Introduction

The University of Arizona’s College of Fine Arts is committed to providing our students with a positive, professional, and practical student teaching experience in the areas of music and art and visual culture education. University professors, supervisors, and cooperating teachers work with student teachers to help them have a successful student teaching experience which will encourage them to enter the education profession as enthusiastic and effective arts teachers.

This edition of the “Student Teacher Guidebook” is meant to be a resource guide with practical information to help student teachers, cooperating teachers, and university supervisors understand their roles and responsibilities. The “Student Teacher Guidebook” is not meant to be comprehensive but is meant to give an overview of the student teaching process. More information and forms can be found on our website: [http://cfa.arizona.edu/students/office-of-field-experience/](http://cfa.arizona.edu/students/office-of-field-experience/). Our office is here to help you through the process if questions or concerns arise.

As the Coordinator of Field Experiences for the College of Fine Arts, I want to welcome you to the student teaching semester and thank you in advance for your commitment to ensuring that the Teacher Preparation Program’s student teaching component is a positive, professional, and practical experience for our future arts educators.

Sincerely,

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Student Teacher Information

THE UNIVERSITY OF ARIZONA
COLLEGE OF FINE ARTS

Office of Field Experiences
Student Teacher Placement Process
# Semester Prior to Student Teaching

Here is the breakdown of the application and placement process for student teachers, which occurs during the last semester of coursework, prior to student teaching semester.

<table>
<thead>
<tr>
<th>When?</th>
<th>What?</th>
</tr>
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<tbody>
<tr>
<td>ASAP</td>
<td>Get fingerprinted and obtain your <strong>Fingerprint Clearance Card</strong>. You will need this for your student teaching application. No student is allowed to student teach without fingerprint clearance.</td>
</tr>
<tr>
<td>First week of the semester</td>
<td>Meet with your major professor to let them know of your intentions to student teach the following semester.</td>
</tr>
</tbody>
</table>
| Second-Third Week of Semester| Attend the mandatory **Orientation Meeting** with the Office of Field Experiences. Dates are posted on our website and RSVP beforehand.  
  • Outline the application and fingerprinting process  
  • Discuss Eligibility and Certification requirements: coursework, US/AZ Constitution, and NES testing (recommended) |
<p>| Third Week of Semester       | <strong>Meet with your advisor and major professor for Coursework Checklist.</strong> Schedule an appointment with the academic advisor who will complete a portion of the Coursework Checklist with the student. Then, the student needs to make an appointment with the major professor to finish and verify information on form. |
| Fourth-Fifth Week of Semester| <strong>Complete Application Packet, Coursework Checklist, Fingerprint Card, and Hard Copy of Résumé Due.</strong>                   |
| Fifth-Sixth Week of Semester | Dr. Nolan will receive placement recommendations from your major professors. She will start contacting principals, district administrators, and recommended teachers to verify they approve of having a student teacher. |
| Throughout the semester      | If principal, district administrator, and cooperating teacher approve the student teacher, the student will receive an email with the following forms: <strong>Potential Student Teaching Assignment, Agreement Form, and Student Teacher Clearance Forms (if placement is TUSD or Sahuarita).</strong> Your Potential Student Teaching Assignment will list your potential cooperating teacher and where you have been placed (this is not necessarily your final assignment but is contingent upon you completing all of the steps for student teaching). |
| Throughout the semester      | Once you are assigned a potential cooperating teacher, email or call him/her within 2 days. Arrange a time as soon as possible to meet with the cooperating teacher and observe him/her teach. |
| Throughout the semester      | You then have two weeks to observe the cooperating teacher, and if all agree to the student teaching placement, you need to have the teacher and principal sign the Agreement Form, and return the Agreement Form and Student Teacher Clearance Forms (if placement is TUSD or Sahuarita) by the due date listed. |</p>
<table>
<thead>
<tr>
<th>When?</th>
<th>What?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout the semester</td>
<td>Once everything is processed, Dr. Nolan will give you, the cooperating teacher, and principal final verification of the placement. You should then also contact the cooperating teacher and observe them teach at least two more times before the end of the semester.</td>
</tr>
</tbody>
</table>
| Reading Day                    | Attend the mandatory Professional Development meeting:                                                                                                      • Institutional Recommendation paperwork  
• Professionalism and Dress  
• Department of Child Safety (DCS) Mandatory Reporting laws  
• Phase-In Schedule  
• Midterm and Final Evaluations  
• Go over the Handbook  
• Referrals and Growth Plans  
• Attendance and required days  
• Time Sheet and How to fill it out  
• Start Dates and End Dates  
• Future meeting dates  
• Question/Answer Session |
| Prior to the End of Semester    | Mark these important dates on your calendar for next semester:                                                                                                           • **Start date** for the district in which you are student teaching (this is often BEFORE U of A classes begin). Typically, in the Fall, teachers have a few days of set-up, planning, and meetings prior to the school children’s first day of school. Check with your cooperating teacher for the date teachers need to report to work.  
• **Professional Development Conference Part II**: this is a mandatory meeting right at the beginning of your student teaching semester. Your university supervisor and cooperating teacher will join you for the second half.  
• **Career Advisement Session**: this is a mandatory session geared to prepare you for obtaining your teaching certification and getting a job after you finish student teaching. Topics include: Institutional Recommendations (IR), NES tests, state teaching certification, writing a cover Letter, writing an effective résumé, portfolios, job searching, and successful interviewing. |
Application Process

Students must apply to student teach the semester prior to the planned student teaching semester. The application process begins by letting your major professor know of your intentions to student teach the following semester and attending the student teacher orientation hosted by the College of Fine Arts Office of Field Experiences. This orientation meeting is typically held during the second or third week of the semester. Student teachers receive pertinent information regarding the placement process and receive their applications at this orientation.

Fingerprint Clearance

Applicants to the student teaching program must possess a current, valid IVP Fingerprint Clearance card before the student teaching semester. If any student is unable to provide the College of Fine Arts with evidence of fingerprint clearance before the date student teaching begins, clearance for student teaching will be revoked. The student must bring the actual fingerprint clearance card to the Office of Field Experiences, not a photocopy. The student teacher needs to keep the fingerprint clearance card with them at all times when at their school site. New cards (or if your card is scheduled to expire) take approximately two months to come in the mail after submitting prints, payment, and an application. If a replacement card is needed (i.e., card got lost, change of name, typo on card, etc.), a replacement card typically takes two weeks and can be obtained by following the directions at: http://www.azdps.gov/services/fingerprint/.

Coursework Checklist

Applicants will need to have this form signed by a faculty member from their chosen major and their academic advisor. This Coursework Checklist is described to applicants at the orientation meeting and is available from our website.

All Student Teachers must maintain a 3.0 cumulative and major GPA and receive a grade of C or better in all major/professional courses to be eligible to student teach. All degree coursework, senior capstones, and AZ/US Constitution requirements must be successfully completed prior to the final examination date of Summer I for Fall student teachers or by the end of the Fall semester final exams for Spring student teachers (using the UA Academic Calendar).

Résumé

Student teachers attach a hard copy of their résumés with the application packet. Please remember that this is an important document that will be viewed by professionals in the College of Fine Arts, school principals, cooperating teachers, and potential future employers. Spelling, punctuation, format, and accuracy are important. During the student teaching semester, students will receive more detailed training on resume writing during the Career Advisement Session.
Policy Regarding Placements

It is our policy that student teachers not be placed in schools where they attended school or where their children and relatives attend/work.

The students’ major professors recommend the student teaching placements for each student teacher. The Coordinator of Field Experiences will work with the arts education professors and the school district administrators to place student teachers with cooperating teachers who are qualified and available.

NES Tests

It is highly recommended that NES exams be taken early in the semester prior to student teaching and passed prior to student teaching. Passing the NES exams is required for Arizona teacher certification. To register and find out more information, visit: [http://www.nestest.com/](http://www.nestest.com/).

Two tests are required for AZ Teacher Certification (each test is $95, 3 hours long, and computer-based). Students must take and pass the following two exams:

1. Assessment of Professional Knowledge – Secondary
   - 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment
2. K-12 Assessment in Art or Music
   - 150 multiple-choice questions

Each test must be passed with a score of 220 prior to obtaining teacher certification. There is information on the NES website should a student not pass.
Student Teaching Semester
Student Teaching Semester

Rules and Requirements

- Attend the Professional Development Conference, which is typically scheduled at the beginning of the student teaching semester. Your cooperating teacher and university supervisor will also attend part of this conference.
- Student teachers are not allowed to substitute teach or attend college classes during their student teaching semester.
- Complete a portfolio following the guidelines presented in your student teaching seminars.
- Complete all required supervisor assignments.
- Meet requirements regarding attendance at supervisor seminars, field experience meetings, and at your school site.
- Read and become familiar with contents found within this “Student Teacher Guidebook,” which can be found online at http://cfa.arizona.edu/students/office-of-field-experience/.
- Provide documentation on a time card for the semester, which includes attendance, supervisor observations, attendance at the Professional Development Conference and Career Advisement Session, Pass or Fail grade, completion of a portfolio, and other related activities. The cooperating teacher is required to initial the time card each week to verify the student teacher’s attendance, while the university supervisor should initial for each observation visit, and sign the time card at the final conference and return it to the Office of Field Experience.
- Read and meet standards listed in the midterm and final evaluations.

Disability Accommodations

Students with disabilities who, with or without reasonable accommodation, can complete the essential requirements of the program will not be discriminated against because of their disabilities. Information may be obtained in the University of Arizona Disabilities Resource Center at 520-621-3268.

Nondiscrimination and Anti-Harassment Policy

The College of Fine Arts joins in the University of Arizona’s commitment to an environment free of discrimination, harassment and retaliation based upon race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or other protected characteristics. If you have questions or concerns about possible discrimination or harassment, including in a field experience or any University-sponsored activity, please contact the University Office of Institutional Equity at 520-621-9449.

Start and End Date

Student teachers are required to report to their school when their cooperating teacher reports to the school. REMEMBER: This date is usually earlier than the official first day of classes for the University of Arizona. School district calendars vary, and it is the student teacher’s
responsibility to make sure they follow the district’s calendar where they will be student teaching.

The ending date of student teaching may vary according to school district policies. Although students are encouraged to complete the school district semester, the University school semester will usually end earlier and some student teachers will end their student teaching on the official last day of University of Arizona classes. If a student teacher cannot remain throughout the school’s semester, it is strongly suggested that student teachers leave the classroom no earlier than 10 days prior to the end of the school’s semester. Student teachers should communicate with their mentor teachers at the beginning of the semester regarding the student teacher’s plan for an end date.

Student teachers assigned to schools on year round or modified school calendars must develop an individual plan with their cooperating teacher and university supervisor to ensure they will complete the required 75 days.

**Attendance Requirements**

As a general rule, if the cooperating teacher is contracted to attend something, you need to attend, as well. Excessive absenteeism is grounds for removal from student teaching.

Student teachers are required to teach for a minimum of 75 days and must have maximum responsibility for the classroom, planning, and instruction for a minimum of 20 school days. Student teachers in specific schools or content areas may be required to complete the school district semester. The first day for the district’s contracted teachers is the first of the student teacher’s required 75 days. Days before the official district start date do not count as part of the official 75 days but can be noted on the time card under “Pre-Student Teaching Days” (e.g., meeting with your cooperating teacher during summer break to set up the classroom or discuss lesson plans would not count as an official student teaching day).

Student teachers will follow the holidays and/or vacation time of the school district in which they are teaching, not the University of Arizona’s academic calendar.

**Required Daily Hours**

Student teachers are required to be at school the same hours required for their cooperating teacher. Any adjustments to this must be approved by the university supervisor and cooperating teacher. Any event that the cooperating teacher performs outside of the normal school day as part of his/her job duties must be attended by the student teacher, as well (e.g., concerts, drama productions, marching band competitions, student art shows, etc.).

**Absences**

Student teachers should make every effort to be present each day of school. Exceptions include death in the family, religious holiday, and illness/medical emergency. In the event of an absence or tardy, the student teacher needs to notify the cooperating teacher, major professor, and university supervisor as early as possible before the absence or tardy. It is never acceptable to be absent or late without informing these three individuals prior to the start of the school day. Like all dedicated teachers, all efforts should be made to avoid scheduling vacations and appointments (e.g., doctor’s appointments) during student teaching time.
Excessive absences and tardiness may be cause for removal of a student teacher from their student teaching assignment. University supervisors may ask for written medical verification and in some circumstances days may be added at the end of the year to account for missed days.

**What Counts as an “Official Day”?**

<table>
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<tr>
<th>COUNTED AS STUDENT TEACHING DAYS</th>
<th>NOT COUNTED AS STUDENT TEACHING DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Teacher spend the whole day at school or workshop; weekdays only)</td>
<td>(Teacher may be doing teacher-related work, but these days are not counted)</td>
</tr>
<tr>
<td>Days students/teachers have to attend school</td>
<td>Labor Day</td>
</tr>
<tr>
<td>In-service Days</td>
<td>Fall break for school district</td>
</tr>
<tr>
<td>Grading Days</td>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>Parent/Teacher Conference Days</td>
<td>Thanksgiving Holiday/Break</td>
</tr>
<tr>
<td>Early Release Days (for students)</td>
<td>Martin Luther King/Civil Rights Day</td>
</tr>
<tr>
<td>Student Teacher Professional Development Conference (Student Teachers report to U of A Campus in the late afternoon, which may require them to leave before the end of the school day.)</td>
<td>Rodeo Days</td>
</tr>
<tr>
<td>Career Advisement Session (Student Teachers report to U of A Campus in the afternoon which may require them to leave early from their school site.)</td>
<td>School District’s Spring Break (you do not get to take a week off for UA’s spring break, but you do get the school district’s spring break as vacation time)</td>
</tr>
<tr>
<td>Weekday festivals, competitions, and field trips attended with students</td>
<td>Weekend activities (including conferences, festivals, parades, and competitions)</td>
</tr>
<tr>
<td>Professional Development days <strong>required</strong> by the district for the cooperating teacher.</td>
<td>Professional development conferences which are not required by the district</td>
</tr>
</tbody>
</table>

**Time Card**

Each student teacher receives one time card for the entire student teaching semester. This card documents your daily attendance and participation in seminars/conferences. The student teacher fills out the front side of the time card and the university supervisor completes the back side of the card. The student teacher records daily attendance on the front side of the time card. The university supervisor documents the student teacher’s observations, attendance at
conferences and seminars, and final grade on the back side of the card. A sample Time Card can be found at the end of this Guidebook or our website: www.cfa.arizona.edu/students/office-of-field-experiences.

**Instructions for filling out the time card:**

1) Use blue ink when filling out the time card.
2) Write the date in the box for each day you are present (e.g., 8/16 or 8/16/2013). The first official day of your student teaching semester should be written in the Week 1 box. Any work done before the official first day to report for all teachers can be recorded in the “Pre-Student Teaching” area prior to the Week 1 boxes.
3) If absent, mark a large, blue “X” through the day you were absent. Do not write the date. Missing half of a work day constitutes an absence.
4) At the end of each work week, count the number of days present that week, and write the total in the box marked “Total Days Worked per Week.”
5) Have your cooperating teacher initial at the end of each work week in the box labeled “Cooperating Teacher’s Initials” as verification of days present/absent.

Please keep time cards safe and secure throughout the semester, as it is required documentation for teacher certification. At the end of the semester, the student teacher signs the back of the time card, verifying its accuracy. The university supervisor submits the time card to the Office of Field Experiences for processing of grades and Institutional Recommendations for teacher certification.

**Emergency Response Procedures**

It is important in an emergency situation (e.g., hard lockdown, soft lockdown, fire drill, evacuation, etc.) the student teacher is informed and trained in the site’s emergency procedures. Prior to starting at their assigned site, student teachers must meet with the site principal to read a copy of the site/district’s emergency procedures, review those procedures, and know where the emergency procedures are kept. The student teacher and principal sign the “Cooperating Site Emergency Response Procedure” form and submit it to the Office of Field Experiences prior to starting field experiences. Please note, if a family member, member of the press, or other concerned individual contacts the U of A for information regarding the emergency situation and/or status, they will be referred to the school site and district office for more information.

**Policy for Student Teacher Reassignment/Dismissal**

Every effort will be made to keep the student teacher in the current placement through mediation. The university supervisor, student teacher, cooperating teacher, and Coordinator of Field Experiences will work together to try and resolve most issues. Communication from all parties involved needs to be open and immediate to ensure a quick resolution.

In certain difficult situations which a student teacher cannot overcome, such as extreme personality conflicts, excessive absences, inadequate performance, or insurmountable discipline issues, the university supervisor and/or cooperating teacher may petition for the student teacher to be reassigned to a different location for a second semester of student teaching or removed from student teaching completely. The student teacher cannot petition for reassignment; only the
university supervisor or cooperating teacher may petition for a change. It is important for student teacher, therefore, to openly communicate and collaborate with the university supervisor and cooperating teacher to solve issues before they grow into damaging problems.

When an issue arises that cannot be solved through communication with the university supervisor, major professors, and the cooperating teacher, the following steps are to be taken in order:

I. The university supervisor, major professor, and cooperating teacher meet to develop a plan for the student teacher’s improvement.

II. The university supervisor presents this improvement plan to the student teacher. This plan needs to be signed by the university supervisor, major professor, cooperating teacher, and student teacher.

III. The student teacher implements the improvement plan, and if the improvement plan is not successful, the university supervisor, major professor, and/or cooperating teacher may recommend removal from the placement by documenting the reasons for the removal and submitting the request to the Coordinator of Field Experiences.

IV. The university supervisor and major professor meet to review the documented reasons and to decide whether to withdraw the student teacher or reassign the student teacher to an alternate location for another semester of student teaching. The university supervisor and major professor then notify the Coordinator of Field Experiences of their decision.

V. The university supervisor schedules a conference with the student teacher, major professor, and Coordinator of Field Experiences to discuss the roles and responsibilities of the student teacher, to review the submitted documentation, and to inform the student teacher of the decision to reassign a second placement or withdraw the student teacher completely.

VI. If a second placement is an option, the major professor and university supervisor write a contract outlining university expectations for the student teacher’s future development, which may include a remediation plan. All second placements are contingent upon approval by the academic unit, major professor, and Coordinator of Field Experiences. If a second placement is approved, it is considered a FINAL placement; a third placement is not an option. The second placement will occur in a future semester, contingent on successful remediation and cooperating teacher availability.

Requirements for Passing the Student Teaching Semester

Student teachers receive either a “P” for Passing or an “F” for Failing at the completion of their student teaching semester. Neither a passing nor a failing grade is included in the computation of grade point averages. To receive a passing grade, the student teacher must successfully complete the following requirements:

- Daily Attendance: students need to complete a minimum of 75 full days of student teaching, with a minimum of 20 days in Phase III: Maximum Responsibility Teaching Load
- Participation at University Seminars and Office of Field Experiences Professional Development Conferences
• Midterm Evaluation from Supervisor and Cooperating Teacher: occurs approximately eight weeks into the student teaching semester
• Final Evaluation from Supervisor and Cooperating Teacher: occurs near the end of the student teaching semester
• Portfolio: requirements are discussed in the student teacher’s seminars with their supervisors and professors throughout the student teaching semester.

Student teachers, who, in the judgment of the university supervisor and major professor—with feedback from the cooperating teacher—have failed to progress sufficiently during the student teaching experience will receive a failing grade (“F”). If the student receives a failing grade for the student teaching semester, no second placement will be awarded and the student teacher will be referred to the academic advisor to discuss alternative degree options.
Phase-In Schedule
Phase-In Schedule

***Different modules of student teaching calendars may cause need to adjust and revise these suggestions.***

The Phase-In Schedule is a suggested sequence for the student teacher to assume responsibility. It is a norm from which the cooperating teacher, student teacher, and university supervisor will work when structuring a specific student teacher’s semester involvement. In instances where the student teacher has had previous field experiences in the cooperating teacher’s room, the schedule might be accelerated; in instances where a student teacher is progressing slowly, the schedule may need to be adjusted accordingly. In all cases, it is essential the cooperating teacher remains actively involved in the instructional program, monitoring the student teacher’s progress closely. The university supervisor will work with the team to ensure the student teacher meets the minimum 20-day requirement of maximum teaching responsibility and completes the minimum 75 days of student teaching.

All student teachers are required to have a tentative plan of action relating to the four phases below. The Phase-In Schedule is filled out at the beginning of the student teaching semester and submitted to the university supervisor during the supervisor’s initial visit to the school. As the semester progresses, adjustments may be made as needed and resubmitted to the university supervisor.

The student teaching experience is divided into the following four phases, each of which will be explained in further detail below:

- **Phase I – Orientation**
- **Phase II - Assuming Partial Responsibility**
- **Phase III - Maximum Responsibility**
- **Phase IV - Transfer of Responsibility**
## Phase I – Orientation

**Length of Time** = 1 Week (Previous experience will determine the orientation period)

**Roles of Student Teacher**: Observer, Tutor

<table>
<thead>
<tr>
<th>Student Teacher</th>
<th>Cooperating Teacher</th>
</tr>
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<tbody>
<tr>
<td>1. Becomes familiar with rules, regulations and procedures of classrooms; develop skill in communicating rules to pupils</td>
<td>1. Assumes responsibility for planning and conducting class but involves the student teacher in instructional planning and shares long range plans for the semester</td>
</tr>
<tr>
<td>2. Becomes familiar with physical features of buildings</td>
<td>2. Involves the student teacher in observations, routine, procedures, preparation of materials, and interaction with students</td>
</tr>
<tr>
<td>3. Becomes acquainted with and learns names of pupils; becomes aware of friendships and sub-groups; becomes acquainted with unique needs of individuals</td>
<td>3. Sets aside special time to discuss the rationale of what the student teacher is experiencing</td>
</tr>
<tr>
<td>4. Observes instruction, following a lesson plan prepared by the teacher, if possible</td>
<td>4. Sets standards for initial lesson planning format</td>
</tr>
<tr>
<td>5. Participates in classroom routine (taking attendance, recording grades, handing out/collection material, supervision outside classroom) and learns daily schedule</td>
<td></td>
</tr>
<tr>
<td>6. Instructs in a limited sense, administers tests, tutors, and conducts short, informal segments of the lesson working in small groups</td>
<td></td>
</tr>
<tr>
<td>7. Participates to some extent in related activities (e.g., faculty meetings, athletic contexts, student clubs)</td>
<td></td>
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<tr>
<td>8. Tutors individual students as assigned by cooperating teacher</td>
<td></td>
</tr>
<tr>
<td>9. Constructs teaching aids and contributes materials to a motivating, attractive learning environment</td>
<td></td>
</tr>
<tr>
<td>10. Begins research on future topics to teach</td>
<td></td>
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</table>
Phase II – Assuming Partial Responsibility

**Length of Time** = 2 - 6 Weeks  
**Roles of Student Teacher:** Intern, Teaching Assistant, Materials development, Instructor, Small group instruction, Audio/visual aids, Team Teaching, Limited large-group instruction

<table>
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<tr>
<th>Student Teacher</th>
<th>Cooperating Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Increases efforts to identify special class characteristics and to relay instruction to individual students (meets with individual students having problems, develops remedial material, determines utilization of special student talents)</td>
<td>1. Plans cooperatively with the student teacher to execute instruction, starting with small tasks, such as doing a portion of a presentation, directing cooperative learning groups, jointly developing evaluation instrument, re-teaching concepts to small groups, providing enrichment activities</td>
</tr>
<tr>
<td>2. Works with whole groups and small groups</td>
<td>2. Continuously assesses the student teacher’s level of competence in instruction and classroom management, so the student teacher can gain confidence before assuming additional responsibilities</td>
</tr>
<tr>
<td>3. Teaches as specified by the cooperating/mentor teacher, following school policies regarding lesson plans</td>
<td>3. Models a variety of instructional techniques so the student teacher develops a comfort level for a broad spectrum of teaching activities</td>
</tr>
<tr>
<td>4. Assumes a gradually larger responsibility for instruction by accumulating teaching responsibilities, adding one subject, specific time period or preparation every one to two (1-2) weeks as teaching proficiency increases</td>
<td></td>
</tr>
</tbody>
</table>
**Phase III – Maximum Responsibility**

**Length of Time** = Minimum of 20 days  
**Roles of Student Teacher:** Teacher, Responsible for lesson planning and instruction

<table>
<thead>
<tr>
<th><strong>Student Teacher</strong></th>
<th><strong>Cooperating Teacher</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumes primary responsibility for planning, preparing materials and instructing assigned classes*</td>
<td>With the student teacher assuming primary responsibility for planning and instruction, the cooperating teacher:</td>
</tr>
<tr>
<td>1. Implements classroom management</td>
<td>1. Examines, critiques, and provides necessary approval of student teacher’s lesson plans and instruction evaluation</td>
</tr>
<tr>
<td>2. Assumes primary responsibility for developing the instruments of evaluation</td>
<td>2. Assumes primary responsibility for the assignment of any final grade</td>
</tr>
<tr>
<td>3. Recommends student grades to cooperating teacher</td>
<td>3. Observes and assesses student teacher’s lessons and provides appropriate oral and written evaluation</td>
</tr>
<tr>
<td>4. Works on refinement of specific instructional techniques</td>
<td>4. Contributes to the class instruction in ways that are complementary to the general class presentation under the direction of the student teacher</td>
</tr>
<tr>
<td>5. Demonstrates the ability to provide instruction, which recognizes and provides for the ability and interest of individual students</td>
<td></td>
</tr>
</tbody>
</table>

*A secondary student teacher will assume full responsibility for at least four (4) classes. An elementary student teacher will take full teaching responsibilities from the cooperating teacher*
Phase IV – Transfer of Responsibility

**Length of Time** = 1 - 2 Weeks
**Roles of Student Teacher:** Teaching Assistant, Observer

<table>
<thead>
<tr>
<th>Student Teacher</th>
<th>Cooperating Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Phases out of total responsibility by gradually turning portions of the</td>
<td>1. Assumes major instructional function before the end of the student teaching</td>
</tr>
<tr>
<td>instruction back to the cooperating teacher</td>
<td>requirement</td>
</tr>
<tr>
<td>2. Continues to teach, but does not have maximum responsibility</td>
<td>2. Models teaching strategies the student teacher has not previously seen or</td>
</tr>
<tr>
<td>3. Completes record keeping evaluation for portion of curriculum taught</td>
<td>attempted</td>
</tr>
<tr>
<td>previously</td>
<td>3. Shares files and teaching ideas for curriculum not taught during the semester</td>
</tr>
<tr>
<td>4. In some instances, supervisor will arrange a visit to other classrooms and</td>
<td>4. Discusses with the student teacher the transition from student teaching to full</td>
</tr>
<tr>
<td>grade levels to observe teaching styles, classroom management strategies, and</td>
<td>time membership in the teaching profession</td>
</tr>
<tr>
<td>students. These classrooms may be in or out of the same content area or grade</td>
<td></td>
</tr>
<tr>
<td>level</td>
<td></td>
</tr>
<tr>
<td>5. Collects ideas for future use</td>
<td></td>
</tr>
</tbody>
</table>
Phase-In Schedule Form

THE UNIVERSITY OF ARIZONA
COLLEGE OF FINE ARTS
Office of Field Experiences

PHASE-IN SCHEDULE FOR STUDENT TEACHERS

- This form must be completed by the cooperating teacher and student teacher
- Dates and workload may change during the semester
- Schedule must be approved by University Supervisor

Student Teacher: ____________________________ Semester: __________ Year: __________
Cooperating Teacher: ________________________ School: ____________________________

Please fill out a tentative schedule after reading the “Student Teacher Phase-In” section in your Student Teacher Guidebook.

PHASE I - Orientation

Beginning Date: ____________________________ Ending Date: ____________________________
During this period, you are becoming familiar with all aspects of the classroom and school environment. You will observe but be actively involved as much as possible.

PHASE II - Assuming Partial Responsibility

Beginning Date: ____________________________ Ending Date: ____________________________
List the dates of the tasks and the responsibilities that you will perform each week. It is recommended that the workload be cumulative, leading to the gradual increase in the week’s responsibilities.

Date: __________________ Workload: __________________
Date: __________________ Workload: __________________
Date: __________________ Workload: __________________

PHASE III - Maximum Responsibility determined by Supervisor and approved by Coordinator of Field Experiences – REQUIRED: minimum of 20 School Days

Beginning Date: ____________________________ Approx. Ending Date: ____________________________
You have your maximum responsibility for planning, classroom management, and instruction.

PHASE IV - Transfer of Responsibility

Beginning Date: ____________________________ Ending Date: ____________________________
Students are not finished student teaching until the end of a 75-day period (state-required minimum).

Date: __________________ Workload: __________________
Date: __________________ Workload: __________________
Date: __________________ Workload: __________________
Date: __________________ Workload: __________________

Student Teacher: ____________________________ Cooperating Teacher: ____________________________
University Supervisor: ____________________________ Date: ____________________________

Supervisors must submit a copy to the College of Fine Arts Office of Field Experiences.
Teacher Preparation Programs Professional Standards
Overview

The University of Arizona has a responsibility to the educational community to ensure that individuals, who are recommended to the State of Arizona for teaching certification, are worthy to join the teaching profession. In order to communicate the expectations for students, the faculty has adopted the InTASC Standards, which the Arizona Department of Education (ADE) will be using as professional teaching standards. The Interstate Teacher Assessment and Support Consortium (InTASC) is a consortium of state education agencies and national educational organizations dedicated to the reform of the preparation, licensing, and on-going professional development of teachers. Its work is guided by one basic premise: an effective teacher must be able to integrate content knowledge with the specific strengths and needs of students to assure that all students learn and perform at high levels. More information on the InTASC Standards can be found at: http://www.ccsso.org/Documents/2011/InTASC_Model_Core_Teaching_Standards_2011.pdf. In addition, the University of Arizona Teacher Preparation Program Professional Standards include the National Educational Technology Standards created by the International Society for Technology in Education (ISTE NETS-T). More information can be found at: http://www.iste.org/Libraries/PDFs/NETS-T_Standards.sflb.ashx

Finally, the University of Arizona Teacher Preparation Professional Standards include additional requirements specific to our programs.

Upon admission to a Teacher Preparation Program (TPP), students receive access to all standards and the related referral forms. These standards are the expectations for University of Arizona students who plan to become teachers. All students in any TPP at The University of Arizona are expected to demonstrate that they are prepared to teach children and youth. This preparation results from the combination of successful completion of coursework and display of important human characteristics which teachers should possess. Because the TPP Professional Standards are used throughout the certification programs from admission to graduation, some criteria will be more relevant when students are in fieldwork and some when students are completing coursework.

UA students, faculty, staff, and supervisors, as well as cooperating teachers involved with teacher preparation programs are provided copies of the TPP Professional Standards. As needed or required by each TPP, both UA and field-based professional educators may initiate the form for “Identification of Students with Performance Concerns.” These referral forms allow the program to identify students whose performance is raising concerns about their ability to successfully complete the program. Students with performance concerns may be placed on a Professional Growth Plan with completion of the program dependent on successful adherence to the plan.
Midterm and Final Assessment Indicators

**Learning Environment**
- Room/space is safe, organized, inviting, attractive, and clean
- Students are represented in the classroom in a manner that values their work and presence in the environment, as allowed
- Optimizes space in the room and student workstation set-ups to maximize teaching effectiveness, classroom management, and appropriate interactions among students and teacher
- Establishes and follows norms, procedures, and routines
- Communicates clear expectations of student behavior
- Monitors and responds appropriately to student behavior in a timely manner
- Uses verbal and non-verbal interactions that are positive, supportive, and respectful
- Creates a productive student learning environment, which includes mutual respect, collaboration, and student self-regulation
- Demonstrates respect and sensitivity for all students taking into account students’ backgrounds

**Planning and Preparation**
- Creates complete, appropriately-formatted lesson plans and submits for review in a timely manner
- Writes lesson plans and activities appropriate for the amount of time allotted/designated
- Writes measurable instructional objectives suitable for diverse learners
- Uses assessment data, professional judgment, and learners’ needs to guide planning
- Uses Arizona and district academic standards/performance objectives to develop procedural and conceptual knowledge
- Connects lesson content to: students’ experiences, previous lessons within the content area, other curricular areas, and real life situations
- Plans multiple instructional strategies that maximize active participation
- Chooses varied and appropriate materials and technologies to teach the learning objective(s)
- Provides opportunities for higher level thinking (i.e. questioning, tasks, etc.)
- Plans for modifications or accommodations based on learner needs
- Develops appropriate sequencing of learning experiences
- Plans collaboratively with professionals who have specialized expertise

**Instruction and Assessment**
- Provides clear and accurate explanation of content which includes essential information
- Uses academic language of the discipline correctly and creates opportunities for students to learn and practice the academic language
- Provides clear instructions verbally, in writing, and through modeling
• Demonstrates flexibility and sufficient content knowledge to allow for exploration of learner curiosities
• Uses varied materials, aids, models, and representations (including technology), as appropriate
• Varies instructional delivery (e.g., small group work, individual work, student-led learning, cooperative learning, direct instruction, investigation, etc.)
• Uses sheltered English instructional strategies and varied techniques to address students’ diverse learning needs
• Provides multiple methods and opportunities for learners to demonstrate their knowledge, including in creative/original ways and authentic applications.
• Structures and paces lesson to maximize active learning and instructional time
• Effectively asks questions to serve different purposes (e.g., probing for learner understanding, promote student discourse, helping learners articulate their ideas and thinking processes, stimulating curiosity, and helping learners to question).
• Uses formative assessments throughout lesson to monitor student learning
• Modifies lesson or content delivery based on student need
• Designs summative assessments that match instruction in content, rigor, and format
• Provides timely, effective, descriptive, and varied feedback for learners
• Effectively promotes student self-assessment and self-improvement

Professionalism and Growth
• Attends field experiences on time, prepared, and with a professional appearance
• Responds to communications in a timely manner and meets deadlines
• Communicates professionally and respectfully with and about members of the learning community
• Separates personal and professional issues
• Conducts oneself professionally, in person and online
• Communicates with families about instruction and about individual progress and engages families, when possible
• Follows laws related to learners’ rights and teacher responsibilities (e.g., equity, appropriate education for learners with disabilities, confidentiality, privacy, reporting in situations related to possible child abuse)
• Collaborates with colleagues/team
• Accepts and acts upon constructive feedback
• Participates in professional learning opportunities, as appropriate
• Demonstrates ability to self-reflect in a meaningful manner to improve teaching practice

All Professional Standards

Midterms and final assessment indicators were partially adopted from the InTASC Standards (Version: April 2011), the National Education Technology Standards, and additional standards
required by the University of Arizona Teacher Preparation Programs. Every effort should be made to familiarize themselves with these standards and use them as goals while teaching.

**InTASC Standard #1: Learner Development**

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

**PERFORMANCES**

1(a) The teacher regularly assesses individual and group performance in order to design and modify instruction to meet learners’ needs in each area of development (cognitive, linguistic, social, emotional, and physical) and scaffolds the next level of development.

1(b) The teacher creates developmentally appropriate instruction that takes into account individual learners’ strengths, interests, and needs and that enables each learner to advance and accelerate his/her learning.

1(c) The teacher collaborates with families, communities, colleagues, and other professionals to promote learner growth and development.

**ESSENTIAL KNOWLEDGE**

1(d) The teacher understands how learning occurs--how learners construct knowledge, acquire skills, and develop disciplined thinking processes--and knows how to use instructional strategies that promote student learning.

1(e) The teacher understands that each learner’s cognitive, linguistic, social, emotional, and physical development influences learning and knows how to make instructional decisions that build on learners’ strengths and needs.

1(f) The teacher identifies readiness for learning, and understands how development in any one area may affect performance in others.

1(g) The teacher understands the role of language and culture in learning and knows how to modify instruction to make language comprehensible and instruction relevant, accessible, and challenging.

**CRITICAL DISPOSITIONS**

1(h) The teacher respects learners’ differing strengths and needs and is committed to using this information to further each learner’s development.

1(i) The teacher is committed to using learners’ strengths as a basis for growth, and their misconceptions as opportunities for learning.

1(j) The teacher takes responsibility for promoting learners’ growth and development.

1(k) The teacher values the input and contributions of families, colleagues, and other professionals in understanding and supporting each learner’s development.

**InTASC Standard #2: Learning Differences**

The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
PERFORMANCES
2(a) The teacher designs, adapts, and delivers instruction to address each student’s diverse learning strengths and needs and creates opportunities for students to demonstrate their learning in different ways.
2(b) The teacher makes appropriate and timely provisions (e.g., pacing for individual rates of growth, task demands, communication, assessment, and response modes) for individual students with particular learning differences or needs.
2(c) The teacher designs instruction to build on learners’ prior knowledge and experiences, allowing learners to accelerate as they demonstrate their understandings.
2(d) The teacher brings multiple perspectives to the discussion of content, including attention to learners’ personal, family, and community experiences and cultural norms.
2(e) The teacher incorporates tools of language development into planning and instruction, including strategies for making content accessible to English language learners and for evaluating and supporting their development of English proficiency.
2(f) The teacher accesses resources, supports, and specialized assistance and services to meet particular learning differences or needs.

ESSENTIAL KNOWLEDGE
2(g) The teacher understands and identifies differences in approaches to learning and performance and knows how to design instruction that uses each learner’s strengths to promote growth.
2(h) The teacher understands students with exceptional needs, including those associated with disabilities and giftedness, and knows how to use strategies and resources to address these needs.
2(i) The teacher knows about second language acquisition processes and knows how to incorporate instructional strategies and resources to support language acquisition.
2(j) The teacher understands that learners bring assets for learning based on their individual experiences, abilities, talents, prior learning, and peer and social group interactions, as well as language, culture, family, and community values.
2(k) The teacher knows how to access information about the values of diverse cultures and communities and how to incorporate learners’ experiences, cultures, and community resources into instruction.

CRITICAL DISPOSITIONS
2(l) The teacher believes that all learners can achieve at high levels and persists in helping each learner reach his/her full potential.
2(m) The teacher respects learners as individuals with differing personal and family backgrounds and various skills, abilities, perspectives, talents, and interests.
2(n) The teacher makes learners feel valued and helps them learn to value each other.
2(o) The teacher values diverse languages and dialects and seeks to integrate them into his/her instructional practice to engage students in learning.

InTASC Standard #3: Learning Environments
The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.
PERFORMANCES
3(a) The teacher collaborates with learners, families, and colleagues to build a safe, positive learning climate of openness, mutual respect, support, and inquiry.

3(b) The teacher develops learning experiences that engage learners in collaborative and self-directed learning and that extend learner interaction with ideas and people locally and globally.

3(c) The teacher collaborates with learners and colleagues to develop shared values and expectations for respectful interactions, rigorous academic discussions, and individual and group responsibility for quality work.

3(d) The teacher manages the learning environment to actively and equitably engage learners by organizing, allocating, and coordinating the resources of time, space, and learners’ attention.

3(e) The teacher uses a variety of methods to engage learners in evaluating the learning environment and collaborates with learners to make appropriate adjustments.

3(f) The teacher communicates verbally and nonverbally in ways that demonstrate respect for and responsiveness to the cultural backgrounds and differing perspectives learners bring to the learning environment.

3(g) The teacher promotes responsible learner use of interactive technologies to extend the possibilities for learning locally and globally.

3(h) The teacher intentionally builds learner capacity to collaborate in face-to-face and virtual environments through applying effective interpersonal communication skills.

ESSENTIAL KNOWLEDGE
3(i) The teacher understands the relationship between motivation and engagement and knows how to design learning experiences using strategies that build learner self-direction and ownership of learning.

3(j) The teacher knows how to help learners work productively and cooperatively with each other to achieve learning goals.

3(k) The teacher knows how to collaborate with learners to establish and monitor elements of a safe and productive learning environment including norms, expectations, routines, and organizational structures.

3(l) The teacher understands how learner diversity can affect communication and knows how to communicate effectively in differing environments.

3(m) The teacher knows how to use technologies and how to guide learners to apply them in appropriate, safe, and effective ways.

CRITICAL DISPOSITIONS
3(n) The teacher is committed to working with learners, colleagues, families, and communities to establish positive and supportive learning environments.

3(o) The teacher values the role of learners in promoting each other’s learning and recognizes the importance of peer relationships in establishing a climate of learning.

3(p) The teacher is committed to supporting learners as they participate in decision-making, engage in exploration and invention, work collaboratively and independently, and engage in purposeful learning.
3(q) The teacher seeks to foster respectful communication among all members of the learning community.
3(r) The teacher is a thoughtful and responsive listener and observer.

**InTASC Standard #4: Content Knowledge**

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

**PERFORMANCES**

4(a) The teacher effectively uses multiple representations and explanations that capture key ideas in the discipline, guide learners through learning progressions, and promote each learner’s achievement of content standards.
4(b) The teacher engages students in learning experiences in the discipline(s) that encourage learners to understand, question, and analyze ideas from diverse perspectives so that they master the content.
4(c) The teacher engages learners in applying methods of inquiry and standards of evidence used in the discipline.
4(d) The teacher stimulates learner reflection on prior content knowledge, links new concepts to familiar concepts, and makes connections to learners’ experiences.
4(e) The teacher recognizes learner misconceptions in a discipline that interfere with learning, and creates experiences to build accurate conceptual understanding.
4(f) The teacher evaluates and modifies instructional resources and curriculum materials for their comprehensiveness, accuracy for representing particular concepts in the discipline, and appropriateness for his/her learners.
4(g) The teacher uses supplementary resources and technologies effectively to ensure accessibility and relevance for all learners.
4(h) The teacher creates opportunities for students to learn, practice, and master academic language in their content.
4(i) The teacher accesses school and/or district-based resources to evaluate the learner’s content knowledge in their primary language.

**ESSENTIAL KNOWLEDGE**

4(j) The teacher understands major concepts, assumptions, debates, processes of inquiry, and ways of knowing that are central to the discipline(s) s/he teaches.
4(k) The teacher understands common misconceptions in learning the discipline and how to guide learners to accurate conceptual understanding.
4(l) The teacher knows and uses the academic language of the discipline and knows how to make it accessible to learners.
4(m) The teacher knows how to integrate culturally relevant content to build on learners’ background knowledge.
4(n) The teacher has a deep knowledge of student content standards and learning progressions in the discipline(s) s/he teaches.

**CRITICAL DISPOSITIONS**
4(o) The teacher realizes that content knowledge is not a fixed body of facts but is complex, culturally situated, and ever evolving. S/he keeps abreast of new ideas and understandings in the field.

4(p) The teacher appreciates multiple perspectives within the discipline and facilitates learners’ critical analysis of these perspectives.

4(q) The teacher recognizes the potential of bias in his/her representation of the discipline and seeks to appropriately address problems of bias.

4(r) The teacher is committed to work toward each learner’s mastery of disciplinary content and skills.

**InTASC Standard #5: Application of Content**

The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

**PERFORMANCES**

5(a) The teacher develops and implements projects that guide learners in analyzing the complexities of an issue or question using perspectives from varied disciplines and cross-disciplinary skills (e.g., a water quality study that draws upon biology and chemistry to look at factual information and social studies to examine policy implications).

5(b) The teacher engages learners in applying content knowledge to real world problems through the lens of interdisciplinary themes (e.g., financial literacy, environmental literacy).

5(c) The teacher facilitates learners’ use of current tools and resources to maximize content learning in varied contexts.

5(d) The teacher engages learners in questioning and challenging assumptions and approaches in order to foster innovation and problem solving in local and global contexts.

5(e) The teacher develops learners’ communication skills in disciplinary and interdisciplinary contexts by creating meaningful opportunities to employ a variety of forms of communication that address varied audiences and purposes.

5(f) The teacher engages learners in generating and evaluating new ideas and novel approaches, seeking inventive solutions to problems, and developing original work.

5(g) The teacher facilitates learners’ ability to develop diverse social and cultural perspectives that expand their understanding of local and global issues and create novel approaches to solving problems.

5(h) The teacher develops and implements supports for learner literacy development across content areas.

**ESSENTIAL KNOWLEDGE**

5(i) The teacher understands the ways of knowing in his/her discipline, how it relates to other disciplinary approaches to inquiry, and the strengths and limitations of each approach in addressing problems, issues, and concerns.
5(j) The teacher understands how current interdisciplinary themes (e.g., civic literacy, health literacy, global awareness) connect to the core subjects and knows how to weave those themes into meaningful learning experiences.

5(k) The teacher understands the demands of accessing and managing information as well as how to evaluate issues of ethics and quality related to information and its use.

5(l) The teacher understands how to use digital and interactive technologies for efficiently and effectively achieving specific learning goals.

5(m) The teacher understands critical thinking processes and knows how to help learners develop high level questioning skills to promote their independent learning.

5(n) The teacher understands communication modes and skills as vehicles for learning (e.g., information gathering and processing) across disciplines as well as vehicles for expressing learning.

5(o) The teacher understands creative thinking processes and how to engage learners in producing original work.

5(p) The teacher knows where and how to access resources to build global awareness and understanding, and how to integrate them into the curriculum.

CRITICAL DISPOSITIONS

5(q) The teacher is constantly exploring how to use disciplinary knowledge as a lens to address local and global issues.

5(r) The teacher values knowledge outside his/her own content area and how such knowledge enhances student learning.

5(s) The teacher values flexible learning environments that encourage learner exploration, discovery, and expression across content areas.

InTASC Standard #6: Assessment

The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.

PERFORMANCES

6(a) The teacher balances the use of formative and summative assessment as appropriate to support, verify, and document learning.

6(b) The teacher designs assessments that match learning objectives with assessment methods and minimizes sources of bias that can distort assessment results.

6(c) The teacher works independently and collaboratively to examine test and other performance data to understand each learner’s progress and to guide planning.

6(d) The teacher engages learners in understanding and identifying quality work and provides them with effective descriptive feedback to guide their progress toward that work.

6(e) The teacher engages learners in multiple ways of demonstrating knowledge and skill as part of the assessment process.

6(f) The teacher models and structures processes that guide learners in examining their own thinking and learning as well as the performance of others.

6(g) The teacher effectively uses multiple and appropriate types of assessment data to identify each student’s learning needs and to develop differentiated learning experiences.
6(h) The teacher prepares all learners for the demands of particular assessment formats and makes appropriate modifications in assessments or testing conditions especially for learners with disabilities and language learning needs.

6(i) The teacher continually seeks appropriate ways to employ technology to support assessment practice both to engage learners more fully and to assess and address learner needs.

**ESSENTIAL KNOWLEDGE**

6(j) The teacher understands the differences between formative and summative applications of assessment and knows how and when to use each.

6(k) The teacher understands the range of types and multiple purposes of assessment and how to design, adapt, or select appropriate assessments to address specific learning goals and individual differences, and to minimize sources of bias.

6(l) The teacher knows how to analyze assessment data to understand patterns and gaps in learning, to guide planning and instruction, and to provide meaningful feedback to all learners.

6(m) The teacher knows when and how to engage learners in analyzing their own assessment results and in helping to set goals for their own learning.

6(n) The teacher understands the positive impact of effective descriptive feedback for learners and knows a variety of strategies for communicating this feedback.

6(o) The teacher knows when and how to evaluate and report learner progress against standards.

6(p) The teacher understands how to prepare learners for assessments and how to make accommodations in assessments and testing conditions, especially for learners with disabilities and language learning needs.

**CRITICAL DISPOSITIONS**

6(q) The teacher is committed to engaging learners actively in assessment processes and to developing each learner’s capacity to review and communicate about their own progress and learning.

6(r) The teacher takes responsibility for aligning instruction and assessment with learning goals.

6(s) The teacher is committed to providing timely and effective descriptive feedback to learners on their progress.

6(t) The teacher is committed to using multiple types of assessment processes to support, verify, and document learning.

6(u) The teacher is committed to making accommodations in assessments and testing conditions especially for learners with disabilities and language learning needs.

6(v) The teacher is committed to the ethical use of various assessments and assessment data to identify learner strengths and needs to promote learner growth.

**InTASC Standard #7: Planning for Instruction**

The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

**PERFORMANCES**
7(a) The teacher individually and collaboratively selects and creates learning experiences that are appropriate for curriculum goals and content standards, and are relevant to learners.
7(b) The teacher plans how to achieve each student’s learning goals, choosing appropriate strategies and accommodations, resources, and materials to differentiate instruction for individuals and groups of learners.
7(c) The teacher develops appropriate sequencing of learning experiences and provides multiple ways to demonstrate knowledge and skill.
7(d) The teacher plans for instruction based on formative and summative assessment data, prior learner knowledge, and learner interest.
7(e) The teacher plans collaboratively with professionals who have specialized expertise (e.g., special educators, related service providers, language learning specialists, librarians, media specialists) to design and jointly deliver as appropriate effective learning experiences to meet unique learning needs.
7(f) The teacher evaluates plans in relation to short- and long-range goals and systematically adjusts plans to meet each student’s learning needs and enhance learning.

**ESSENTIAL KNOWLEDGE**
7(g) The teacher understands content and content standards and how these are organized in the curriculum.
7(h) The teacher understands how integrating cross-disciplinary skills in instruction engages learners purposefully in applying content knowledge.
7(i) The teacher understands learning theory, human development, cultural diversity, and individual differences and how these impact ongoing planning.
7(j) The teacher understands the strengths and needs of individual learners and how to plan instruction that is responsive to these strengths and needs.
7(k) The teacher knows a range of evidence-based instructional strategies, resources, and technological tools and how to use them effectively to plan instruction that meets diverse learning needs.
7(l) The teacher knows when and how to adjust plans based on assessment information and learner responses.
7(m) The teacher knows when and how to access resources and collaborate with others to support student learning (e.g., special educators, related service providers, language learner specialists, librarians, media specialists, community organizations).

**CRITICAL DISPOSITIONS**
7(n) The teacher respects learners’ diverse strengths and needs and is committed to using this information to plan effective instruction.
7(o) The teacher values planning as a collegial activity that takes into consideration the input of learners, colleagues, families, and the larger community.
7(p) The teacher takes professional responsibility to use short- and long-term planning as a means of assuring student learning.
7(q) The teacher believes that plans must always be open to adjustment and revision based on learner needs and changing circumstances.

*InTASC Standard #8: Instructional Strategies*
The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

**PERFORMANCES**
8(a) The teacher uses appropriate strategies and resources to adapt instruction to the needs of individuals and groups of learners.
8(b) The teacher continuously monitors student learning, engages learners in assessing their progress, and adjusts instruction in response to student learning needs.
8(c) The teacher collaborates with learners to design and implement relevant learning experiences, identify their strengths, and access family and community resources to develop their areas of interest.
8(d) The teacher varies his/her role in the instructional process (e.g., instructor, facilitator, coach, audience) in relation to the content and purposes of instruction and the needs of learners.
8(e) The teacher provides multiple models and representations of concepts and skills with opportunities for learners to demonstrate their knowledge through a variety of products and performances.
8(f) The teacher engages all learners in developing higher order questioning skills and metacognitive processes.
8(g) The teacher engages learners in using a range of learning skills and technology tools to access, interpret, evaluate, and apply information.
8(h) The teacher uses a variety of instructional strategies to support and expand learners’ communication through speaking, listening, reading, writing, and other modes.
8(i) The teacher asks questions to stimulate discussion that serves different purposes (e.g., probing for learner understanding, helping learners articulate their ideas and thinking processes, stimulating curiosity, and helping learners to question).

**ESSENTIAL KNOWLEDGE**
8(j) The teacher understands the cognitive processes associated with various kinds of learning (e.g., critical and creative thinking, problem framing and problem solving, invention, memorization and recall) and how these processes can be stimulated.
8(k) The teacher knows how to apply a range of developmentally, culturally, and linguistically appropriate instructional strategies to achieve learning goals.
8(l) The teacher knows when and how to use appropriate strategies to differentiate instruction and engage all learners in complex thinking and meaningful tasks.
8(m) The teacher understands how multiple forms of communication (oral, written, nonverbal, digital, visual) convey ideas, foster self-expression, and build relationships.
8(n) The teacher knows how to use a wide variety of resources, including human and technological, to engage students in learning.
8(o) The teacher understands how content and skill development can be supported by media and technology and knows how to evaluate these resources for quality, accuracy, and effectiveness.

**CRITICAL DISPOSITIONS**
8(p) The teacher is committed to deepening awareness and understanding the strengths and needs of diverse learners when planning and adjusting instruction.
8(q) The teacher values the variety of ways people communicate and encourages learners to develop and use multiple forms of communication.
8(r) The teacher is committed to exploring how the use of new and emerging technologies can support and promote student learning.
8(s) The teacher values flexibility and reciprocity in the teaching process as necessary for adapting instruction to learner responses, ideas, and needs.

**InTASC Standard #9: Professional Learning and Ethical Practice**

The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

**PERFORMANCES**

9(a) The teacher engages in ongoing learning opportunities to develop knowledge and skills in order to provide all learners with engaging curriculum and learning experiences based on local and state standards.
9(b) The teacher engages in meaningful and appropriate professional learning experiences aligned with his/her own needs and the needs of the learners, school, and system.
9(c) Independently and in collaboration with colleagues, the teacher uses a variety of data (e.g., systematic observation, information about learners, research) to evaluate the outcomes of teaching and learning and to adapt planning and practice.
9(d) The teacher actively seeks professional, community, and technological resources, within and outside the school, as supports for analysis, reflection, and problem-solving.
9(e) The teacher reflects on his/her personal biases and accesses resources to deepen his/her own understanding of cultural, ethnic, gender, and learning differences to build stronger relationships and create more relevant learning experiences.
9(f) The teacher advocates, models, and teaches safe, legal, and ethical use of information and technology including appropriate documentation of sources and respect for others in the use of social media.

**ESSENTIAL KNOWLEDGE**

9(g) The teacher understands and knows how to use a variety of self-assessment and problem-solving strategies to analyze and reflect on his/her practice and to plan for adaptations/adjustments.
9(h) The teacher knows how to use learner data to analyze practice and differentiate instruction accordingly.
9(i) The teacher understands how personal identity, worldview, and prior experience affect perceptions and expectations, and recognizes how they may bias behaviors and interactions with others.
9(j) The teacher understands laws related to learners’ rights and teacher responsibilities (e.g., for educational equity, appropriate education for learners with disabilities, confidentiality, privacy, appropriate treatment of learners, reporting in situations related to possible child abuse).
9(k) The teacher knows how to build and implement a plan for professional growth directly aligned with his/her needs as a growing professional using feedback from teacher evaluations and observations, data on learner performance, and school- and system-wide priorities.

CRITICAL DISPOSITIONS

9(l) The teacher takes responsibility for student learning and uses ongoing analysis and reflection to improve planning and practice.

9(m) The teacher is committed to deepening understanding of his/her own frames of reference (e.g., culture, gender, language, abilities, ways of knowing), the potential biases in these frames, and their impact on expectations for and relationships with learners and their families.

9(n) The teacher sees him/herself as a learner, continuously seeking opportunities to draw upon current education policy and research as sources of analysis and reflection to improve practice.

9(o) The teacher understands the expectations of the profession including codes of ethics, professional standards of practice, and relevant law and policy.

InTASC Standard #10: Leadership and Collaboration

The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

PERFORMANCES

10(a) The teacher takes an active role on the instructional team, giving and receiving feedback on practice, examining learner work, analyzing data from multiple sources, and sharing responsibility for decision making and accountability for each student’s learning.

10(b) The teacher works with other school professionals to plan and jointly facilitate learning on how to meet diverse needs of learners.

10(c) The teacher engages collaboratively in the school-wide effort to build a shared vision and supportive culture, identify common goals, and monitor and evaluate progress toward those goals.

10(d) The teacher works collaboratively with learners and their families to establish mutual expectations and ongoing communication to support learner development and achievement.

10(e) Working with school colleagues, the teacher builds ongoing connections with community resources to enhance student learning and well-being.

10(f) The teacher engages in professional learning, contributes to the knowledge and skill of others, and works collaboratively to advance professional practice.

10(g) The teacher uses technological tools and a variety of communication strategies to build local and global learning communities that engage learners, families, and colleagues.

10(h) The teacher uses and generates meaningful research on education issues and policies.

10(i) The teacher seeks appropriate opportunities to model effective practice for colleagues, to lead professional learning activities, and to serve in other leadership roles.

10(j) The teacher advocates to meet the needs of learners, to strengthen the learning environment, and to enact system change.
10(k) The teacher takes on leadership roles at the school, district, state, and/or national level and advocates for learners, the school, the community, and the profession.

**ESSENTIAL KNOWLEDGE**

10(l) The teacher understands schools as organizations within a historical, cultural, political, and social context and knows how to work with others across the system to support learners.

10(m) The teacher understands that alignment of family, school, and community spheres of influence enhances student learning and that discontinuity in these spheres of influence interferes with learning.

10(n) The teacher knows how to work with other adults and has developed skills in collaborative interaction appropriate for both face-to-face and virtual contexts.

10(o) The teacher knows how to contribute to a common culture that supports high expectations for student learning.

**CRITICAL DISPOSITIONS**

10(p) The teacher actively shares responsibility for shaping and supporting the mission of his/her school as one of advocacy for learners and accountability for their success.

10(q) The teacher respects families’ beliefs, norms, and expectations and seeks to work collaboratively with learners and families in setting and meeting challenging goals.

10(r) The teacher takes initiative to grow and develop with colleagues through interactions that enhance practice and support student learning.

10(s) The teacher takes responsibility for contributing to and advancing the profession.

10(t) The teacher embraces the challenge of continuous improvement and change.

**National Educational Technology Standards (NETS)**

- **NETS T #1**: Facilitate and Inspire Student Learning. Teachers use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments.

- **NETS T #2**: Design and Develop Digital Age Learning Experiences and Assessments. Teachers design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills and attitudes identified in the NETS S.

- **NETS T #3**: Model Digital Age Work and Learning. Teachers exhibit knowledge, skills and work processes representative of an innovative professional in a global and digital society.

- **NETS T #4**: Promote and Model Digital Citizenship and Responsibility. Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices.

- **NETS T #5**: Engage in Professional Growth and Leadership. Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources.
University of Arizona Additional Requirements for Teacher Candidates

- Attend, be on time, and be prepared for scheduled classes and field experiences.
- Maintain a professional appearance.
- Communicate professionally and respectfully orally and in writing with and about peers, colleagues, instructors, K-12 students, teachers, administrators, families, and community members, including all forms of social media.
- Look beyond oneself and respect differences of race, ethnicity, language, social class, national allegiance, cultural heritage, disability or perceived disability, gender, and sexual orientation.
- Accept and act upon reasonable criticism.
- Understand and respect others’ perspectives.
- Question and test personal assumptions about teaching and learning.
- Separate personal and professional issues.
- Exhibit knowledge through inquiry, critical analysis, and synthesis of the subject.
- Maintain or exceed the minimum grade point average in their respective programs: 3.0 GPA in major coursework and 3.0 overall GPA.
- Receive a grade of C or higher in all professional coursework
The University of Arizona
UA TPP Professional Standards
Student Contract

I have received a copy of the UA TPP Professional Standards. I have read the standards, including the full InTASC standards and ISTE NETS-T standards available via the online links provided in the UA TPP Professional Standards document. I agree to abide by these standards, and I understand that these criteria will be used to evaluate my progress throughout the UA TPP.

I understand that if, at any time during my program, my performance raises concerns about my ability to meet the standards I may be placed on a Professional Growth Plan. Failure to successfully meet the expectations delineated in the growth plan may result in removal from the teacher preparation program and, as a result, I will not be recommended for certification.

Sample

Student’s Name
Student’s Signature
Date

The University of Arizona,
Cooperating Teacher Information

THE UNIVERSITY OF ARIZONA
COLLEGE OF FINE ARTS

Office of Field Experiences
Cooperating Teacher Information

Selection Process

The selection process for cooperating teachers is an outstanding collaboration between the Office of Field Experiences, teachers, principals, and school district administrators. Lists of approved, qualified, and available cooperating teachers are received by the Office of Field Experiences from the many school districts and are updated throughout the school term to ensure the grade level, content, and availability of the cooperating teachers have not changed. Certain school districts or schools have specific procedures in place with regard to hosting a student teacher. While the list of available cooperating teachers is vast, the actual number of student teachers each term determines how many cooperating teachers are assigned a student teacher and not all teachers will have a student teacher. University faculty members work with each student teacher and recommend a cooperating teacher who they feel would work well with the specific strengths and needs of the student teacher.

Qualifications

- Employed as an Arizona-certified teacher
- Taught a minimum of three full-time years in the designated content area
- Approved to be a cooperating teacher by the school district and principal
- Interested in mentoring student teachers as part of their responsibility to the profession
- Capable of working as effective team members with the school administration, university supervisors, and the College of Fine Arts for the benefit of student teachers
- Committed to spending time with student teachers in planning and evaluation
- Continuously evaluates personal effectiveness as a teacher and strives for self-improvement
- Able to communicate their knowledge of teaching and learning to others
- Demonstrate a positive and enthusiastic attitude toward teaching and working with student teachers
- Approved to mentor a student teacher as determined by district policies and administrative approval.

Roles and Responsibilities

- Attend the Student Teacher Professional Development Conference during the semester with your student teacher. (This is typically a one-hour commitment, scheduled in the late afternoon in the beginning of the student teaching semester.)
- Review the “Student Teacher Guidebook”
- Initial the student teacher’s time card at the end of each week to verify days present/absent.
- Acquaint the student teacher with the school, staff, students, teachers, and community
- Create an atmosphere of acceptance of the student teacher on the part of the students, parents, faculty, and school community
• Orient the student teacher to the school policies, regulations and practices, and classroom rules, organization and management
• Review School Faculty Handbook and School Student Handbook with the student teacher
• Provide a desk or work place, necessary instructional materials, resources, supplies, and equipment, as appropriate
• Guide lesson planning and material development
• Explain goals and objectives in relation to curriculum scope and sequence
• Provide for positive learning experiences
• Model assessment of student performance through appropriate diagnostic testing, record keeping, and grading
• Acquaint the student teacher with routine tasks and activities
• Provide continuous support, conferences, and feedback opportunities
• Arrange a common time for the student teacher, the cooperating teacher, and the university supervisor for a midterm and final evaluation sit-down conference.
• Afford opportunities for observation and participation in experiences beyond the immediate classroom
• Promote student teacher’s personal and professional growth
• Provide opportunities for student teacher to work with English Language Learners
• Read and carefully plan the student teacher’s “Phase-In Schedule.” Plan in advance what the student teacher’s “Maximum Responsibility” will be. Notice that in Phase IV, the teaching duties are slowly transferred back to the cooperating teacher. For more information regarding the Phase-In Schedule, please refer to the section in the previous chapter of this guidebook entitled, “Phase-In Schedule.”

Cooperating Teacher Feedback

Feedback and support from the university supervisor and cooperating teacher are essential for the student teacher’s growth as an educator. Please provide suggestions, praise, ideas, and strategies to assist the student teacher throughout their experience.

• The time and location of conferences should be planned in advance, if possible. The setting should be informal and in a location where few interruptions are likely to occur.
• Conferences should be characterized by a free exchange of ideas. Discuss appropriate solutions to methodological or curriculum problems, allowing both the student teacher and cooperating teacher offering ideas.
• The use of video or audio taping can provide data for conferences.
• Conferences should contribute to the student teacher becoming increasingly self-directive and self-evaluative, so ask open-ended questions and allow for the student teacher to “talk through” issues, concerns, ideas, and solutions.
• When analyzing the student teacher’s performance or personal qualities, achieve an appropriate balance between strengths and areas for improvement.
• Cooperating teachers should offer suggestions and teaching ideas. Student teachers appreciate the time the cooperating teacher dedicate to show them instructional materials, bulletin board ideas, curriculum guides, diagnostic and assessment instruments, and the modeling of effective instructional strategies.
Daily Conferences

Please make an effort each day to briefly meet with the student teacher regarding their teaching experiences that day. Daily conferences of comparatively short duration will give attention to matters of immediate concern, such as adjustment of plans, coordinating work schedules, and identifying and solving daily problems. The timing of such conferences may vary from day to day.

Weekly Conferences

These conferences may be used for long-term planning, cooperative evaluation of the student teacher’s competence and growth, analysis of the classroom teacher’s instructional and classroom management procedures, and development of in-depth understanding of pupil behavior and community relations.

Videotaping

Videotaping may be used to evaluate strengths and to point out opportunities for improvement. This is at times the most powerful piece evidence when evaluating teaching effectiveness. The videotape is objective and catches elements the student teacher may have overlooked while teaching. It is recommended that the cooperating teacher and student teacher use the videos to evaluate not only the student teacher (teaching style, mannerisms, movement around the classroom, clarity when speaking, etc.) but also the students (classroom management effectiveness, students on task, reactions to activities, etc.)

E-Mail

Many cooperating teachers and student teachers use e-mail for some communications. Please ensure that face-to-face conferences are also a component of the feedback process.

Written Comments/Formal Evaluations

For the midterm and final evaluations, the cooperating teacher will take notes and write comments based on the student teacher’s performance and progress. These comments will then be shared and discussed with the university supervisor, as he or she completes the evaluation form. During the midterm and final conferences, the university supervisor may decide to provide the student teacher with a copy of some or all of the cooperating teachers’ comments. The cooperating teacher’s feedback and comments are an important element of the evaluation process because the cooperating teacher witnesses the student teacher’s performance and progress each day.

Conferences with the University Supervisor

Throughout the semester, the university supervisor visits the classroom to observe the student teacher. The university supervisor will typically observe the student teacher at least 4-6 times throughout the semester. There is a minimum of three times throughout the semester when the
The Arizona Board of Regents and The University of Arizona Provost have ruled that a cooperating teacher be compensated with a cash stipend in the amount of $500.00 for mentoring a student teacher full-time for one academic semester. Cooperating teachers are required to fill out a compensation card at the beginning of the semester and return this card to the university supervisor or to the College of Fine Arts Office of Field Experiences. Cards with incomplete or incorrect information will delay the compensation process. It is the responsibility of the cooperating teacher to ensure completion and accuracy of the information on the card and to return it to the university supervisor or directly to the College of Fine Arts Office of Field Experiences.

**Important information regarding compensation:**

- Cash stipend requests are processed through the College of Fine Arts business office, sent to the Financial Services Office, and checks are then issued during the student teaching semester.
- If a student teacher has more than one cooperating teacher, each teacher receives a portion of the cash stipend divided proportionally to the amount of time each works with the student teacher. For example, if a student teacher is split evenly between two cooperating teachers, the compensation would be divided equally among the two teachers.
- Cooperating teachers who were employed or terminated by the University of Arizona in the past twelve (12) calendar months must indicate that on the compensation card and will receive a payroll check. Indication of the university department is required on the compensation card.
- Social Security numbers are not kept on file and must be provided each term.
- Compensation cannot be processed without a signature or if there is any incomplete or incorrect information.
- Non-US citizens must present original, valid employment documentation to the Office of Field Experiences. No faxed or scanned copies are allowed.
- Cash stipends are reported as taxable income to the IRS.
University Supervisor Information
University Supervisor Information

Qualifications

University supervisors through the College of Fine Arts are experts in arts education and work along with student teachers and cooperating teachers to form a valuable support system to ensure a successful student teaching experience.

University supervisors may include full-time and part-time College of Fine Arts faculty members, master teachers from local school districts, and graduate students with education experience pursuing masters or doctorates in Arts Education.

Description of Supervisor Position

Throughout the required 75 days of student teaching, university supervisors use a variety of strategies, assessments, and coaching methods to: (1) ensure an open line of communication with the student teacher and cooperating teacher; (2) nurture a supportive and informative relationship with the student teacher; and (3) assist in the development of the student teacher’s teaching and professional growth. In addition to weekly contact with the student teacher, supervisors observe the classroom a minimum of four times throughout the semester to evaluate the student teacher’s progress in all areas teaching (planning, collaboration, classroom management, lesson delivery, interactions with students, assessment, materials, etc.). The university supervisor combines informal observations, formal midterm/final evaluations, and conferences with the student teacher and cooperating teacher to assess improvement. In some instances, the university supervisor will collaborate with another supervisor or major professors to present seminars that answer questions about student teaching, personal accountability, portfolio criteria, and professionalism.

Seminars

As the semester unfolds, many student teachers have questions about personal expectations, school procedures, classroom management strategies, and scheduling. Student teachers attend seminars throughout the semester with their university supervisors and/or major professors to address teaching-related issues. Along with other professional development workshops and events as assigned each semester, student teachers are also required to attend the Student Teacher Professional Development Conference at the beginning of each term, where many of the initial questions regarding student teaching are answered. The Professional Development Seminar consists of a general session which covers the important information for all student teachers and ends with a hosted meeting by major professors and university supervisors for student teachers and their cooperating teacher. The seminars and Professional Development Conference are held at the University of Arizona and are a required component of the student teaching semester. Each student teacher’s presence at these events is documented on the time card and initialed by the university supervisor. These meetings set the roles, responsibilities, and expectations of the student teaching partnership.
Initial Visit to the Classroom

The initial visit is scheduled by the university supervisor at the beginning of the semester and is typically only 20 minutes. This visit serves as the first opportunity for the university supervisor to learn the procedures of the school for visitor check-in/check-out, meet the office staff and principal, and visit the cooperating teacher’s classroom while students are engaged in a lesson. If possible, the student teacher or cooperating teacher should introduce the supervisor to the students. University supervisors should take this time to find an appropriate place in the classroom where observations will occur that will not impede instruction of the class. They should also obtain a school handbook or gather the pertinent information, such as a campus map, school calendar/hours, and staff directory.

At this initial visit, the Phase-In Schedule should have been completed by the student teacher and the cooperating teacher. University supervisors will collect the Phase-In Schedule and verify its completeness and accuracy. If the cooperating teacher has not submitted the compensation/stipend card, the university supervisor should collect this card at the initial visit to the school and submit the completed card to the Coordinator of Field Experiences.

Scheduling

While scheduling observations is not required, it is highly recommended due to the complicated school and classroom schedules, as well as for more productive time management and observations when students are in session. University supervisors should work with the cooperating teacher and the student teacher to schedule observations and conferences. Try to vary scheduling to observe the student teacher in front of different classes. University supervisors may want to double check scheduled times with the cooperating teacher and school administration to avoid observations during scheduled fire drills, assemblies, school holidays, field trips, etc.

When scheduling the midterm and final conference, it is essential to find a time when the university supervisor, cooperating teacher, and student teacher can meet at the same time (e.g., planning period, before school, lunch, after school, etc.).

Observation Time Commitments

Each university supervisor will determine the appropriate amount of time to schedule for each student teacher. As a guideline, at the beginning of the semester, supervisors may only spend approximately 20-30 minutes observing the student teacher and may spend another 15 minutes with the student teacher after the observation for “coaching.” Observation and coaching time may change throughout the semester depending on the student teacher’s needs. The university supervisor will increase the amount of time spent observing as the student teacher assumes more classroom and teaching responsibility.

As the semester progresses, the university supervisor is looking for proper implementation of lesson plans or certain components of a lesson. When the student teacher assumes full control of the classroom during their twenty-day maximum responsibility teaching requirement, it is
important for the university supervisor to schedule observations at different times during the school day in order to see a variety of classes, instructional strategies, and classroom management techniques.

Throughout the semester, the supervisor will observe and coach the student teacher approximately six times. If a student teacher needs additional guidance and coaching, more observations may be scheduled as needed.

**Weekly Contacts with Student Teachers**

Throughout the semester, university supervisors are required to have weekly contact with their student teachers to ensure the establishment of two-way communication; this may include scheduled meetings, seminars, emails, responses to journal entries, video snippets of teaching, or phone calls. Each contact allows the university supervisor to answer individual questions regarding the student teacher’s assigned classroom or possible teaching scenarios. Supervisors determine which method or combination of methods are appropriate for each student teacher. The weekly contact should include follow-up regarding suggestions or action plans discussed and student teacher self-reflection. These weekly contacts should be tailored to each individual student teacher and address that student teachers’ unique needs, strengths, and/or situations.

**Assessment of Student Teacher Performance**

**Midterm and Final Evaluation of Student Teacher Performance**

For the midterm and final observations, the university supervisor uses the provided evaluation instrument (found on the Field Experiences website). Student teachers are evaluated in four areas: learning environment, planning and preparation, instruction and assessment, and professionalism. For each of the indicators in these areas, the supervisor rates the student teacher with a score of 1-4 based on evidence observed throughout the evaluation period. By the final evaluation, student teachers should have obtained mostly scores of 3 and 4 on all the assessment indicators.

The university supervisor and cooperating teacher both write comments about the student teacher’s performance, progress, and an action plan for improvement. The university supervisor and cooperating teacher then discuss their comments and come to a consensus for the evaluation form. The university supervisor is ultimately responsible for everything on the midterm and final evaluation form, but should take into consideration the cooperating teacher’s comments.

The university supervisor then schedules a conference with the cooperating teacher and the student teacher to discuss the student teacher’s progress and results of the midterm or final evaluation. Once the evaluation conference is completed, all three signatures and the date are required on the midterm or final. The university supervisor will then submit the original evaluation to the Office of Field Experiences at the end of the semester. The signatures represent participation in the assessment process, not necessarily agreement with the evaluation.

When scheduling the midterm and final conferences, university supervisors should be aware of each of the different school district calendars to ensure a timely evaluation and appraisal:
• Midterm Conference: scheduled/completed approximately eight weeks into the student teaching semester
• Final Conference for Fall student teachers: observation scheduled for middle to late November; conference must be completed by the first week in December
• Final Conference for Spring student teachers: observation scheduled for middle to late April; conference must be completed by the first week in May

Portfolio Assessment

Each student teacher compiles material throughout their student teaching semester and creates a professional Teaching Portfolio. This portfolio becomes an important tool for applying and interviewing for future jobs. The portfolio requirements and formatting is discussed during the student teaching seminars that occur throughout the student teaching semester with the university supervisors and major professors. The student teacher portfolio is reviewed and evaluated by the university supervisors and/or major professors.

Time Card

The time card is filled out by the student teacher, cooperating teacher, and university supervisor throughout the semester. Supervisors date and initial the back of the card each observation. This card documents the student teachers’ daily attendance, confirms attendance at the Student Teacher Professional Development Conference and all required seminars, and provides documentation of completed requirements. Once the time card is completed, the university supervisor will submit it to the Office of Field Experiences for processing the student’s Institution Recommendation (IR) to the Arizona Department of Education. The Office of Field Experiences will keep the time card in the student teacher’s file for future reference, if needed.

Grading

Student teachers who have successfully completed all the prescribed student teaching requirements will receive a passing grade (“P”). To receive a passing grade, the student teacher must successfully complete the following requirements:

• Daily Attendance: students need to complete a minimum of 75 full days of student teaching, with a minimum of 20 days in Phase III: Maximum Responsibility Teaching Load
• Participation at University Seminars and Office of Field Experiences Professional Development Conferences
• Midterm Evaluation from Supervisor and Cooperating Teacher: occurs approximately seven weeks into the student teaching semester
• Final Evaluation from Supervisor and Cooperating Teacher: occurs near the end of the student teaching semester
• Portfolio: requirements are discussed in the student teacher’s seminars with their supervisors and professors throughout the student teaching semester.
Student teachers, who, in the judgment of the university supervisor and major professor—with feedback from the cooperating teacher—have failed to progress sufficiently during the student teaching experience will receive a failing grade (“F”). If the student receives a failing grade for the student teaching semester, no second placement will be awarded and the student teacher will be referred to the academic advisor to discuss options.

Neither a passing nor a failing grade is included in the computation of the graduation grade point average. All required materials must be received in the Office of Field Experiences before grades will be posted, including the time card, midterm evaluation, and final evaluation.

Policy for Student Teacher Reassignment/Dismissal

Many issues can be solved through consistent contact with the student teacher and careful guidance from the university supervisor and cooperating teacher. Open communication and collaboration between the student teacher, the university supervisor, and cooperating teacher is essential to solve issues before they grow into damaging problems. The university supervisor, major professors, student teacher, cooperating teacher, and Coordinator of Field Experiences will work together to try and resolve most issues. Communication from all parties involved needs to be open and immediate to ensure a quick resolution.

When the situation becomes more extreme, every effort will be made to keep the student teacher in the current placement through mediation. In certain difficult situations which a student teacher cannot overcome, such as extreme personality conflicts, excessive absences, inadequate performance, or insurmountable discipline issues, the university supervisor and/or cooperating teacher may petition for the student teacher to be moved to a second teaching assignment or removed from student teaching.

It is imperative the university supervisor identifies these difficulties early in the semester and notifies the Coordinator of Field Experiences as soon as the problem becomes evident. When an issue arises that cannot be solved through communication or mediation with the university supervisor, major professors, and the cooperating teacher, the following steps are to be taken in order until the matter is resolved; this procedure aligns with the UA Teacher Preparation Program’s (TPP) guidelines (see UA TPP Due Process Flow Chart following this section or on our website: http://www.cfa.arizona.edu/students/office-of-field-experiences):

I. The university supervisor, major professor, and cooperating teacher meet to discuss concerns and complete the UA TPP Referral for Performance Concerns. (UA TPP Referral Form can be found on our website: http://www.cfa.arizona.edu/students/office-of-field-experiences). A copy of this form must be kept in the students file in the Office of Field Experiences.

II. If the issue is minor, the university supervisor and/or major professor meet with the student and then prepare a Response to Referral form after the meeting and provide a copy to the student and Coordinator of Field Activities. (UA TPP Response to Referral can be found on our website: http://www.cfa.arizona.edu/students/office-of-field-experiences).

III. If the issue is major or if the minor issue persists or repeats, relevant faculty/staff prepare a UA TPP Professional Growth Plan, which specifies the expectations which must be
met, as well as the options for the students should it be deemed at a later date that the expectations have not been met. ([UA TPP Professional Growth Form](http://www.cfa.arizona.edu/students/office-of-field-experiences) can be found on our website: [http://www.cfa.arizona.edu/students/office-of-field-experiences](http://www.cfa.arizona.edu/students/office-of-field-experiences)).

IV. The university supervisor and/or major professor present the Professional Growth Plan to the student teacher and provide a copy to the student and Coordinator of Field Activities. This plan needs to be signed by the university supervisor, major professor, cooperating teacher, and student teacher.

V. The student teacher implements the improvement plan, and if the improvement plan is not successful, the university supervisor, major professor, and/or cooperating teacher may recommend removal from the placement by documenting the reasons for the removal and submitting the request to the Coordinator of Field Experiences.

VI. The university supervisor and major professor meet to review the documented reasons and to decide whether to withdraw the student teacher or reassign the student teacher to an alternate location for another semester of student teaching. The university supervisor and major professor then notify the Coordinator of Field Experiences of their decision.

VII. The university supervisor schedules a conference with the student teacher, major professor, and Coordinator of Field Experiences to discuss the roles and responsibilities of the student teacher, to review the submitted documentation, and to inform the student teacher of the decision to reassign a second placement or withdraw the student teacher completely.

VIII. If a second placement is an option, the major professor and university supervisor write a contract outlining university expectations for the student teacher’s future development, which may include a remediation plan. All second placements are contingent upon approval by the academic unit, major professor, and Coordinator of Field Experiences. **If a second placement is approved, it is considered a FINAL placement; a third placement is not an option. The second placement will occur in a future semester, contingent on successful remediation and availability of cooperating teachers.**

**Paperwork Required for Supervisors**

Supervisors who wish to be compensated for mileage from the UA to the school site for observations must submit the mileage spreadsheet twice a semester (due dates are provided by Dr. Nolan) with an accurate Google Maps image of the route. Supervisors are automatically approved for travel compensation for up to six observations for each student teacher. After the spreadsheet is processed and approved, the supervisor will receive an email with a Travel Reimbursement Form that must be signed in blue ink and returned to the accountant in the College of Fine Arts front office.

At the end of the semester—on reading day—supervisors need to submit the following paperwork to the Office of Field Experiences: original midterm, original final, original phase-in schedule, original time card (if collected from the student teacher), evaluation summary of each student teacher (similar to an honest letter of reference), and an electronic copy of mileage for the second half of the semester.
Due Process Flow Chart when Issues Arise

UA TPP Due Process Flow Chart

Orientation to Teacher Prep Program: Student is given a copy of the UA TPP Professional Standards and long form of INTASC Standards

Challenge

Challenges or Outstanding?

Instructor, Staff, Supervisor, Coordinating Teacher submit to the program director a copy of the UA TPP Referral: Identification of Outstanding Students

Minor or Major Issue?

Minor

Meet with the student, but not initiate a Professional Growth Plan. Following the meeting, the director should prepare a Response to Referral form and give a copy to the student.

Problem repeats?

Yes

No

Petitioning to withdraw from current courses and re-taking courses the following semester;

Petitioning to withdraw from courses and petitioning for re-admittance to the program after documentation that areas of concerns have been addressed.

Petitioning to withdraw from course/program and applying to an alternate program within the department.

Director and other relevant faculty/staff hold an initial meeting with the student and initiate a signed UA TPP Professional Growth Plan which specifies the expectations which must be met, as well as the options for the students should it be deemed at a later date that the expectations have not been met.

Director may choose to encourage the nomination of that student for awards and scholarships, for example the Outstanding Student Teacher Award.

Professional Growth Team meets with student to assess progress.

Meets goals?
Office of Field Experiences

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