



HOPE COLLEGE
Student Teaching Seminar
EDUC 455

ASSIGNMENTS

Fall, 2008

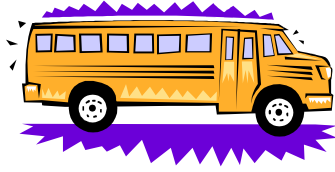
(Consult appropriate calendar for assignment requirements for the various placements.)

- 1. Orientation Meeting** **Monday, September 8th**
The Student Teaching Seminar will begin with this orientation meeting. The student teacher will receive course materials along with schedules and assignments for the semester. (This is not required for second-semester special ed majors.)
- 2. Meeting with the College Supervisor** **Monday, September 15th**
The student teacher will have an opportunity to meet his/her College Supervisor to discuss the student teaching experience and expectations. The meeting is required and scheduled to begin *promptly* at 3:50 p.m. Prior to the meeting, the student teacher is required to read the Student Teaching Handbook. Room assignments will be announced at the Orientation Meeting. Following this meeting, the student teacher will proceed *immediately* to the Maas Auditorium for the Student Teaching Dinner.
- 3. Student Teaching Dinner** **Monday, September 15th**
Prior to the Student Teaching Dinner, the student teacher will get his/her picture taken by Education Department faculty. The student teacher will then meet the Cooperating Teacher, building administrator and College Supervisor and sit with them for the dinner. Following the meal, the student teachers will be dismissed, allowing time for the College Supervisors to meet with the Cooperating Teachers.
- 4. Small Group Meetings** **Mondays: September 29th, October 20th, November 10th, December 8th**
Several times over the course of the semester, student teachers will have the opportunity to meet with other student teachers at similar grade level assignments. Class sessions will center around key topics and will provide a chance to process experiences with others in like settings. The Student Teaching Handbook and coursepack should be taken to each of these small group meetings. Groups will meet in rooms (to be announced) on the second floor of Van Zoeren.
- 5. Professional Portfolio (20 points)** **Monday, October 6th**
Each student teacher is required to develop a professional portfolio in either a paper or electronic format. The student will select a number of representative items from courses and experiences for a professional employment portfolio that might give a prospective employer a picture of the student teacher's abilities and skills. The portfolio will be organized and include items from various educational experiences and courses. Skills and knowledge in technology and behavior management should be integrated into the portfolio. The portfolio may be "housed" in a 3-ring binder, a photo album, an artist's case, or electronic format (Chalk & Wire e-Portfolio, PowerPoint, website, etc.). The key will be to choose representative items and select a good balance and number of items. Explanations or rationales for the items included in the portfolio should be included. Grading will focus on the variety and range of samples, organization, visual presentation explanations, and completeness of the portfolio. More information can be obtained on the Education Department website, under "Current Student Information/Student Teaching Information."
- 6. Fire-Up Conference-Aquinas College** **Monday, October 20th**
All student teachers in west Michigan attend the full-day Fire-Up Conference at Aquinas College in Grand Rapids. Student teachers are expected to dress in a professional manner and participate fully in the workshops throughout the day. A program summary form will be completed by each attendee and be due at a subsequent Student Teaching Seminar session. A one-time registration fee of \$20.00 has been charged directly to each student teacher's (with the exception of special education majors completing the second student teaching placement) account through the college's Business Office. (This is not required for second-semester special ed majors.)

7. **Fire-Up Conference Summary Form (10 points)** **Monday, October 20th**
Complete the program summary form and turn it in during seminar. (This is not required for second-semester special ed majors.)
8. **Referral Process Assignment (15 points)** **Monday, October 27th**
The student teacher will research and describe the pre-referral process in his/her building or district. A student will also be identified about whom the student teacher and/or cooperating teacher have concerns. The student teacher will then describe modifications and accommodations that have been provided or implemented for this student. (This is not required for first-semester special ed majors.)
9. **Resume (10 points)** **Monday, October 27th**
The student teacher will prepare **three** copies of his/her resume in a **professional** format. Sample resumes and hints are provided on the Career Services website (careers@hope.edu) website. The student teacher should plan to meet with personnel in Career Services to review the resume as well. The resume will be used by area professionals in preparation for the simulated interview experience. (This is not required for special education major student teachers.)
10. **Midterm Self-Assessment Form/Meeting with College Supervisor** **Monday, November 3rd**
The student teacher will complete the self-assessment form available on the Student Teaching website and be prepared to discuss it with the College Supervisor. Meetings will be scheduled either on- or off-campus with the College Supervisor and other student teachers.
11. **Hope After Hope Resume** **Monday, November 10th**
The student teacher will upload his/her resume on the Career Services on-line job site. The site can be accessed at <http://www.hope.edu/student/career/HAH.htm>. (This is not required for first-semester special ed majors.)
12. **Interview (15 points)** **Monday, November 17th**
Student teachers will participate in a simulated interview with area administrators. Student will be expected to dress in a professional manner and respond to typical questions asked in the interview process. The administrator will provide feedback based on the student's performance. A schedule of the interviews will be distributed in seminar prior to the interviews. The scoring rubric can be found in the Student Teaching Seminar coursepack. (This is not required for special ed majors.)
13. **Verification Forms for End-of-Program Surveys (5 points)** **Monday, December 8th**
Each student teacher is required to complete two end-of-program surveys in the final week of the student teaching experience. The URL for the surveys will be published in the final weeks of the semester. Upon completion of the surveys, the student teacher will print out verification forms and sign each one. These forms must be submitted during the final seminar session in order for a grade to be recorded for the student teaching experience. (The State's survey is not required for first-semester special ed majors.)
14. **Attendance/Participation (25 points)** **Ongoing**
Attendance at each seminar is required. Exceptions will be made for simultaneously scheduled Parent/Teacher conferences at area schools. Student teachers are expected to contact the Director of Student Teaching at ncook@hope.edu regarding absences prior to the Seminar session. Failure to do so will result in an unexcused absence.

Grading Scale: 96-100 = A
92-95 = A-
87-91 = B+
84-86 = B
81-83 = B-
78-80 = C+

Grades below a C+ will require the student to repeat ED455-Student Teaching Seminar, according to a policy adopted by the Education Department in 2003.



Student Teaching Assignments Fall 2008

In addition planning and preparing lessons and units of study, the student teacher is also responsible for completing a minimal number of assignments/tasks for the cooperating teacher(s), the college supervisor and the Student Teaching Seminar. Following is a summary of the assignments for the student teacher to track and complete:

Assignment/Task	Due Date
For the Cooperating Teacher	
<ul style="list-style-type: none"> <input type="checkbox"/> Overall semester plan <input type="checkbox"/> Weekly Teaching & Lesson Plans <input type="checkbox"/> Midterm Evaluation Conference <input type="checkbox"/> Unit Plan <input type="checkbox"/> Final Evaluation Conference 	<ul style="list-style-type: none"> <input type="checkbox"/> Friday of the 1st week of placement <input type="checkbox"/> By Friday of the previous week <input type="checkbox"/> October 31st <input type="checkbox"/> By the final day of the placement <input type="checkbox"/> December 12th
For the College Supervisor	
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule for daily & weekly plans <input type="checkbox"/> Checklist of Activities & Experiences <input type="checkbox"/> Weekly Reflections (on-line) <input type="checkbox"/> Self-evaluation of videotaped lesson <input type="checkbox"/> Midterm self-evaluation (on-line) <input type="checkbox"/> Interview of principal or HR Director <input type="checkbox"/> Unit Plan <input type="checkbox"/> Final evaluation conference 	<ul style="list-style-type: none"> <input type="checkbox"/> Friday of 1st week of placement <input type="checkbox"/> Friday of 1st week of placement <input type="checkbox"/> Sunday of <u>each</u> week (for previous week) <input type="checkbox"/> October 31st <input type="checkbox"/> November 3rd <input type="checkbox"/> November 14th <input type="checkbox"/> By the final day of the placement <input type="checkbox"/> December 12th
For Student Teaching Seminar	
<ul style="list-style-type: none"> <input type="checkbox"/> Student Teaching Handbook <input type="checkbox"/> Student teaching picture <input type="checkbox"/> Professional Portfolio <input type="checkbox"/> Attendance at FIRE-UP Conference <input type="checkbox"/> FIRE-UP Summary <input type="checkbox"/> Referral Process assignment <input type="checkbox"/> 3 hard copies of resume <input type="checkbox"/> Resume uploaded-<i>Hope After Hope</i> site <input type="checkbox"/> Simulated Professional Interview <input type="checkbox"/> Survey Verification Forms 	<ul style="list-style-type: none"> <input type="checkbox"/> September 15th <input type="checkbox"/> September 15th <input type="checkbox"/> October 6th <input type="checkbox"/> October 20th <input type="checkbox"/> October 20th <input type="checkbox"/> October 27th <input type="checkbox"/> October 27th <input type="checkbox"/> November 10th <input type="checkbox"/> November 17th <input type="checkbox"/> December 8th