

MSED 7005
Teaching Internship I
3 semester hours
Spring 2011

College of Education
Valdosta State University
Department of Middle Grades and Secondary Education
Conceptual Framework: Guiding Principles
(adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to, and assume responsibility for, the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

REQUIRED TEXTBOOK

A LiveText software account is required for this course. You will need to purchase a student membership online at livetext.com.

COURSE DESCRIPTION

Prerequisite: Completion of content major courses, MSED 7001 and MSED 7002, consent of department head, and employment on a provisional certificate by a school system. This course is the first of two semester-long internships completed in a school classroom.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

Field applications of the following conceptual framework standards are demonstrated:

- I. **CONTENT AND CURRICULUM:** Teachers demonstrate a strong content knowledge of content area(s) and appropriate for their certification levels.
- II. **KNOWLEDGE OF STUDENTS AND THEIR LEARNING:** Teachers support the intellectual, social, physical, and personal development of all students.
- III. **LEARNING ENVIRONMENTS:** Teachers create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.
- IV. **ASSESSMENT:** Teachers understand and use a range of formal and informal assessment strategies to evaluate and ensure the continuous development of all learners.
- V. **PLANNING AND INSTRUCTION:** Teachers design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.
- VI. **PROFESSIONALISM:** Teachers recognize, participate in, and contribute to teaching as a profession.

COURSE OBJECTIVES

Each candidate will:

1. plan and implement lessons that are appropriate for students' abilities and based on appropriate subject content. (CFS II-V)
2. demonstrate the ability to design and conduct lessons for a diverse population based upon state and national standards; include the use of technology. (CFS I-IV)
3. work collaboratively with the university supervisor and school administration to evaluate students' learning and their own pedagogy. (CFS IV, VI)
4. will write and speak in Standard English .(CFS I-VI)

COURSE REQUIREMENTS

1. Self-Evaluation/Video Lessons

Each candidate will be required to videotape two lessons during the semester to self-assess their own teaching. The first video lesson will be due to your supervisor by January 28, 2011. This lesson will be self-evaluated in LiveText using the COE Observation Instrument (LiveText deadline of January 28). To send the lesson plan to yourself in LiveText so that you can complete the self assessment use the following instructions:

LiveText Instructions

1. From the Dashboard: >Documents > New
2. Under Folder >Valdosta State University Lesson Plans
3. Under Template>Lesson Plan Template for ATTACHED Lesson Plan
4. Title: ACT Spring 2011 LP Observation #1 Lastname, Firstname
No description necessary
5. >Save as New Document
6. In the document Under Section for Attaching Lesson Plan, > Edit
7. Complete sentence Attached below is a lesson plan ...
8. At bottom, under File Attachments, >Edit
9. >Upload New File
10. >Browse, choose the correct lesson plan and open it.
11. >Save and Finish, >Send for Review, Type in your name.
12. >Submit for Review
13. >Reviews tab, >Open sent document
14. >Assess document, >Choose COE Observation Instrument (University Supervisor),
>Select document, >Milestone: Initial, >Reporting: Official
15. >Save and submit.

The second video will need to be taped between March 14 – April 15, 2011. There is no LiveText requirement for the second tape, but it will be due to your supervisor by April 22nd. *It is your responsibility to submit this video in either a CD or DVD format. The library offers this service from a variety of conventional videotaping formats. You can contact Media Services at 333-5863. Hours are M-F from 8 AM-7 PM. You will need to supply your own (blank) DVD and you will be charged \$1.00.*

2. Teaching Assignment

Each candidate must successfully complete his/her teaching assignment satisfactorily according to the university supervisor and school administration.

3. School Administration Evaluation

Evaluation of your teaching from a school administrator is required. This should be a copy of your observation /evaluation from your school administration. This documentation will be due to Mrs. Fuller by April 22, 2011.

4. Observations/Visits

There will be a minimum of 3 formal observations from your university supervisor during the internship. Observations may be scheduled or unscheduled; always be prepared. The VSU supervisor will use the COE Observation Instrument for evaluations. For the first observation, your lesson plan needs to be submitted to LiveText the day of the observation. Instructions for submitting your lesson plan are as follows:

How to Post Your Lesson Plan for COE Observations

16. From the Dashboard: >Documents > New
17. Under Folder >Valdosta State University Lesson Plans
18. Under Template>Lesson Plan Template for ATTACHED Lesson Plan
19. Title: ACT Spring 2011 LP Observation #1 Lastname, Firstname
No description necessary
20. >Save as New Document
21. In the document Under Section for Attaching Lesson Plan, > Edit
22. Complete sentence Attached below is a lesson plan ...
23. At bottom, under File Attachments, >Edit
24. >Upload New File
25. >Browse, choose the correct lesson plan and open it.
26. >Save and Finish, >Send for Review, Type in Supervisor's name.
27. >Submit for Review

5. Lesson Plans

Each candidate will demonstrate the ability to design and conduct lessons for a diverse population based upon state and national standards. Lesson plans will be evaluated by the University Supervisor.

6. Observation Hours

Each candidate will be required to observe 8 hours in another school setting according to your certification level. All middle school teachers will observe in a 4th or 5th grade classroom. All high school teachers will observe in a middle school setting. These hours will be recorded on the Observation Hours Sign in Sheet, which will be due to Mrs. Fuller by April 29, 2011. It is also recommended that you identify (with help from your administrator) a successful teacher in your field and make arrangements to observe their teaching during your planning period.

Due Dates

Requirement	Due Date	LiveText
Supervisor Observation #1	Jan 17 - 28	Upload lesson plan to LiveText
Video – Self Assessment	Jan 17-28 Video due to Supervisor by Jan 28	Milestone: <i>Initial</i> – Due by 3 PM – Jan 28
Supervisor Observation #2	Jan 31 – Feb 25	
Supervisor Observation #3 & Closing Conference	Feb 28 – April 15	
Video – Self Assessment by Student	Feb 28 – April 15 Video due to Supervisor by April 22	
School Administration Evaluation	April 22	
Observation Hours	April 29	

EVALUATION

Self Evaluation/Video Lessons	20%
Teaching Assignment	5%
School Administration Evaluation	5%
Supervisor Observations	50%
Lesson Plans	10%
Observation Hours	10%

Grading Scale: Satisfactory (S) or Unsatisfactory (U)
Satisfactory = 80% or higher
Unsatisfactory = 79% or lower

COMMUNICATION

Contact with your supervisor must be consistent and timely, including setting up observations, changing appointments, and responses from supervisor requesting information. Not responding to a request from your supervisor in a timely fashion (within 2-3 days) will be considered an infraction of professionalism.

DEWAR COLLEGE OF EDUCATION POLICY STATEMENT ON PLAGIARISM AND CHEATING

Below is information directly quoted from the Academic Honesty Policies and Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available in the on the Academic Affairs website (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

The consequences for acts of academic dishonesty in the Dewar College of Education are:

FIRST OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

SECOND OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). According to the Dewar College of Education Concern Form Policy, “a second level two concern form will result in the student being dismissed from his/her program of study. This dismissal will result in an automatic review by the COE Undergraduate Policies Committee.”
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, “after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee.”

SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in Faber Hall. The phone numbers are (229) 245-2498 (voice) and (229) 219-1348 (tty).

INSTRUCTOR

Mrs. Melody Fuller

Email: mefuller@valdosta.edu

Phone: 333-5611 (Department Office) 333-5656 (Office)

Fax: 333-5963

Office: Education Center-Room 1052

Office Hours: MON: 9 AM – 12 PM

TUES: 11 AM – 3 PM

WED: 9 AM – 12 PM