

Thank you for agreeing to mentor a UNK teacher candidate this semester! Our Teacher Education Program would not be successful without the assistance of our practicing teachers. The following information is to help the mentor teacher navigate the requirements this semester.

UNK's Lesson Planning is based on the work of Charlotte Danielson. Her framework is the basis for the lesson/unit plan templates along with their evaluations. Additionally, in Nebraska, teacher preparation is guided by the InTASC Standards. Many of the concepts and ideas closely mirror those of each district and the state. For student teaching we will be using the Nebraska Student teaching Evaluation Rubric with the Educator Dispositions.

INITIAL MEETING

The supervisor will want the teacher candidate to set up an initial meeting between the candidate, the mentor teacher and the supervisor to review semester expectations.

TEACHER CANDIDATE SCHEDULE

The teacher candidate was emailed a Teacher Candidate Schedule. The teacher candidate should fill it out and email it to the supervisor. This is their contact information and daily schedule of times with class titles.

STUDENT TEACHING HANDBOOK

Link to the Student Teaching Handbook: <https://www.unk.edu/academics/certification/student-teaching-handbook.php>.

All documents and rubrics including the handbook can be found at: www.unk.edu/certification. Then click on Cooperating Teachers/Supervisors. Bookmark this website.

SUPERVISOR OBSERVATIONS

The teacher candidate will be observed five times during student teaching by the university supervisor. The candidate will email the lesson plan to the supervisor 24 hours in advance of the observation. The supervisor will want to conference with the teacher candidate following the observation.

MENTOR TEACHER OBSERVATIONS

Mentor teachers should **observe and provide feedback** to the teacher candidate three times throughout the semester. They should informally observe and provide feedback once during the first eight weeks and once during the second eight weeks. There is no formal evaluation form to use at these observations. The mentor teacher should also formally observe once during the teacher candidate's teaching of the unit plan. There are forms to use for formal evaluation of the unit plan and lesson plan which will be discussed in the Unit Plan and Lesson Plan section.

MIDTERM SUMMATIVE ASSESSMENT AND EDUCATOR DISPOSITIONS

The mentor teacher and the teacher candidate will each complete a Midterm Summative and Educator Disposition Assessment at the halfway point of the placement. It is important to refer to the Evidence Charts found on the website when completing the Midterm. It is equally as important to refer to the Educator Disposition Rubric also found on the website, when completing the Educator Disposition Assessment section. This exercise is designed for the mentor to rate the candidate's performance as a teacher candidate at this point in the placement. Indicating areas of strength and weakness will allow the candidate to focus on improving by the end of the semester.

At midterm, the goal would be for student teachers to be performing at Developing or Proficient on the Summative Assessment and for no Educator Disposition indicator to receive a one (1). The Midterm results will be compared to the Final Summative and Educator Dispositions Assessment which should demonstrate growth. The mentor and teacher candidate will discuss the results and share them with the UNK supervisor. The mentor should be sure to type their name and check the box for electronic signature at the end.

- To access the Midterm Summative and Educator Disposition Assessment, go to the website.
- The Evidence Charts on the website provide observable behaviors for each standard and will be helpful in your assessment.
- The Educator Disposition Rubric will be helpful in your assessment of the dispositions.
- After you conference with the teacher candidate, please send a copy of the midterm in an email to the UNK supervisor; use the candidate's name as the subject. Give the candidate a copy.
- Due date for Midterm Summative and Educator Disposition Assessment to be sent to the supervisor: _____

FINAL SUMMATIVE ASSESSMENT AND EDUCATOR DISPOSITIONS

At the end of the teacher candidate's placement, a Final Summative and Educator Dispositions Assessment will be completed by the mentor teacher and the UNK supervisor. Some teachers and supervisors complete the assessment together; others choose to do one separately. It is important to refer to the Evidence Charts when completing the Final Summative Assessment. It is equally as important to refer to the Educator Disposition Rubric when completing the Educator Disposition Assessment section. A final conference will be held with the teacher candidate, UNK supervisor, and mentor teacher to share the results.

At the end of the clinical experience, the goal would be for student teachers to be performing at Developing or Proficient on the Final Summative Assessment. A teacher candidate cannot receive a "Below Standard" on any item. The final Educator Dispositions need to meet the minimum score of 25-points with no indicator receiving a one (1). Be sure to type your name and the teacher candidate's name and check the boxes for electronic signatures.

- To access the Final Summative and Educator Disposition Assessment, go to the website.
- After the final conference, please send a copy of the Final Summative and Educator Disposition Assessment in an email to the UNK supervisor; use the candidate's name as the subject. Give the candidate a copy.
- Due date for Final Summative and Educator Disposition Assessment to be sent to the supervisor: _____

UNIT PLAN AND LESSON PLAN

The teacher candidate is required to create and teach a 5-day (minimum) unit plan while teaching in the classroom. Together, the teacher and candidate should decide on what would be an appropriate unit to teach. The mentor teacher will be asked to watch and formally evaluate one day's lesson plan from the unit. The mentor teacher will also be asked to evaluate the entire unit plan. In order for you to evaluate the lesson plan and unit plan, the teacher candidate should provide you with a copy of the unit plan.

- A minimum score must be met to be considered proficient. On the Lesson Plan Evaluation, the score is 90. On the Unit Plan Evaluation, the score is 13.
- To evaluate the lesson plan, use the Lesson Plan Rubric and Lesson Plan Evaluation Fillable Form. To evaluate the unit plan, use the Unit Plan Rubric and Unit Plan Evaluation Fillable Form. These can all be accessed on the website.
- Upon completion of these evaluations, conference with the teacher candidate. Please provide feedback on the unit plan and on each lesson plan within the unit plan.
- Finally, email a copy of each evaluation form to the UNK supervisor; use the candidate's name as the subject.
- Due Date for lesson plan and unit plan evaluations to be sent to the supervisor: _____

ADDITIONAL ITEMS

Student Teacher Professional Development Days. These candidates WILL NOT attend these two days. Information provided during these days will be posted in Canvas.

Minimum Requirement for Each Assessment: Teacher candidates will be required to meet the minimum score on EACH assessment. For those assessments not passed, a remediation plan will be required. Director of Field Experiences can help with these plans.

ASSESSMENT	MINIMUM SCORE REQUIRED
Lesson Plan	90 points
Unit Plan	13 points
Final Summative Assessment	No Below Standard Rankings
Final Educator Dispositions	25 points

Summary of Mentor Teacher Tasks.

1. Mid-term Summative Assessment
2. Unit Plan Evaluation
3. Lesson Plan Evaluation
4. Final Summative Assessment