibilities

___ your general arrival and departure times at school

___ days/times of school, department, team, grade-level, or committee meetings

___ a general calendar for when the student teacher will assume responsibilities for various planning, teaching, managing, and assessment tasks (specifically identify a tentative period when the student teacher will assume full responsibility for planning, teaching, managing, and assessing, minimally 1 week, but ideally longer). In Co-Teaching model the teacher candidate takes the LEAD for planning.

___ the format in which lesson and unit plans will be completed (the student teacher can use the BSC planning format, the school district format, or your own preferred format... remember, though, that your student teacher will need to write more detailed plans than those used by many experienced teachers)

___ a regular time for discussions of the student teacher's planning and progress (these feedback sessions should take place at least once a week; many mentor teachers conduct daily feedback sessions; setting a regular date is helpful)

___ the nature and needs of the diverse students in your class(es), including specific IEP's for any identified special needs students

___ **DISCUSS PROCEDURES AND ROUTINES with TC so everyone is on the same page**

___ Give your student teacher a tour of the school. Include the location of the following:

___ principal's office

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

- ___ counselor's office (or special education office, etc.)
- ___ nurse's office
- ___ library
- ___ cafeteria
- ___ Faculty Lounge location
- ___ copy machines, paper and supplies, etc.
- ___ classrooms of department, team, and/or grade-level colleagues
- ___ Explain school procedures for:
 - ___ teacher parking (assigned parking? parking sticker required?)
 - ___ teacher sign-in and sign-out in the main office
 - ___ student teacher absence for illness (who should be contacted, and how?)
 - ___ use of copy machines, library, computer labs, telephones, etc.
 - ___ referrals of students to principal, counselor, special education, detention, etc.
 - ___ contact with parents/guardians
 - ___ fire and emergency procedures, school violence prevention techniques
- ___ Regularly review your student teacher's Student Teaching Notebook. It should be a well-organized collection of carefully-sequenced, detailed plans, including all accompanying handouts and materials. (Optional)
- ___ Meet at least once each week at a set time to provide feedback on your student teacher's progress. Encourage your student teacher to ask questions to clarify expectations and procedures.
- ___ Regularly observe and take notes on your student teacher's lessons.
- ___ At least 3-6 times during the student teaching experience, "formally" observe your student teacher and take notes.
- ___ Encourage your student teacher to participate in after-school activities, including extra help

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

sessions for students, extracurricular activities, conferences with
parent/guardians, etc.

___ Encourage your student teacher to observe other teachers in your department, on your
team, or in your grade level.

___ Encourage your student teacher to invite a school administrator to observe a lesson and
provide feedback.

___ At the end of the student teaching placement, complete a final evaluation of your
student teacher.

___ At the end of the placement, complete an evaluation of the college supervisor.

___ Participate in a 3-way final conference with the student teacher and college supervisor.

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

Appendix 11: Appendix 11: Additional support resources for mentors-(By department/Program)

“ Ideas for mentors in Best practices, observation, coaching ideas when working with student teachers “

<https://www.pinterest.com/ariolir/ideas-for-mentors/>”

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook

The SUNY Buffalo State Educator Preparation Provider
Student Teaching Mentor Teacher's Handbook