



Teacher Candidate Handbook

Urban Institute for Teacher Education

2020-2021



Dear Teacher Candidates:

Welcome to the 2020-2021 academic year!

The faculty and staff in the Urban Institute for Teacher Education (UITE), congratulate you as you enter the final year of your licensure program. The UITE's emphasis on diverse classrooms and schools embodies research-based preparation with direct linkages to educators' work in K-12 settings. Your experiences on campus and in the classroom thus far have provided the skills, knowledge, and dispositions for exceptional teaching in the 21st century!

Within the context of this handbook you will find important information regarding program goals and expectations, program standards, student teaching evaluations, and general policies and procedures. The handbook will serve as a useful resource and answer many of your questions as you complete the final requirements for licensure.

Each Teacher Candidate is expected to read and become familiar with the content of this handbook. After reading, please print and sign the Contract Agreement found below and return the signed form to your Cohort Leader at the beginning of fall semester. Throughout the coming year, your Cohort Leader and Academic Advisor will provide additional information regarding program procedures and requirements.

COVID-19 Response: With the welfare and safety of the entire community as the highest priority, the College of Education is continuously monitoring updates from the Centers for Disease Control and Prevention (CDC), Utah Department of Health, and the University of Utah's operational guidelines. Adjustments to field experiences will be made in accordance with these updates, in coordination with the Utah State Board of Education and district and community partners. Course-based adjustments may also occur on a case-by-case basis as necessitated by individual circumstances, University direction, or school/district response. These adjustments may include, but are not limited to virtual instruction, remote supervision, creation of asynchronous materials, and options to extend or defer to another semester. Individual adjustments will occur in coordination with input from your mentor teacher, field supervisor, and program director. A written summary will be provided to you.

You are expected to follow the University guidelines in your field placement which can be found at <https://returntocampus.utah.edu/student-information/>. This includes, without limitation, staying home if you are experiencing flu-like symptoms or if you are exposed to anyone with COVID-19 or symptoms of COVID-19, wearing face coverings, and reporting COVID-19 testing results to the University.

We look forward to working with you in the months to follow. Please feel free to contact any member of the UITE team regarding questions you may have.

Sincerely,

The Urban Institute for Teacher Education Faculty and Staff

Urban Institute for Teacher Education

College of Education, University of Utah

Contract to Adhere to the Handbook

I attest that I have obtained a copy of the Teacher Candidate Handbook, in its paper and/or electronic form. I have read this document and I understand all its terms and conditions. I have indicated my willingness to adhere to the key sections with my initials (please sign your initials next to each of the four statements below):

 I recognize and accept the Professional Standards

 I understand and consent to the USBE Administrative Rules
 (R277-514, -515, and -516)

 I endorse and agree to the Roles and Responsibilities

 I have read and will comply with the Policies and Procedures

I understand that any violation of these guidelines will place my pursuit of a degree and/or teaching credential in jeopardy; may result in disciplinary actions against me; and may constitute violation of the University rules and/or State laws, including the Utah Professional Practices Advisory Commission (UPPAC) of the Utah State Board of Education. Furthermore, policies existing within school systems are not superseded by the conditions described here: Teacher Candidates must adhere to district policies and standards as well. I hereby release and hold harmless the University and its employees, from any and all claims and damages of any nature from my failure to abide by any of the conditions described within the Teacher Candidate Handbook.

Note: This signed and dated agreement will be placed in the student's permanent file in the Urban Institute for Teacher Education.

Student Name (please print) _____

University ID Number _____

Student Signature _____

Today's Date _____

After reading the entire Handbook, sign this form and give a copy to your cohort leader. Please also retain a copy for your own records.

FIELD VISITS MAY ONLY BE MADE AFTER THIS FORM HAS BEEN SIGNED AND RETURNED TO YOUR COHORT LEADER.

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URBAN INSTITUTE FOR TEACHER EDUCATION

Commonly Used Terms

TC: Teacher Candidate

The pre-service teacher working in the classroom who is assigned by the UITE

STE: Site Teacher Educator

School Teacher(s) who mentor the TC. A TC may have more than one STE depending on the content.

CL: Cohort Leader

University faculty who is also the TC's instructor. Cohort Leader is responsible for handling all duties - aligning observations, teaching, answering STE queries etc. related to the TC and the cohort

US: University Supervisor

Person who periodically observes and provides feedback to the TC. In some cases, the CL is a TC's US too.

PPAT: Praxis Performance Assessment for Teachers

Evaluates test takers on their abilities to impact student learning as it relates to the Utah Core Standards, demonstrating that they have the basic pedagogical content knowledge and application for the classroom to begin teaching as an entry-level teacher.

Special Education Acronyms

<https://www.schools.utah.gov/specialeducation/professionaldevelopment/acronyms>

STANDARDS

FRAMEWORK FOR THE TEACHER LICENSURE PROGRAMS

A common thread to almost every dimension of American education is accountability. School districts are accountable to parents, superintendents are accountable to boards of education, teachers are accountable to students and colleges of education are accountable to their education majors. Close on the heels of any system of accountability are the standards which identify the key features and underlying philosophy of the program.

The two licensure emphases in the Urban Institute for Teacher Education (UITE) include the Elementary and Secondary licensure programs. Even though these programs cover a wide span of student ages, they are uniformly organized around a particular framework. We have selected PRAXIS as our framework for several reasons: it has a sound research foundation, it provides a comprehensive description of a teaching professional, and it charts a trajectory for ongoing professional growth.

On a more practical level, the INTASC/PRAXIS framework also provides the structure for the PRAXIS II: Content Knowledge test. Satisfactory PRAXIS II: Content Knowledge test scores, along with associated field and course requirements leads to a recommendation to the Utah State Board of Education (USBE) for a Professional license. In addition, local school districts are planning to use some version of the INTASC/PRAXIS frameworks for their teacher induction and mentoring programs. Praxis test information can be found on page 47.

The INTASC/PRAXIS framework has been organized along five domains. These are intended to describe the full range of teacher competencies.

Evaluation Domains

- A. Organizing Content Knowledge for Student Learning
- B. Teaching for Student Learning
- C. Assessment
- D. Creating an Environment for Student Learning/Classroom Management
- E. Teacher Professionalism

Domain A addresses the planning and preparation for instruction. It describes the manner in which a teacher goes about designing her/his teaching. Domain A includes subject matter expertise awareness of students' background, the process by which instructional goals are identified, the facility with which the teacher makes use of resources, and the application of effective means for assessing student learning.

Domain B addresses the ways in which the teacher organizes the classroom. It defines the atmosphere of the room as well as the more tangible elements of the instructional setting. Elements within this domain include issues of equity, quality of interpersonal communication, establishing performance goals, managing student behavior, and the physical arrangement of the classroom space.

Domain C addresses the range of methods and goals for assessment and measurement of student performance and growth over time.

Domain D speaks to teaching competencies that engender student learning. The criteria outline the components of the teaching act that are critical aspects of a lesson's success. The factors emphasized within this domain include the clear communication of information, making the subject matter accessible to students, supporting higher level thinking by students, attending to students' comprehension, making instructional adjustments, and efficient use of time.

Domain E emphasizes the role of the teacher that extends beyond instructional events. The category descriptors illustrate the parameters that encompass the true meaning of professional. Components of this domain include reflection on teaching, demonstrations of teaching confidence, quality of interactions with educational colleagues, and the transmission of information to parents/guardians about the learning accomplishments of students.

The five domains of the framework are infused throughout the teacher licensure programs. Courses in the programs make use of the framework and the particulars of the framework are the centerpiece of significant assignments, and serve as the criteria for judging performances in the classroom.

EXPECTATIONS FOR TEACHER CANDIDATES KNOWLEDGE, SKILLS & PROFESSIONAL CHARACTER

Key Components for Program Success

TCs preparing to work in schools as teachers must know and demonstrate both the professional content and pedagogical knowledge and skills necessary to help **all students**¹ learn. TCs must also develop and exhibit the interpersonal skills, attitudes, and professional character required of educators.

Any TC who, during the course of their university education, demonstrates an inability, or unwillingness, to develop the knowledge, skills, attitudes and professional character necessary to be an effective educator, may be placed on academic probation and/or dismissed from the teacher licensure programs. Before any TC is approved for student teaching placement, the faculty in the Urban Institute for Teacher Education must determine that the TC possesses the knowledge, skills, attitudes and professional character necessary to be an effective educator. The faculty may summarily remove a TC from a student teaching placement if the candidate's actions and behaviors during the placement are inconsistent with the knowledge, skills, attitude and professional character expected of TCs.

¹(All students includes those with exceptionalities and of different ethnic, racial, gender, language, religious, socioeconomic, and regional/diverse origins).

For the purposes of the teacher licensure programs in the Urban Institute for Teacher Education, knowledge, skills, and professional character are defined in the following ways:

Content Knowledge	An in-depth knowledge of the content matter one plans to teach. An understanding of major concepts, assumptions, debates, processes of inquiry and ways of knowing that are central to the discipline(s) she/he teaches.
Pedagogical Knowledge	An understanding of learning theory, curriculum development, student development, motivation and the various ways and means available to make ideas accessible to students. A consideration of how students' prior experiences and current contexts impact the ways students learn and influence the ways teachers teach.
Skills	The ability to create learning opportunities, encourage students' development of critical thinking, establish classroom climate, and assess student learning using a variety of instructional strategies which can be adapted or are specifically developed to meet the needs of all students. Students' preparation includes developing online instructional strategies, in accordance with the USBE, to teach online using a learning management system.
Professional Character	The "non-academic" attributes; the tendency to act in particular ways. Three "non-academic" attributes are described below and include: professional behavior, professional respect, and professional conduct.

1. **Professional Behavior** encompasses appropriate behavior specific to field-based experiences. Behaviors consistent with this standard include but are not limited to:
 - a. Maintaining communication with University CL/US, faculty, parents/guardians, students, Site Teachers and other site personnel.
 - b. Complying with policies, statutes and rules established by UPPAC, local school districts, and the University of Utah.
 - c. Recognizing and respecting diversity in all its forms.
 - d. Creating and maintaining a safe learning environment for students.
 - e. Working cooperatively with other professionals.
 - f. Helping to develop and maintain positive and accurate perceptions towards all students.
2. **Professional Respect** encompasses one's ability to demonstrate a respectful attitude for all students, colleagues, CL/UCs, faculty, and site personnel and to avoid personal prejudice and bias. Professional respect reflects a TCs ability to address differences in personalities, backgrounds, and behaviors.
3. **Professional Conduct** encompasses one's willingness to fully participate in the learning process, and demonstrative personal suitability for the profession. In other words, a TC

must demonstrate a desire to know and the willingness to act as a professional. Behaviors consistent with this standard include but are not limited to:

- a. Accepting constructive suggestions from other students, CL/US, faculty, STE's, etc. A hostile, resistant attitude toward learning and/or one's associates is considered unprofessional conduct.
- b. Attending all classes, meetings, and field assignments. Failure to keep commitments and chronic absenteeism or tardiness in either class or field is considered unprofessional conduct. Absences are not permitted during cohort classes, field pre-student teaching practicum, and student teaching except for extenuating circumstances (illness, bereavement). In the event of an absence, the instructor, STE, and US should be notified. If absences accrue beyond two days from field pre-student teaching practicum or student teaching, the TC will be required to make-up the time missed from the field. If more than two absences occur from a methods course, a failing grade could occur. TC's do not have "personal leave" days.
- c. Demonstrating appropriate professional behavior. Consistent displays of disrespect (e.g., screaming, insulting, ignoring, being indifferent, intimidating, bullying, etc.) toward faculty, CL/US, colleagues, students, and site personnel is considered unprofessional conduct.
- d. Developing appropriate professional relationships. Developing a friendship that conflicts with professional responsibilities or developing a romantic and/or sexual relationship with current students, instructors, colleagues, CL/US, and/or site personnel is considered unprofessional conduct.

UTAH EFFECTIVE TEACHING STANDARDS

The **Utah Effective Teaching Standards** are a description of highly effective teaching as adopted by the USBE (R277-530). They also represent the knowledge and skills necessary to teach the Utah Common Core and align with national teaching standards (INTASC, 2011) and current research on effective teaching practice. The categories indicated on the rubrics describe phases of the development of teaching skills from the most basic to the highest levels of attainment and form a continuum of teaching practices. The indicators vary in their levels of complexity; therefore, some may be met at the Effective level. It is expected that the level of an individual teacher's practice will increase across the continuum through experience and study. In some situations, the level of practice may decrease when, for example, a teacher takes on a new teaching assignment or attempts a new skill. The continuum is intended for use as a formative tool as part of self-reflection and self-assessment of teaching practice. It may be used for the purposes of mentoring coaching, intervention, professional development, and remediation.

The **Utah Educator Evaluation Framework** (R277-531) is aligned with this document and is accompanied by evaluation tools which are intended for use in summative educator evaluation programs.

Standard 1: Learner Development

The teacher understands cognitive, linguistic, social, emotional and physical areas of student development.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. creates developmentally appropriate and challenging learning experiences based on individual students' strengths, interests, and needs.	Creates whole – class learning experiences.	Creates developmentally appropriate and challenging learning experiences based on student needs.	Uses data from multiple measures to create appropriate and challenging learning experiences based on identified learning needs.
b. collaborates with families, colleagues, and other professionals to promote student growth and development.	Interacts with families and colleagues related to student growth and development.	Collaborates with families and colleagues to support learner growth and development.	Takes initiative to engage families and colleagues in supporting students' individual growth and development.

Standard 2: Learning Differences

The teacher understands individual learner differences and cultural and linguistic diversity.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. understands individual learner differences and holds high expectations of students.	Understands that students differ and holds generally high expectations for students.	Ensures inclusive learning environments that allow each student to reach learning goals.	Develops and maintains a positive and nurturing learning environment that values contributions of students across all backgrounds and abilities.
b. designs, adapts, and delivers instruction to address students' diverse learning strengths and needs.	Identifies diverse learning strengths and needs. Uses teaching materials that represent diverse cultures and learner differences	Designs, adapts, and delivers instruction to honor individual differences and learning strengths and needs. Evaluates and selects materials and lessons that counteract stereotypes and uses culturally responsive instruction.	Uses learner differences as an asset to design effective instruction for all students. Scaffolds support for diverse learners in the classroom and matches resources and strategies to individual needs.

c. allows students different ways to demonstrate learning sensitive to their multiple experiences and diversity.	Provides few methods for students to demonstrate learning.	Allows multiple ways for students to demonstrate learning, and demonstrates sensitivity to students' experiences and diversity.	Encourages students to demonstrate learning based on understandings of individual learning characteristics.
d. Creates a learning culture that encourages individual learners to persevere and advance.	Recognizes that individual experiences and cultures shape student learning.	Applies understanding of student diversity to encourage each learner to reach full potential.	Bridges school and community cultures by connecting multiple perspectives and encourages students to learn from each other.
e. incorporates tools of language development into planning and instruction for English language learners, and supports development of English proficiency.	Uses available program materials for English language instruction.	<p>Incorporates tools of language development into planning and instruction, including strategies for the development of English proficiency.</p> <p>Uses strategies, visuals, and regular modeling to augment auditory directions and information and adapts instruction accordingly.</p>	<p>Incorporates knowledge of English language development and English learners' strengths and assessed needs into English language and content instruction.</p> <p>Engages English learners in assessment of their progress in English language development in ways that meet content standards.</p>

Standard 3: Learning Environments

The teacher works with learners to create environments that support individual and collaborative learning, social interactions, active engagement in learning, and self-motivation.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. develops learning experiences that engage and support students as self-directed learners who internalize classroom routines, expectations, and procedures.	Implements a daily schedule.	Establishes and maintains routines, expectations, and procedures that support student learning.	Collaborates with students in establishing and reflecting on classroom procedures to improve the learning environment.

<p>b. collaborates with students to establish a positive learning climate of openness, respectful interactions, support, and inquiry.</p>	<p>Promotes a positive and respectful learning climate.</p> <p>Provides opportunities for students to work in teams.</p>	<p>Collaborates with students to establish a positive learning climate of openness, respectful interactions, support, and inquiry.</p> <p>Organizes student learning teams for the purpose of developing cooperation, collaboration, and student leadership.</p>	<p>Models positive learning interactions and guides students to consistently refine interactions through self- reflection.</p> <p>Supports students to create and manage learning teams to meet learning goals.</p>
<p>c. uses a variety of classroom management strategies to effectively maintain a positive learning environment (e.g., proximity, cuing, desists, routines).</p>	<p>Uses a variety of classroom management strategies.</p>	<p>Uses research- based strategies to reinforce positive learning interactions.</p> <p>Consistently responds to classroom disruptions in an appropriate and timely manner to maintain a positive learning environment.</p>	<p>Collects and analyzes classroom based data and makes modifications to facilitate a positive learning environment.</p> <p>Encourages learner involvement in maintaining and monitoring their own contribution to a positive learning environment.</p>
<p>d. equitably engages students in learning by organizing, allocating, and managing the resources of time, space, and attention.</p>	<p>Organizes the physical environment and schedule.</p>	<p>Maintains a functional and organized physical environment, conducive to thought and interactions.</p> <p>Manages, schedules, pacing, and transitions to maximize learning time.</p> <p>Proactively gains and maintains student attention through active participation.</p>	<p>Coordinates time, materials, and space to design various learning patterns and multiple learning activities.</p> <p>Fosters each student’s ability to manage their own learning time.</p> <p>Selects engagement strategies that align with individual student learning patterns and goals.</p>

e. extends the learning environment using technology, media, and local and global resources.	Knows and applies basic technology skills.	Incorporates a variety of technology tools and media on the learning environment; uses local and global resources.	Actively and consistently incorporates technology and media; regularly integrates local and global resources.
f. encourages students to use speaking, listening, reading, writing, analysis, synthesis, and decision-making skills in various real-world contexts.	Links skills learned in school to real-world contexts.	Provides a classroom that supports the acquisition of learning skills, and incorporates authentic real-world experiences.	Models and expects students to transfer skills and content knowledge to real-world and work-place contexts.

Standard 4: Content Knowledge

The teacher understands the central concepts, tools of inquiry, and structures of the discipline.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. knows the content of the discipline and conveys accurate information and concepts.	Knows the content of the assigned area.	Knows the content of the disciplines taught and conveys accurate information.	Pursues opportunities to learn new developments in the discipline and continually deepens content knowledge.
b. demonstrates an awareness of the Utah Common Core/Core Curriculum and references it in short and long term planning.	References the Utah Common Core/Core curriculum in the preparation of lessons plans.	Bases instructions on approved content standards and current research to create rigorous and relevant learning activities.	Continually updates knowledge in the discipline(s) taught and connects concepts across disciplines so support student understanding.
c. engages students in applying methods of inquiry and standards of evidence within the discipline.	Understands methods and standards in a specific academic area.	Teaches methods of inquiry, problem-solving, and critical thinking consistent with the standards of the academic discipline.	Develops opportunities for self-directed student inquiry and problem-solving across multiple disciplines.
d. uses multiple representations and explanations of concepts that capture key ideas.	Teaches key concepts of discipline.	Uses multiple representations and explanations to convey concepts of discipline.	Regularly adapts various methods and materials to convey key ideas of discipline.

e. supports students in learning and using academic language accurately and meaningfully.	Uses a vocabulary of the discipline.	Incorporate academic vocabulary to enhance learning.	Expects students to use academic language accurately and meaningfully.
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Standard 5:Assessment

The teacher uses multiple methods of assessment to engage learners in their own growth, monitors learner progress, guides planning and instruction, and determines whether the outcomes described in content standards have been met.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. designs and/or selects pre- assessments, formative, and summative assessments in a variety of formats that match learning objectives and engages the learner in demonstrating knowledge and skills.	Selects assessments to match learning objectives.	Designs or selects pre-assessments, formative, and summative assessments in a variety of formats that match learning objectives.	Selects and integrates varied assessment types and involves learners in demonstrating knowledge and skills.
b. engages students in understanding and identifying the elements of quality work and provides them with timely and descriptive feedback to guide their progress in producing that work.	Encourages students to do quality work. Provides feedback on student work.	Engages students in understanding and identifying the elements of quality work. Provides students with feedback to guide their progress in producing quality work.	Engages students in regularly producing quality work and supporting students in self- assessment and goal-setting. Provides students with timely and descriptive feedback to guide their progress in producing quality work.
c. adjusts assessment methods and makes appropriate accommodations for English Language Learners, students with disabilities, advanced students, and students who are not meeting learning goals.	Modifies formative assessments.	Adjusts assessment methods to meet various student learning needs.	Modifies assessment methods and makes appropriate accommodations for English Language Learners, students with disabilities, advanced students, and students who are not meeting learning goals.

d. uses data to assess the effectiveness of instruction and to make adjustments in planning and instruction.	Evaluates student learning as part of instruction.	Uses multiple sources of data to gauge the effectiveness of instruction and makes adjustments in planning and instruction.	Uses formative and summative inputs to reflect on and make ongoing modifications in instruction that result in increased learner achievement.
e. documents student progress and provides descriptive feedback to students, parents, and other stakeholders in a variety of ways.	Shares assessment feedback with students, parent/guardian at required reporting periods.	Documents student progress and provides feedback to students, parents, guardians, and other stakeholders in a variety of ways.	Selects or designs a variety of effective formats to document and provide feedback on student progress.
f. provides opportunities for students to understand, question, and analyze information from multiple and diverse sources and perspectives to answer questions and solve real- world problems.	Uses various sources to inform instruction.	Systematically includes a variety of perspectives and sources to stimulate questioning, analysis, and increase understanding.	Provides opportunities for students to understand, question, and analyze information from multiple and diverse sources and perspectives in order to answer questions and solve real-world problems.

Standard 6: Instructional Planning

The teacher plans instruction to support students in meeting rigorous learning goals by drawing upon knowledge of content areas, core curriculum standards, instructional best practices, and the community context.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. plans instruction based on the approved state curriculum.	Uses the Utah Common Core/Content Standards to inform learning activities.	Systematically plans instruction based on approved standards.	Develops short and long-term instructional plans including a content-based scope and sequence based on approved standards.
b. individually and collaboratively selects and creates learning experiences that are appropriate for reaching content standards, relevant to learners, and based on principles of effective instruction.	Selects learning activities based on content standards.	Adapts learning experiences based on content standards and learner needs.	Creates learning experiences that are appropriate for reaching content standards, are relevant to learners, and based on principles of effective instruction.

c. differentiates instruction for individuals and groups of students by choosing appropriate strategies and accommodations, resources, materials, sequencing, technical tools, and demonstrations of learning.	Uses various methods and materials.	Differentiates instruction by choosing appropriate strategies to meet individual student needs.	Differentiates instruction for both individuals and groups by choosing appropriate strategies, accommodations, resources, sequencing, and demonstrations of learning.
d. creates opportunities for students to generate and evaluate new ideas, seeks inventive solutions to problems, and creates original work.	Provides opportunities for creative work.	Provides opportunities for students to use complex thinking skills when organizing and generating original work.	Creates opportunities for students to generate and evaluate new ideas, seeks inventive solutions to problems, and creates original work.
e. integrates cross-disciplinary skills into instruction to purposefully engage learners in applying content knowledge.	Provides opportunities for students to use knowledge in various ways.	Introduces cross-disciplinary concepts to support the understanding of content.	Integrates into instructional plans, cross-disciplinary skills that purposefully engage learners in their applications of content knowledge.

Standard 7: Instructional Strategies

The teacher uses various instructional strategies to ensure that all learners develop a deep understanding of content areas and their connections, and build skills to apply and extend knowledge in meaningful ways.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. understands and practices a range of developmentally, culturally, and linguistically appropriate instructional strategies.	Uses a variety of instructional strategies.	Appropriately uses a variety of developmentally, culturally, and linguistically appropriate instructional strategies.	Adapts a variety of pedagogical strategies to meet the assessed needs of individual students.
b. uses appropriate strategies and resources to adapt instruction and varies his or her role to meet the needs individual and groups of learners.	Uses various instructional formats.	Adapts instruction and varies his or her role as appropriate to particular content and concepts.	Continuously checks for student understanding and draws from a wide range of strategies, resources, and roles to meet individual and group learning needs.

c. analyzes student errors and misconceptions in order to redirect, focus, and deepen learning.	Adjust instructions based on student response.	Analyzes student learning and responds to errors and misconceptions.	Analyzes student errors and misconceptions in order to redirect, focus, and deepen learning.
d. uses a variety of instructional strategies to support and expand learners' communication skills.	Provides opportunities for students to articulate thoughts and ideas.	Uses a variety of strategies to support and expand learners' communication skills.	Encourages and supports students in learning and using multiple forms of communication to convey ideas.
e. provides multiple opportunities for students to develop higher order and meta-cognitive skills.	Provides opportunities for students to identify and use complex thinking skills.	Provides multiple opportunities for students to remember, understand, analyze, evaluate, and create. Uses questions to engage students in meta-cognitive thinking.	Guides students to think creatively and critically and to apply thinking skills to test ideas, draw conclusions, make complex choices, and solve problems. Consistently embeds opportunities for students to reflect on their learning.
f. provides opportunities for students to understand, question, and analyze information from multiple and diverse sources and perspectives to answer questions and solve real- world problems.	Uses various sources to inform instruction.	Systematically includes a variety of perspective and sources to stimulate questioning, analysis, and increase understanding.	Provides opportunities for students to understand, question, and analyze information from multiple and diverse sources and perspectives in order to answer questions and solve real world problems.
g. supports content and skill development by using multiple media and technology resources and knows how to evaluate these resources for quality, accuracy, and effectiveness.	Uses technology to support instruction.	Assesses and uses various technologies to support content and skills development.	Uses technology to foster student engagement in higher level content and skill development.
h. uses a variety of questioning strategies to promote engagement and learning.	Asks questions to assess student learning.	Uses a variety of questioning strategies to promote engagement in learning.	Purposely selects questioning strategies aligned with learning goals.

Standard 8: Reflection and Continuous Growth

The teacher is a reflective practitioner who uses evidence to continually evaluate and adapt practice to meet the needs of each learner.

The Teacher:	Practicing	Effective	Highly Effective
a. independently and in collaboration with colleagues, uses a variety of data to evaluate the outcomes of teaching and learning to reflect on and adapt planning and practice.	Adjusts instruction based on student outcomes.	Assesses student progress and adapts strategies based on past student performance. Collaborates with colleagues to evaluate learning outcomes and identify and meet learning needs.	Uses multiple data sources to evaluate the outcomes of teaching and learning in order to reflect on and adapt planning and instruction. Understands the roles of and collaborates with a full range of colleagues and support specialists to meet the unique needs of all students.
b. actively seeks professional, community, and technological learning experiences within and outside the school, as supports for reflection and problem-solving.	Participates in professional learning experiences.	Applies professional learning to classroom practice, and evaluates the use of new approaches based on student outcomes.	Actively seeks professional learning within and outside the school setting to refine professional practices based on feedback and reflection.
c. recognizes and reflects on personal and professional biases and accesses resources to deepen understanding of differences to build stronger relationships and creates more relevant learning experiences.	Acknowledges that everyone has biases based upon their knowledge and experience.	Identifies own background and experiences that impact teaching and learning relationships.	Identifies and accesses resources that support the development of a broader understanding of differences.
d. actively investigates and considers new ideas that improve teaching and learning and draws on current education policy and research as sources of reflection.	Participates in professional development opportunities and considers new ideas to improve teaching.	Actively investigates and considers new ideas, drawing upon current research and policy as sources of reflection.	Seeks new ideas and participates in dialogue regarding new research, regulations, and requirements and the subsequent implications for classroom teaching and learning.

e. develops a professional learning plan based on individual needs and the needs of learners, schools, and educational communities.	Participates in learning experiences as they arise.	Consults with supervisor to develop a standards-based professional learning plan.	Develops a professional learning plan based on standards, individual needs, the needs of learners, and the needs of the school.
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Standard 9: Leadership and Collaboration

The teacher is a leader who engages collaboratively with learners, families, colleagues, and community members to build a shared vision and supportive professional culture focused on student growth and success.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. prepares for and participates actively as a team member in decision-making processes and building a shared culture that affects the school and larger educational community.	Knows school- wide policies and practices and displays awareness of the school improvement plan.	Establishes positive working relationships and participates in the school's decision-making process as required. Participates in developing and/or implementing the school improvement plan.	Takes initiative to participate in developing and implementing policies and practices that improve instruction. Collaborates with colleagues on school improvement issues.
b. participates actively as part of the learning community, sharing responsibility for decision-making and accountability for each student's learning, and giving and receiving feedback.	Participates in the professional learning community as required.	Actively participates with colleagues to support the goals of the learning community.	Assumes a leadership role in his or her area of assignment that includes a shared responsibility for student work, examinations of problems or practice, and the identification of improvement strategies.
c. advocates for the learners, the school, the community, and the profession.	Contributes to student success.	Advocates for all students to be prepared for high school graduation and future school and/or work success. Seeks opportunities to positively impact teaching quality, school improvement, and student achievement.	Actively communicates the vision of college and career readiness to students. Actively participates, promotes, and provides support for initiatives in the school and community to impact student success.

d. works with other school professionals to plan and jointly facilitate learning to meet diverse needs of learners.	Develops positive relationship with colleagues.	Works with colleagues to plan and jointly facilitate learning to meet diverse needs.	Implements, reflects on, and improves joint plans to re-teach, enrich, and reinforce learning.
e. engages in professional learning to enhance knowledge and skills, to contribute to the knowledge and skills of others and to work collaboratively to advance professional practice.	Recognizes colleagues as resources to enhance knowledge and skill.	Engages in professional learning with colleagues to enhance professional practice.	Participates in professional dialogue, peer observation and feedback, peer coaching, and other collegial learning activities.

Standard 10: Professional and Ethical Behavior

The teacher demonstrates the highest standard of legal, moral, and ethical conduct as specified in Utah State Board Rule R277-515.

<i>The Teacher:</i>	Practicing	Effective	Highly Effective
a. is responsible for compliance with federal and state laws, State Board of Education administrative rules, state assessment policies, local board policies, and supervisory directives.	Advocates for and models compliance with law and rules governing ethical conduct of educators.	Knows which laws, rules, policies, and directives guide legal, moral, and ethical educators and where to access them.	Adheres to and upholds laws, rules, policies, and directives, and holds other accountable to do the same.
b. is responsible for compliance with all requirements State Board of Education Rule R277- 530 at all levels of teacher development.	<ul style="list-style-type: none"> <input type="checkbox"/> Avoids actions which may adversely affect ability to perform assigned duties and carry out the responsibilities of the profession, including role-model responsibilities. <input type="checkbox"/> Takes responsibility to understand professional requirements, to maintain a current Utah Educator License, and to compete license upgrades, renewals and additional requirements in a timely way. <input type="checkbox"/> Maintains accurate instructional and non-instructional records. <input type="checkbox"/> Maintains integrity and confidentiality in matters concerning student records and collegial consultation. <input type="checkbox"/> Develops appropriate student-teacher relationships as defined in rule, law, and policy. <input type="checkbox"/> Maintains professional demeanor and appearance as defined by the local education agency. (LEA) 		

CORRELATION OF INTASC WITH THE PRAXIS FRAMEWORK

The Interstate New Teacher Assessment and Support Consortium (INTASC) is an organization that has established a set of standards for teacher preparation. The Urban Institute for Teacher Education at the University of Utah has structured its teacher licensure programs around the PRAXIS framework. Despite some semantic differences, the overlaps between the two sets of standards can be seen by consulting the chart below. Practically speaking, the standards are essentially interchangeable.

INTASC STANDARDS

INTASC	Description of Teacher Performance	PRAXIS	Description of Praxis Criteria
Principle 1: <i>Knowledge of Subject Matter</i>	Understands the central concepts, tools of inquiry, and structure of the discipline(s) taught; creates learning experiences to make them meaningful to students.	A2 A3 C2	<ul style="list-style-type: none"> • Articulating learning goals for the lesson that are appropriate for the students. • Demonstrating an understanding of the connections between the content that was learned previously, the current content, and content that remains to be learned in the future. • Making content comprehensible to students.
Principle 2: <i>Knowledge of Human Development and Learning</i>	Understands how students learn and develop; provides learning opportunities that support their intellectual, social, and personal development.	A4 B4	<ul style="list-style-type: none"> • Creating or selecting teaching methods, learning activities, and instructional materials or other resource that are appropriate for the students and that are aligned with the goals of the lesson. • Establishing and maintaining consistent standards of classroom behavior.
Principle 3: <i>Adapting Instructions for Individual Needs</i>	Understands how students differ in their approaches to learning; creates instructional opportunities that are adapted to diverse learners.	B1 B3	<ul style="list-style-type: none"> • Creating a climate that promotes fairness. • Communicating challenging learning expectations to each student.
Principle 4: <i>Multiple Instructional Strategies</i>	Understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.	C1 C3 C4	<ul style="list-style-type: none"> • Making learning goals and instructional procedures clear to students. • Encouraging students to extend their thinking. • Monitoring students' understanding of content through a variety of means, providing feedback to students to assist learning, and adjusting learning activities as the situation demands.

Dispositions Stated for Each Standard

Source: Model Standards for Beginning Teacher Licensing and Development: A Resource for State Dialogue (1992). Interstate New Teacher Assessment and Support Consortium, Council of Chief State School Officers

The Utah Effective Teaching Standards are informed by the INTASC standards. The UETS may be found at the USBE website at: <https://www.schools.utah.gov/CURR/educatoreffectiveness>

The following includes a list of dispositions viewed as crucial by a national teacher accreditation body (INTASC).

Standard #1: The TC understands the central concepts, tools of the discipline(s) and structures of the discipline(s) he/she teaches and can develop learning experiences that make these aspects of subject matter meaningful for students.

- 1.1 The TC realizes that subject matter knowledge is not a fixed body of facts but is complex and ever-evolving. He/she seeks to keep abreast of new ideas and understandings in the field.
- 1.2 The TC appreciates multiple perspectives and conveys to learners how knowledge is developed from the vantage point of the knower.
- 1.3 The TC demonstrates enthusiasm for the discipline(s) he/she teaches and sees connections to everyday life.
- 1.4 The TC is committed to continuous learning and engages in professional discourse about subject matter knowledge and students' learning of the discipline.

Standard #2: The TC understands how students learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development.

- 2.1 The TC appreciates individual variation within each area of development, shows respect for diverse talents of all learners, and is committed to helping students develop self-confidence and competence.
- 2.2 The TC is disposed to use students' strengths as a basis for growth and errors as opportunities for learning.

Standard #3: The TC understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

- 3.1 The TC believes that all students can learn at high levels and persists in helping all students achieve success.
- 3.2 The TC appreciates and values human diversity, shows respect for students' varied talents and perspective, and is committed to the pursuit of "individually configured evidence."
- 3.3 The TC respects students as individuals with differing personal and family backgrounds and various skills, talents, and interests.
- 3.4 The TC is sensitive to community and cultural norms.
- 3.5 The TC creates an environment where students feel valued for their potential as people and helps them to learn to value each other.

Standard #4: The TC understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

- 4.1 The TC values the development of students' critical thinking, independent problem solving, and

performance capabilities.

- 4.2 The TC values flexibility and reciprocity in the teaching process as necessary for adapting instruction to student responses, ideas and needs.

Standard #5: The TC uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self- motivation.

- 5.1 The TC takes responsibility for establishing a positive climate in the classroom and participates in maintaining such a climate in the school as a whole.
- 5.2 The TC understands how participation supports commitment and is committed to the expression and use of democratic values in the classroom.
- 5.3 The TC values the role of students in promoting each other's learning and recognizes the importance of peer relationships in establishing a climate of learning.
- 5.4 The TC recognizes the value of intrinsic motivation to students' life-long growth and learning.
- 5.5 The TC is committed to the continuous development of individual students' abilities and considers how different motivational strategies are likely to encourage this development for each student.

Standard #6: The TC uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interactions in the classroom.

- 6.1 The TC recognizes the power of language for fostering self-expression, identity development, and learning.
- 6.2 The TC values the many ways in which people seek to communicate and encourages many modes of communication in the classroom.
- 6.3 The TC is a thoughtful and responsive listener.
- 6.4 The TC appreciates the cultural dimensions of communication, responds appropriately, and seeks to foster culturally sensitive communication by and among all students in the class.

Standard #7: The TC plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

- 7.1 The TC values both long-term and short-term planning.
- 7.2 The TC believes that plans must always be open to adjustment and revision based up student needs and changing circumstances.
- 7.3 The TC values planning as a collegial activity.

Standard #8: The TC understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.

- 8.1 The TC values ongoing assessment as essential to the instructional process and recognizes that many different assessment strategies, accurately and systematically used, are necessary for monitoring and promoting student learning.
- 8.2 The TC is committed to using assessment to identify student strengths and promotes student growth rather than to deny students access to learning opportunities.

Standard #9: The TC is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (e.g., parents, students, and other professionals in the learning community) and who actively seeks opportunities to grow professionally.

- 9.1 The TC values critical thinking and self-directed learning as habits of mind.
- 9.2 The TC is committed to reflection, assessment, and learning as an ongoing process.
- 9.3 The TC is willing to give and receive help.
- 9.4 The TC is committed to seeking, developing, and refining practices that address the individual needs of students.
- 9.5 The TC recognizes his/her professional responsibility for engaging in and supporting appropriate professional practices for self and colleagues.

Standard #10: The TC fosters relationships with school colleagues, parents, and agencies in the larger community to support students’ learning and well-being.

- 10.1 The TC values and appreciates the importance of all aspects of a student’s experiences.
- 10.2 The TC is concerned about all aspects of a student’s well-being (e.g., cognitive, emotional, social, and physical development), and is alert to signs of difficulties.
- 10.3 The TC is willing to consult with other adults regarding the education and well-being of his/her students.
- 10.4 The TC respects the privacy of students and confidentiality of information.
- 10.5 The TC is willing to work with other professionals to improve the overall learning environment for students.

PROFESSIONAL PRACTICE AND CONDUCT FOR UTAH EDUCATORS

The teacher licensure programs at the University of Utah are legally compelled by and ethically bound to the Utah Professional Practices Advisory Commission (UPPAC) policy, and the USBE Administrative Rules.

These policies are designed to establish the moral and ethical conduct of educators largely for the purpose of protecting children and establishing a non-threatening educational environment. As a TC you are required to adhere to the specifics as detailed on the USBE’s UPPAC website at <https://schools.utah.gov/policy/uppac>. Please review all UPPAC (R686-100 through -105) and USBE Administrative Rules (R277-514, -515, -516). Please pay particular attention to USBE Administrative Rule R277-515-6 Professional Educator Conduct:

Rule 515-6 Professional Educator Conduct:

- (1) A professional educator exhibits integrity and honesty in relationships with an LEA administrator or personnel.
- (2) (a) Failure to adhere to this Subsection (2) may result in licensing discipline.
 - (b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.
 - (c) The professional educator:
 - (i) shall communicate professionally and with civility with a colleague, school and community specialist, administrator and other personnel;
 - (ii) shall maintain a professional and appropriate relationship and demeanor with student, colleague and school community member and parent;

- (iii) may not promote a personal opinion, personal issue, or political position as part of the instructional process in a manner inconsistent with law;
- (iv) shall express a personal opinion professionally and responsibly in the community served by the school;
- (v) shall comply with an LEA policy, supervisory directive, and generally-accepted professional standard regarding appropriate dress and grooming at school and school-related event;
- (vi) shall work diligently to improve the educator's own professional understanding, judgment, and expertise;
- (vii) shall honor all contracts for professional services;
- (viii) shall perform all services required or directed by the educator's contract with the LEA with professionalism consistent with LEA policy and rule; and
- (ix) shall recruit another educator for employment in another position only within a LEA timeline and guideline.

Date of Enactment or Last Substantive Amendment: October 8, 2015 Notice of Continuation: November 15, 2012 Authorizing, Implemented, or Interpreted Law: Art X Sec 3; 53A-1-402(1)(a); 53A-6; 53A-1-401(3)

For questions regarding the content or application of rules under Title R277, please contact the promulgating agency (Education, Administration). A list of agencies with links to their homepages is available at <https://rules.utah.gov/publications/utah-adm-code/>.

PROGRAM DESCRIPTIONS & REQUIREMENTS

THE STUDENT TEACHING EXPERIENCE

Elementary Cohort Students. Student teaching in the Elementary program is a two-semester experience in which the TC spends 2-3 days in methods courses and 2 full days in the public school classroom experience during fall semester. During spring semester, the experience culminates in a full-time teaching experience wherein the TC has full responsibility for the direction of the students and the classroom followed by 4 weeks of professional development seminar and other professional activities. Candidates are required to keep the full contract hours at their respective student teaching site(s). Cohort sequencing is based upon funding and enrollments with standard sessions typically running fall and spring semesters.

Secondary Cohort Students. Student teaching in the Secondary program is a two-semester experience in which the TC spends 6-9 hours a week in a public school classroom experience during fall semester in

conjunction with course work designed to prepare TC for student teaching the subsequent semester. During spring semester, the licensure experience culminates in a full-time teaching opportunity where the TC has full responsibility for 4 classes, or course equivalents, that typically include two content preparations with one required in the Candidate's content major. TCs are required to keep the full contract hours at their respective student teaching site(s). Cohort sequencing is based upon funding and enrollments with standards sessions typically running fall and spring semesters.

Following an intensive fall semester pre-student teaching practicum, TCs begin student teaching at the beginning of the public school schedule in January. Candidates are required to keep the full contract hours at their respective student teaching site. It is expected that following a one to two week phase in period that the TC will take over all responsibilities of the regular classroom teacher. While the phase in period may vary to some degree, the time period will be determined through collaboration with the CL, the TC, and the STE. The TC should assume full teaching responsibilities by no later than the start of the third term at their respective school site. The timeline may be different for those students completing the summer/fall experiences.

Finally, although TCs only teach a portion of an entire teaching load, they are required to be in attendance the full day (e.g., teacher contract hours, 20 minutes before school and 20 minutes after school) and at the school every day that contract teachers are in attendance (this includes professional development days, teacher work days, etc.).

Each TC is encouraged to become involved in her/his school's extracurricular activities, but cautioned to do so only with permission and under STE supervision. Once in the school, TCs are expected to conform to all school rules for teachers paying particular attention to dress codes, smoking regulations, parking rules, and administrative procedures. If the rules and expectations for teachers are unclear, TC should contact her/his STE.

There is substantial variation in student teaching assignments, yet we believe that it is possible to standardize performance requirements. TCs will be evaluated on the ability to organize subject matter for student learning, on aptitude in creating an environment conducive to student learning, in skill at providing instruction to students, and in effectiveness as a professional educator. The series of evaluations accompanying the licensure year will be based upon the Program Framework (p. 6 of this document).

FORMAL EVALUATIONS

TCs are observed and evaluated in a formative and summative capacities throughout Fall Pre-Student Teaching Practicum and Spring Student Teaching experience.

1. The Elementary and Secondary formative observation form (pages 27 - 29) is used 2 times during the pre-student teaching practicum (fall) and 4 times during student teaching (spring),
2. The Summative Teacher Candidate Evaluation form is the official evaluation tool used at the end of the pre-student teaching practicum and at the end of student teaching. It can be found on pages 30-37.

Formative Observations

Formative observations occur throughout the pre-student teaching practicum and student teaching experience. Every time TC needs to be observed, the US schedules time to visit each TC in their classroom. After the observation, US provides feedback to the TC in terms of what went well and areas that can be improved. The STE is also requested to be part of this post-observation meeting but if the STE cannot be present, US is responsible for communicating with the STE (via email or phone call) regarding TC's progress in the classroom. After the post-observation meeting, US is responsible for emailing formative observation notes to all parties involved – TC, STE and CL. If TC has questions/concerns, they should be communicated to the CL. In such circumstances, CL can schedule meeting with TC, STE and US to address TC's questions/concerns. After completion of all formative observations (during both fall and spring), the CL is responsible for submitting all formative observations to the UITE. At mid-term for each semester, there is a three-way conference, or conference equivalent that reviews TC's performance.

Summative Evaluations (Pre-Student Teaching Practicum Evaluation and Final Student Teaching Evaluation)

The summative evaluations occur at the end of the pre-student teaching practicum (fall) and student teaching experience (spring). The summative evaluation is completed individually by US, STE and CL (if CL is also TC's US) as all of these have observed TC individually during teaching. The summative evaluations are completed online and hence copies are electronically submitted as all responsible parties complete the evaluation. Copies of the final student teaching evaluation are submitted to the TC's academic advisor.

If the TC strongly disagrees with the STE's and/or CL/US's evaluation, the TC should refer to "Academic Appeals" in the Policies & Procedures section of their handbook, with specific references to university policy and procedure requirements for an appeal of a decision based upon course requirements (e.g., student teaching evaluations). Please note: some school districts may require copies of the Pre-Student Teaching Practicum evaluations in addition to the final evaluations, as part of their application process. However, the UITE only retains copies for Institute purposes.

Formative Observation

- Teacher Candidate:** Click here to enter text.
- Site Teacher Educator/Cooperating Teacher:** Click here to enter text.
- School:** Click here to enter text.
- Lesson Topic:** Click here to enter text.
- Grade and Subject:** Click here to enter text.
- Program (EL, SC, SPED):** Click here to enter text.
- Observer:** Click here to enter text.

How was this observation completed?

Choose an item.

An in-person lesson

A real-time virtual lesson

A recorded video lesson

If other, please explain: Click or tap here to enter text.

Scoring Scale:

n/o = no opportunity to observe or consult on this item at this time

Not Effective = 0

Beginning=1

Developing=2

Preservice Effective=3

In-service Effective = not available for scoring; for informational purposes only

Rubric:

When you are rating students on a particular standard, please provide a numerical rating using the rubric.

To access the rubric, copy and paste this link into your browser:

<https://d182hggomw8pjd.cloudfront.net/wp-content/uploads/sites/11/2019/02/07152346/FINAL-PAES-Rubric-20170822.pdf>

Not all standards will be observed during every observation. Complete appropriate standards only.

Please describe the details of the observed lesson, including information on the student teacher’s lesson plan and how the P-12 students are affected by the instruction.

Student Teacher’s Lesson	P-12 Students’ Understanding
Click here to enter text.	Click here to enter text.

Standards	Comments and Suggestions
1: Learner Development (1.1) Appropriate Learning Experiences: score (1.2) Collaborates with others: score	Click here to enter text.
2: Learning Differences (2.1) Diverse Experiences: score	Click here to enter text.
3: Learning Environments (3.1) Engage and Support Students: score (3.2) Collaborates with Students: score (3.3) Classroom Management Strategies: score	Click here to enter text.
4: Content Knowledge (4.1) Accurate, Multiple Representations: score	Click here to enter text.

<p>5: Assessment</p> <p>(5.1)Assesses Effectiveness of Instruction: <i>score</i></p> <p>(5.2) Documents Progress, Provides Feedback: <i>score</i></p> <p>(5.3)Assesses in a Variety of Formats for Learning: <i>score</i></p>	<p>Click here to enter text.</p>
<p>6: Instructional Planning</p> <p>(6.1)Knowledge and Reference of Utah Core Standards: <i>score</i></p> <p>(6.2)Integrates Cross-disciplinary Skills: <i>score</i></p>	<p>Click here to enter text.</p>
<p>7: Instructional Strategies</p> <p>(7.1)Range of Appropriate Instructional Strategies: <i>score</i></p> <p>(7.2)Opportunities for Students to Develop Skills: <i>score</i></p> <p>(7.3)Expands Learner’s Communication Skills: <i>score</i></p> <p>(7.4)Variety of Effective Technology and Resources: <i>score</i></p> <p>(7.5)Finding and Using Information to Solve Problems: <i>score</i></p>	<p>Click here to enter text.</p>
<p>8: Reflection and Continuous Growth</p> <p>(8.1)Adapts and Improves Practice: <i>score</i></p>	<p>Click here to enter text.</p>
<p>9: Leadership and Collaboration</p> <p>(9.1)Participates and Collaborates in Decision Making: <i>score</i></p> <p>(9.2)Student Teacher is an Advocate: <i>score</i></p>	<p>Click here to enter text.</p>

10: Professional Learning and Ethical Practices (10.1)Complies with all Policies, Rules & Laws: score (10.2)Complies with State Board of Education Rule R277-515: score	Click here to enter text.
Strengths	Click here to enter text.
Goals	Click here to enter text.

**SUMMATIVE TEACHER CANDIDATE EVALUATION FORM
SCORING DIRECTIONS**

Requirements for Continuation

When evaluating the “Pre-Student Teaching Practicum,” follow this 3-step process to determine whether the TC can proceed:

1. Did the teacher candidate hit the total score of 37 points?

- If yes, then continue to Question 2
- If no, consult with your Supervisor

2. Did the teacher candidate have any "0"s or "1"s?

- If yes, then:
 - Work with the Supervisor to create an Action Plan
 - Work with the Supervisor to create a highlighted rubric to share with the teacher candidate, which then gets placed in the teacher candidate’s file
- If no, then continue to Question 3

3. Did the teacher candidate hit the minimum per section?

- Learner and Learning=10
- Instructional Practice=18
- Professional Responsibility=5
- Standard 10 =Y to Both Questions

Note: These minimum scores are the result of a required calculation where a TC earns at least a “2” for 80% of items within each section and obtains a Yes on both standard 10 questions.

- If yes, then TC can continue
- If no, consult with your Supervisor

Requirements for Graduation

When evaluating “Final Student Teaching,” follow this 3-step process to determine whether the TC can proceed:

1. Did the teacher candidate hit the total score of 51 points?

- If yes, then continue to Question 2
- If no, consult with your Supervisor

2. Did the teacher candidate have any "0"s or "1s"?

- If yes, then:
 - If a 0 is present, then this is not a passing score
 - Consult Supervisor.
 - If a 0 or 1 is present,
 - Work with the Supervisor to create an Action Plan
 - Work with the Supervisor to create a highlighted rubric to share with the teacher candidate, which then gets placed in the teacher candidate’s file
- If no, then continue to Question 3

3. Did the teacher candidate hit the minimum per section?

- Learner and Learning=14
- Instructional Practice=26
- Professional Responsibility=7
- Standard 10 =Y to Both Questions

Note: These minimum scores are the result of a required calculation where a TC earns at least a “3” for 80% of items within each section, has no “0s,” and obtains a Yes on both standard 10 questions.

- If yes, then TC can continue
- If no, consult with your Supervisor



2020-2021 Summative Teacher Candidate Evaluation Form

Teacher Candidate Name:

Program:

- Elementary
- Secondary
- Special Education Early Childhood Education – Early Intervention
- Special Education Early Childhood Education – Preschool
- Special Education Mild Moderate Disabilities
- Special Education Deaf and Hard of Hearing
- Special Education Visual Impairments
- Special Education Severe Disabilities
- Special Education DeafBlind

Semester:

- Fall 2020
- Spring 2021
- Summer 2021

School:

District:

Site Teacher Educator/Cooperating Teacher:

Grade:

Evaluator (your name):

Position of Evaluator:

- University Faculty Cohort Leader
 - University Supervisor
 - Site Teacher Educator/Cooperating Teacher
-

Field Experience:

- Elementary and Secondary Pre-Student Teaching Practicum
 - Special Education Field Studies
 - Student Teaching
 - Internship
-

Subject of Observed Lesson:

How was this observation completed?

- An in-person lesson
 - A real time virtual lesson
 - A recorded video lesson
 - Other: _____
-

Evidence for Evaluation (Check all that apply for this evaluation):

- Reviewed my formative observations
- Reviewed formative or summative observations from Site Teacher Educator/Cooperating Teacher
- Conferenced with Candidate, Site Teacher Educator/Cooperating Teacher, and/or other school personnel
- Reviewed lesson plans/TWS/Candidate portfolio
- Other, please describe: _____

Scale:	Not Effective (0)	Beginning (1)	Developing (2)	Preservice Effective (3)
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The Learner and Learning

The minimum score at pre-student teaching practicum/SPED field studies is 10; minimum score for final student teaching is 14.

Standard 1: Learner Development *The teacher understands cognitive, linguistic, social, emotional, and physical areas of student development.* For each question, refer to the following rubric: Standard 1

_____ 1.1 O - Creates developmentally appropriate and challenging learning experiences based on each learner's strengths, interests, and needs

_____ 1.2 C - Collaborates with families, colleagues, and other professionals to promote student growth and development

Standard 2: Learning Differences *The teacher understands individual learner differences and cultural and linguistic diversity.* For each question, refer to the following rubric: Standard 2

_____ 2.1 O - Allows learners multiple ways to demonstrate learning sensitive to diverse experiences, while holding high expectations for all

Standard 3: Learning Environments *The teacher works with learners to create environments that support individual and collaborative learning, encouraging positive social interaction, active engagement in learning, and self-motivation.* For each question, refer to the following rubric: Standard 3

_____ 3.1 O - Develops learning experiences that engage and support students as self-directed learners who internalize classroom routines, expectations, and procedures

_____ 3.2 O - Collaborates with students to establish a positive learning climate of openness, respectful interactions, support, and inquiry

_____ 3.3 O - Uses positive classroom management strategies, including the resources of time, space, and attention, effectively

Comments _____

Instructional Practice

The minimum score at pre-student teaching practicum/SPED field studies is 18; minimum score for final student teaching is 26.

Standard 4: Content Knowledge *The teacher understands the central concepts, tools of inquiry, and structures of the discipline.* For each question, refer to the following rubric: Standard 4

_____ 4.1 O - Bases instruction on accurate content knowledge using multiple representations of concepts and appropriate academic language

Standard 5: Assessment *The teacher uses multiple methods of assessment to engage learners in their own growth, monitor learner progress, guide planning and instruction, and determine whether the outcomes described in content standards have been met.* For each question, refer to the following rubric: Standard 5

_____ 5.1 O - Uses data sources to assess the effectiveness of instruction and to make adjustments in planning and instruction

_____ 5.2 C - Documents student progress and provides descriptive feedback to student, parent/guardian, and other stakeholders in a variety of ways

_____ 5.3 C - Designs or selects pre-assessments, formative, and summative assessments in a variety of formats that align to learning objectives and engage the learner in demonstrating knowledge and skills

Standard 6: Instructional Planning *The teacher plans instruction to support students in meeting rigorous learning goals by drawing upon knowledge of content areas, Utah Core Standards, instructional best practices, and the community context.* For each question, refer to the following rubric: Standard 6

_____ 6.1 C - Demonstrates knowledge of the Utah Core Standards and references them in short- and long-term planning

_____ 6.2 C - Integrates cross-disciplinary skills into instruction to purposefully engage learners in applying content knowledge

Standard 7: Instructional Strategies *The teacher uses various instructional strategies to ensure that all learners develop a deep understanding of content areas and their connections and build skills to apply and extend knowledge in meaningful ways.* For each question, refer to the following rubric: Standard 7

_____7.1 O - Practices a range of developmentally, culturally, and linguistically appropriate instructional strategies to meet the needs of individuals and groups of learners

_____7.2 O - Provides multiple opportunities for students to develop higher-order and meta-cognitive skills

_____7.3 O - Supports and expands each learner's communication skills through reading, writing, listening, and speaking

_____7.4 O - Uses a variety of available and appropriate technology and resources to support learning

_____7.5 O - Develops learners' abilities to find and use information to solve real-world problems

Comments _____

Professional Responsibility

For Standards 8 and 9, the minimum score at pre-student teaching practicum/SPED field studies is 5; minimum score for final student teaching is 7. For Standard 10, the minimum score at pre-student teaching practicum/SPED field studies is 4 (yes to both questions); minimum score for final student teaching is 4 (yes to both questions).

Standard 8: Reflection and Continuous Growth *The teacher is a reflective practitioner who uses evidence to continually evaluate and adapt practice to meet the needs of each learner.* For each question, refer to the following rubric: Standard 8

_____8.1 C - Adapts and improves practice based on reflection and new learning

Standard 9: Leadership and Collaboration *The teacher is a leader who engages collaboratively with learners, families, colleagues, and community members to build a shared vision and supportive professional culture focused on student growth and success.* For each question, refer to the following rubric: Standard 9

_____9.1 C - Participates actively in decision-making processes, while building a shared culture that affects the school and larger educational community

_____9.2 C - Advocates for the learners, the school, the community, and the profession

Standard 10: Professional and Ethical Behavior *The teacher demonstrates the highest standard of legal, moral, and ethical conduct, as specified in Utah State Board Rule R277-515.*

For each question, refer to the following rubric: Standard 10

Scale:	No	Yes
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_____10.1 C - Is responsible for compliance with university policies, federal and state laws, State Board of Education administrative rules, state assessment policies, local board policies, and supervisory directives

_____10.2 C - Is responsible for compliance with all requirements of State Board of Education Rule R277-515 at all levels of teacher development

Comments _____

Additional Comments

The Teacher Candidate scored a _____.

For Pre-Student Teaching Practicum/SPED Field Studies, the minimum score is 37. *[at least a "2" for 80% of items in each section; yes to both questions in Standard 10]*

For Final Student Teaching, the minimum score is 51. *[at least a "3" for 80% of items in each section; yes to both questions in Standard 10; no "0"s]*

SIGNATURES

Teacher Candidate *By typing your name, you, a Teacher Candidate, are signing this document electronically and confirming that you understand the content of this form.*

Type Name (Signature)

Please fill in your email address below. The email you supply will be used to verify that you have signed this document.

Please enter today's date (MM/DD/YYYY)

Site Teacher Educator / Cooperating Teacher / Supervisor Signature *By typing your name, you, a Site Teacher / Cooperating Teacher and/or Supervisor, are signing this document electronically and confirming that you understand the content of this form.*

Type Name (Signature)

Please fill in your email address below. The email you supply will be used to verify that you have signed this document.

Please enter today's date (MM/DD/YYYY)

Utah Teacher Candidate Performance Assessment & Evaluation System (PAES)

Rubric

Developed by the Utah Teacher Education Assessment & Accreditation Council (UTEAAC)

(Based on the Utah Effective Teaching Standards and the Utah Teaching Observation Tool V.4.0)

<i>Performance Expectation</i>	<i>Not Effective (0)</i>	<i>Beginning (1)</i>	<i>Developing (2)</i>	<i>Preservice Effective (3)</i> <i>(USBE Emerging Effective)</i>	<i>Inservice Effective</i>	
The Learner and Learning						
Teaching begins with the learner. To ensure that each student learns new knowledge and skills, teachers must understand that learning and developmental patterns vary among individuals, that learners bring unique individual differences to the learning process, and that learners need supportive and safe learning environments to thrive.						
Standard 1. Learner Development: The teacher understands cognitive, linguistic, social, emotional, and physical areas of student development.						
1.1 O	Creates developmentally appropriate and challenging learning experiences based on each learner’s strengths, interests, and needs. UETS 1a, 2e InTASC 1 CAEP 1.1, 3.5	<ul style="list-style-type: none"> ● Provides developmentally inappropriate instruction ● Lacks awareness of developmental needs 	<ul style="list-style-type: none"> ● Creates lessons according to grade level Utah Core Standards 	...and <ul style="list-style-type: none"> ● Adds to or modifies lessons to provide varied learning experiences 	...and <ul style="list-style-type: none"> ● Implements learning experiences based on specific learners’ developmental levels 	...and <ul style="list-style-type: none"> ● Identifies appropriate developmental level of individual learners and consistently and appropriately differentiates instruction learning experiences ● Incorporates methods of language development into planning and instruction
1.2 C	Collaborates with families, colleagues, and other professionals to promote student growth and development. UETS 1b InTASC 1 CAEP 1.1, 3.5	<ul style="list-style-type: none"> ● Works in isolation ● Avoids communication or communicates ineffectively ● Does not focus on learner needs 	<ul style="list-style-type: none"> ● Communicates about procedural issues, schedules, and requirements 	...and <ul style="list-style-type: none"> ● Responds to mentor inquiries/concerns about learner development and progress ● Communicates about curriculum and instruction 	...and <ul style="list-style-type: none"> ● Interacts with colleagues or families related to learner growth and development 	...and <ul style="list-style-type: none"> ● Collaborates with family members and a full range of colleagues to help meet the unique needs of all learners
Standard 2. Learning Differences: The teacher understands individual learner differences and cultural and linguistic diversity.						
2.1 O	Allows learners multiple ways to demonstrate learning sensitive to diverse experiences, while holding high expectations for all. UETS 2a, 2b, 2c, 2d InTASC 2 CAEP 1.1, 3.5 Cross-cutting Diversity	<ul style="list-style-type: none"> ● Not aware of learner differences ● Not accepting of differences ● Does not hold high expectations for learners 	<ul style="list-style-type: none"> ● Demonstrates awareness of learner diversity ● Respects individual differences 	...and <ul style="list-style-type: none"> ● Applies general strategies for diverse learners 	...and <ul style="list-style-type: none"> ● Applies understanding of specific strategies for learner diversity to encourage all learners to reach their full potential 	...and <ul style="list-style-type: none"> ● Uses learner differences as an asset to adapt and deliver instruction for all learners ● Provides students multiple ways to demonstrate learning

Standard 3. Learning Environments: The teacher works with learners to create environments that support individual and collaborative learning, encouraging positive social interaction, active engagement in learning, and self-motivation.

<p>3.1 O</p>	<p>Develops learning experiences that engage and support students as self-directed learners who internalize classroom routines, expectations, and procedures.</p> <p>UETS 3a InTASC 3 CAEP 1.1, 3.5</p>	<ul style="list-style-type: none"> Does not have a schedule planned Has unorganized and lengthy transitions Loses Instructional time 	<ul style="list-style-type: none"> Plans a schedule, routines, and behavioral expectations 	<p>...and</p> <ul style="list-style-type: none"> Communicates schedule, routines, and behavioral expectations to students 	<p>...and</p> <ul style="list-style-type: none"> Implements the daily schedule Holds students accountable to follow routines and behavioral expectations 	<p>...and</p> <ul style="list-style-type: none"> Provides explicit direction so that learners know what to do and when to do it Supports each learner as he/she establishes expectations and develops responsibility for his/her own behavior
<p>3.2 O</p>	<p>Collaborates with students to establish a positive learning climate of openness, respectful interactions, support, and inquiry.</p> <p>UETS 3b InTASC 3 CAEP 1.1, 3.5</p>	<ul style="list-style-type: none"> Demonstrates negative demeanor Reprimands frequently Leaves students unattended 	<ul style="list-style-type: none"> Communicates with students using developmentally appropriate language 	<p>...and</p> <ul style="list-style-type: none"> Communicates explicitly the expectations for classroom interactions Provides opportunities for teacher-student interactions Provides opportunities for student interactions 	<p>...and</p> <ul style="list-style-type: none"> Maintains positive interactions with and among students 	<p>...and</p> <ul style="list-style-type: none"> Collaborates with students to establish a positive learning climate of openness, respectful interactions, support, and inquiry Organizes student learning teams for the purpose of developing cooperation, collaboration, and student leadership
<p>3.3 O</p>	<p>Utilizes positive classroom management strategies, including the resources of time, space, and attention, effectively.</p> <p>UETS 3c, 3d InTASC 3 CAEP 1.1, 3.5</p>	<ul style="list-style-type: none"> Uses time, space, and attention ineffectively Does not have management plan 	<ul style="list-style-type: none"> Plans classroom management strategies Plans instruction for the allotted time 	<p>...and</p> <ul style="list-style-type: none"> Paces instruction appropriate for student learning Addresses inappropriate student behavior 	<p>...and</p> <ul style="list-style-type: none"> Implements classroom management strategies Encourages learners to be engaged with the content Manages time, space, and attention to increase participation 	<p>...and</p> <ul style="list-style-type: none"> Uses differentiated management strategies focusing on individual learner need Gains and maintains student attention through active participation Adjusts instructional pacing and transitions to maintain learner participation and support learning

Instructional Practice

Effective instructional practice requires that teachers have a deep and flexible understanding of their content areas and be able to draw upon content knowledge as they work with learners to access information, apply knowledge in real-world settings, and address meaningful issues. They must also understand and integrate assessment, planning, and instructional strategies in coordinated and engaging ways to assure learner mastery of the content.

Standard 4. Content Knowledge: The teacher understands the central concepts, tools of inquiry, and structures of the discipline.

<p>4.1 O</p>	<p>Bases instruction on accurate content knowledge using multiple representations of concepts and appropriate academic language.</p> <p>UETS 4a, 4c, 4d, 4e, 7c InTASC 4 and 5 CAEP 1.1, 1.3, 1.4, 3.4, 3.5</p>	<ul style="list-style-type: none"> Provides inaccurate lesson content 	<ul style="list-style-type: none"> Demonstrates content knowledge 	<p>...and</p> <ul style="list-style-type: none"> Uses more than one way to explain concept Uses accurate academic language 	<p>...and</p> <ul style="list-style-type: none"> Models critical and/or creative thinking in the content area Supports learner use of content-specific academic language 	<p>...and</p> <ul style="list-style-type: none"> Uses multiple representations and explanations of concepts to deepen each learner's understanding Models and expects learners to evaluate, create, and think critically about the content Analyzes learner errors and misconceptions in order to redirect, focus, and deepen learning
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Standard 5. Assessment: The teacher uses multiple methods of assessment to engage learners in their own growth, monitor learner progress, guide planning and instruction, and determine whether the outcomes described in content standards have been met.

<p>5.1 C</p>	<p>Uses data sources to assess the effectiveness of instruction and to make adjustments in planning and instruction. UETS 5a, 5c, 5d, 8a InTASC 6 CAEP 1.1, 1.2, 3.5</p>	<ul style="list-style-type: none"> Does not collect or use data 	<ul style="list-style-type: none"> Collects data 	<p>...and</p> <ul style="list-style-type: none"> Analyzes data to document student learning Uses formative assessment during instruction 	<p>...and</p> <ul style="list-style-type: none"> Uses data to evaluate the outcomes of teaching Monitors learning and adjusts instruction during the lesson 	<p>...and</p> <ul style="list-style-type: none"> Targets instructional, intervention, and enrichment strategies based on data Uses multiple formative and summative assessments to make ongoing adjustments in instruction based on a wide range of individual learner needs
<p>5.2 C</p>	<p>Documents student progress and provides descriptive feedback to student, parent/guardian, and other stakeholders in a variety of ways. UETS 5b, 5e InTASC 6 CAEP 1.1, 3.5</p>	<ul style="list-style-type: none"> Does not document learner progress Does not provide feedback 	<ul style="list-style-type: none"> Documents learner progress Provides general feedback 	<p>...and</p> <ul style="list-style-type: none"> Provides specific and timely feedback 	<p>...and</p> <ul style="list-style-type: none"> Provides feedback to individuals and groups based on identified elements of quality work (e.g. rubrics, checklists, exemplars) Shares assessment feedback with parents/guardians under the direction of the mentor teacher 	<p>...and</p> <ul style="list-style-type: none"> Uses a variety of effective formats to document and provide feedback on learner progress Initiates ongoing, open communication between home and school about learner progress Provides timely, descriptive, and specific feedback to individuals and groups
<p>5.3 C</p>	<p>Designs or selects pre-assessments, formative, and summative assessments in a variety of formats that align to learning objectives and engage the learner in demonstrating knowledge and skills. UETS 5a InTASC 6 CAEP 1.1, 1.2, 1.3, 3.5</p>	<ul style="list-style-type: none"> Does not assess student learning Assessment is inappropriate 	<ul style="list-style-type: none"> Lesson plan includes an assessment 	<p>...and</p> <ul style="list-style-type: none"> Designs, selects, or adapts assessments that align with learning objectives 	<p>...and</p> <ul style="list-style-type: none"> Uses a variety of assessment formats to evaluate student learning 	<p>...and</p> <ul style="list-style-type: none"> Designs assessments in a variety of formats that match learning objectives and Utah Common Core standards Selected assessment(s) differentiate levels of student learning allowing the teacher to reteach missed concepts Selected assessment(s) accounts for individual learning styles and multicultural differences of learners minimizing bias

Standard 6. Instructional Planning: The teacher plans instruction to support students in meeting rigorous learning goals by drawing upon knowledge of content areas, Utah Core Standards, practices, and the community context.

<p>6.1 C</p>	<p>Demonstrates knowledge of the Utah Core Standards and references them in short- and long-term planning. UETS 4b, 6a InTASC 7 CAEP 1.1, 1.3, 1.4, 3.4, 3.5</p>	<ul style="list-style-type: none"> Unfamiliar with Utah Core Standards Instructional materials do not align with standards No evidence of learning objectives No evidence of planning 	<ul style="list-style-type: none"> Includes Utah Core Standards in lesson plans 	<p>...and</p> <ul style="list-style-type: none"> Includes appropriate learning objectives based on Utah Core Standards 	<p>...and</p> <ul style="list-style-type: none"> Aligns daily instruction with Utah Core Standards Selects instructional materials that support standards 	<p>...and</p> <ul style="list-style-type: none"> Plans and implements short- and long-term learning experiences that reference Utah Core Standards learning objectives and content Organizes and adapts learning experiences and materials to align with the Utah Core Standards
<p>6.2 C</p>	<p>Integrates cross-disciplinary skills into instruction to purposefully engage learners in applying content knowledge. UETS 6b, 6e InTASC 7 CAEP 1.1, 1.4, 3.4, 3.5</p>	<ul style="list-style-type: none"> Does not acknowledge the importance of integrating cross-disciplinary skills (e.g., critical thinking, problem solving, creativity, communication) 	<ul style="list-style-type: none"> Acknowledges the importance of integrating cross-disciplinary skills 	<p>...and</p> <ul style="list-style-type: none"> Plans lessons in which cross-disciplinary skills are modeled 	<p>...and</p> <ul style="list-style-type: none"> Plans lessons that engage students in using cross-disciplinary skills 	<p>...and</p> <ul style="list-style-type: none"> Plans lessons that demonstrate how knowledge and skills transfer to other content areas Designs learning experiences that promote the application of knowledge in multiple content areas

Standard 7. Instructional Strategies: The teacher uses various instructional strategies to ensure that all learners develop a deep understanding of content areas and their connections and build skills to apply and extend knowledge in meaningful ways.

7.1 O	Practices a range of developmentally, culturally, and linguistically appropriate instructional strategies to meet the needs of individuals and groups of learners. UETS 2b, 2e, 6c, 7a, 7b InTASC 8 CAEP 1.1, 1.2, 1.4, 3.5 Cross-cutting diversity	<ul style="list-style-type: none"> • Inappropriate strategies • No variety of strategies • Insensitivity to individual differences • No adjustments to instruction 	<ul style="list-style-type: none"> • Uses instructional strategies focused on lesson objectives 	<p>...and</p> <ul style="list-style-type: none"> • Incorporates various instructional strategies 	<p>...and</p> <ul style="list-style-type: none"> • Identifies each learner's diverse learning strengths and needs • Attempts to adjust instruction based on the developmental, cultural, or linguistic needs of the students in individual or small group settings 	<p>...and</p> <ul style="list-style-type: none"> • Monitors and adjusts instruction in response to developmental, cultural, and linguistic needs of individuals and groups of learners • Enhances instruction by using a variety of appropriate strategies
7.2 O	Provides multiple opportunities for students to develop higher-order and meta-cognitive skills. UETS 3f, 6d, 7e InTASC 8 CAEP 1.1, 1.2, 1.4, 3.4, 3.5	<ul style="list-style-type: none"> • Is not familiar with higher-order and metacognitive skills 	<ul style="list-style-type: none"> • Uses instructional strategies focused on lower-order thinking skills (e.g., uses memorization, recall, and rote knowledge for most assessments/tasks) 	<p>...and</p> <ul style="list-style-type: none"> • Uses instructional strategies in which higher-order thinking skills are modeled 	<p>...and</p> <ul style="list-style-type: none"> • Uses instructional strategies that engage learners in higher-order thinking 	<p>...and</p> <ul style="list-style-type: none"> • Provides learners with explicit instruction to analyze, synthesize, and make decisions • Provides opportunities for learners to reflect on their own learning • Provides opportunities for students to generate and evaluate new ideas
7.3 O	Supports and expands each learner's communication skills through reading, writing, listening, and speaking. UETS 3f, 7d InTASC 8 CAEP 1.1, 1.4, 3.4, 3.5	<ul style="list-style-type: none"> • Communication skills are not taught or developed specifically • No opportunities for learner communication 	<ul style="list-style-type: none"> • Engages learners in listening and/or reading during instruction 	<p>...and</p> <ul style="list-style-type: none"> • Allows learners to contribute through speaking or writing as part of instruction 	<p>...and</p> <ul style="list-style-type: none"> • Provides opportunities for learners to practice communication skills, including reading, writing, listening, and speaking 	<p>...and</p> <ul style="list-style-type: none"> • Teaches content-specific reading, reading, writing, listening, and speaking skills for effective communication • Provides opportunities for learners to expand communication skills to articulate thoughts and ideas
7.4 O	Uses a variety of available and appropriate technology and/or resources to support learning. UETS 3e, 7f, 7g InTASC 8 CAEP 1.1, 1.3, 1.5, 3.4, 3.5 Cross-cutting technology	<ul style="list-style-type: none"> • Does not use available technology 	<ul style="list-style-type: none"> • Uses teacher-centered technologies 	<p>...and</p> <ul style="list-style-type: none"> • Uses technology to engage students 	<p>...and</p> <ul style="list-style-type: none"> • Uses student-centered technologies in ways that promote learning 	<p>...and</p> <ul style="list-style-type: none"> • Evaluates and uses various appropriate technologies to support content and skill development • Incorporates appropriate technology and/or resources to extend learner content knowledge and skill development
7.5 O	Develops learners' abilities to find and use information to solve real-world problems. UETS 7f, 7g InTASC 8 CAEP 1.1, 1.3, 1.4, 3.4, 3.5	<ul style="list-style-type: none"> • Sources not appropriate for instruction 	<ul style="list-style-type: none"> • Provides multiple appropriate sources of information 	<p>...and</p> <ul style="list-style-type: none"> • Uses multiple, appropriate sources of information during instruction 	<p>...and</p> <ul style="list-style-type: none"> • Engages learners in using multiple, appropriate sources of information 	<p>...and</p> <ul style="list-style-type: none"> • Develops each learner's ability to find, understand, and analyze diverse sources of information • Provides opportunities for learners to use multiple sources of information for quality and accuracy

Professional Responsibility

Creating and supporting safe, productive learning environments that result in learners achieving at the highest levels is a teacher’s primary responsibility. To do this well, teachers must engage in meaningful, intensive professional learning by regularly examining practice through ongoing study, self-reflection, and collaboration. They must be aware of legal and ethical requirements and engage in the highest levels of professional and ethical conduct.

Standard 8. Reflection and Continuous Growth: The teacher is a reflective practitioner who uses evidence to continually evaluate and adapt practice to meet the needs of each learner.

8.1 C	<p>Adapts and improves practice based on reflection and new learning.</p> <p>UETS 8b, 8c, 8d, 8e InTASC 9 CAEP 1.1, 1.2, 3.3, 3.4, 3.5</p>	<ul style="list-style-type: none"> Does not reflect on instruction Does not accept feedback 	<ul style="list-style-type: none"> Attends to feedback from mentor teacher and supervisor 	<p>...and</p> <ul style="list-style-type: none"> Develops a plan to improve practice in response to feedback Self-reflects on lesson effectiveness 	<p>...and</p> <ul style="list-style-type: none"> Applies feedback from mentor teachers, supervisors, and self-reflection to improve teaching and learning in the classroom 	<p>...and</p> <ul style="list-style-type: none"> Applies current professional learning to classroom practice, consistent with its intent Acknowledges the impact of bias on own teaching Collaborates with supervisor to develop a professional learning plan based on data and the Utah Effective Teaching Standards
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Standard 9. Leadership and Collaboration: The teacher is a leader who engages collaboratively with learners, families, colleagues, and community members to build a shared vision and supportive professional culture focused on student growth and success.

9.1 C	<p>Participates actively in decision-making processes, while building a shared culture that affects the school and larger educational community.</p> <p>UETS 9a, 9b, 9d, 9e InTASC 10 CAEP 1.1, 3.3, 3.5</p>	<ul style="list-style-type: none"> Fails to fulfill required duties (e.g., contracted school day, etc.) Displays lack of respect for colleagues/classmates Blames others, including students, for lack of success 	<ul style="list-style-type: none"> Participates in required school activities Communicates with colleagues/classmates when required 	<p>...and</p> <ul style="list-style-type: none"> Attends and participates in team meetings and other collaborative opportunities, when invited 	<p>...and</p> <ul style="list-style-type: none"> Acknowledges own actions that lead to success of all learners Maintains cordial professional relationships with colleagues/classmates 	<p>...and</p> <ul style="list-style-type: none"> Participates with colleagues and collaborates in decision making Accepts responsibility for the success of all learners
9.2 C	<p>Advocates for the learners, the school, the community, and the profession.</p> <p>UETS 9c InTASC 9 CAEP 1.1, 3.3, 3.5</p>	<ul style="list-style-type: none"> Lacks respect for learners and families Communicates negatively about learners, families, or the profession Interacts inappropriately with learners, families, or colleagues/classmates 	<ul style="list-style-type: none"> Respects learners, families, and the profession Communicates positively about learners, families, and the profession Interacts appropriately with learners, classmates, colleagues, and families 	<p>...and</p> <ul style="list-style-type: none"> Positively represents the profession, school, and university 	<p>...and</p> <ul style="list-style-type: none"> Contributes to learner success by responding to learner and/or family/community concerns 	<p>...and</p> <ul style="list-style-type: none"> Advocates for all students to be prepared for high school graduation and future school work success Seeks opportunities to make a positive impact on teaching quality, school improvement, and student achievement

Standard 10. Professional and Ethical Behavior: The teacher demonstrates the highest standard of legal, moral, and ethical conduct, as specified in [Utah State Board Rule R277-515](#).

Performance Expectation		No	Yes
10.1 C	<p>Is responsible for compliance with university policies, federal and state laws, State Board of Education administrative rules, state assessment policies, local board policies, and supervisory directives.</p> <p>UETS 10a, 5f InTASC 9 CAEP 1.1, 1.4, 3.3, 3.5, 3.6</p>	<ul style="list-style-type: none"> Does not understand nor adheres to university policies, federal and state laws, State Board of Education rules, state and local policies, supervisory directives, professional, moral, and ethical conduct and does not hold others accountable to do the same 	<ul style="list-style-type: none"> Understands, adheres to, and upholds university policies, federal and state laws, State Board of Education rules, state and local policies, supervisory directives, professional, moral, and ethical conduct and holds others accountable to do the same
10.2 C	<p>Is responsible for compliance with all requirements of State Board of Education Rule R277-515 at all levels of teacher development.</p> <p>UETS 10b InTASC 9 CAEP 1.1, 1.4, 3.3, 3.5, 3.6</p>	<ul style="list-style-type: none"> Does not avoid actions that may adversely affect ability to perform assigned duties and carry out the responsibilities of the profession, including role- model responsibilities Does not know or understand professional requirements Does not complete all requirements for clinical experiences Does not maintain instructional and non-instructional records Does not maintain integrity and confidentiality in matters concerning student records and collegial consultation Develops inappropriate student-teacher relationships as defined in rules, law, and policy Does not maintain professional demeanor and appearance as defined by university and the local education agency(LEA) 	<ul style="list-style-type: none"> Avoids actions that may adversely affect ability to perform assigned duties and carry out the responsibilities of the profession, including role-model responsibilities Takes responsibility to understand and complete all requirements for clinical experience Takes responsibility to understand professional requirements, to maintain a current Utah Educator License, and to complete license upgrades, renewals, and additional requirements in a timely way Maintains accurate instructional and non-instructional records Maintains integrity and confidentiality in matters concerning student records and collegial consultation Develops appropriate student-teacher relationships as defined in rules, law, and policy Maintains professional demeanor and appearance as defined by university and the local education agency (LEA)

PRAXIS PERFORMANCE ASSESSMENT FOR TEACHERS (PPAT)

The PPAT (Praxis Performance Assessment for Teachers) evaluates test takers on their abilities to impact student learning as it relates to [Utah Core Standards](#), demonstrating that they have the basic pedagogical content knowledge and application for the classroom to begin teaching as an entry-level teacher.

The PPAT assessment consists of four tasks. Each of the four tasks takes place during a student teaching, clinical experience, and focuses on differentiation of instruction as part of the decision-making process. During the student teaching, the task submissions provide a variety of artifacts, including student work and observation feedback. Task 1 occurs early in the student teaching or clinical experience and Tasks 2–4 are submitted approximately two-thirds of the way through the student teaching experience.

A cumulative score for Tasks 2–4 is one of the factors determining a recommendation to the state of Utah for a teaching license.

Task 1 will be completed during the TC’s fall field practicum. Task 2-4 will take place during the TC’s spring student teaching. More information regarding PPAT and its completion can be found on the UITE website.

ROLES AND RESPONSIBILITIES

TEACHER CANDIDATES

Strive to communicate clearly with everyone – clear messages are the best way to prevent misunderstandings; this need to send consistently clear messages includes the students, STE, other teachers, CL/US, instructors, administrators, parents, and community members.

Be cognizant and involved in the routine of the school in which you are placed. To the students you are another teacher; take on that role. Follow the lead of other teachers.

1. Notify your STE and University CL/US in the event you will be absent from school. Do this as soon as you know that you will be absent. Realize that missed time will need to be made up during an agreed upon time with your STE and your US. Excessive absence will be grounds for dismissal from the program.
2. Be on time to class and to the field. TCs are expected to be in the field during “contract hours.” That means you must be in the school in advance of the time the students are there and after school as well. Though student teachers may not have the benefits of a teaching contract (and no pay) you are still held to the same work schedule. Interns are expected to adhere to their contract and the expected work schedule.
3. Seek feedback from your STE, your CL/US, and your peers. Be as specific as you can in those requests. Don’t ask, “How’d I do?” but instead ask, “Did my directions seem clear? Was my voice strong enough? Was the pace of my lesson appropriate? Did I attend to the academic needs of all learners?” Decide where you think you need assistance and then ask others to provide constructive criticism.
4. Be a positive role model for your students – this includes your appearance, your attitude, your work, and your actions. Be aware that students are noting everything about you.
5. Work to form a collaborative and cooperative cohort by becoming a colleague: be supportive, be helpful, and hold personal information in confidence. Building trust is an important part of creating a team of professionals.

SITE TEACHER EDUCATORS

STE's are a vital link in teacher preparation as they assist TCs in making the transition from college student to teaching professional. They provide a physical and intellectual setting where TCs begin translating university coursework into effective teaching. Criteria for selection of STEs are indicated on the following form.

University of Utah, College of Education
Site Teacher Educator/Cooperating Professional Selection Criteria

	Date	Comments /Notes	Other
Content Area			
Degree			
Graduate Degree			
Specialized Course Work			
Years of Teaching			
Number of Years at Current Site			
Endorsement Specializations			
Teaching Status (i.e., Provisional/Career Status)			
General Experience as a Mentor			
Years as Mentor			
School			
Number of Student Teachers			
Commendations			
Leadership Roles Dept. Chair Grade-Level Chair Committee Work			
Specialized Training SIOP AVID REACH AP National Board Certification			
Willingness to Participate in University- Site Teacher/Cooperating Professional Training			

 Administrator Signature

 School

 District

 Date

STE responsibilities include:

1. Communicating clearly with the TC, CL and US.
2. Setting aside time each week that is uninterrupted for planning purposes (e.g., reviewing TC's lesson plans).
3. Supporting TC as she/he tests various approaches to curriculum and teaching.
4. Providing constructive feedback, identify strengths, and suggest alternatives for areas in which they seem less strong.
5. Finding a desk for the TC so she/he has a place for their books, lesson plans, and other materials.
6. Demonstrating content lessons prior to asking the TC to assume teaching responsibilities in that area.
7. Providing written and oral feedback as soon as possible after each practice teaching event.
8. Maintaining a file on the TC with copies of lesson evaluations.
9. Helping the TC feel as if they are part of the school faculty.
10. If problems in the TC's performance surface, consulting with the CL/US immediately.

POLICIES AND PROCEDURES

ACADEMIC PROGRESS, PROGRAM STANDING, & LICENSURE RECOMMENDATION

The University policy on academic progress states that students must be making satisfactory progress in all of their coursework. The general University policy requires that all undergraduate students maintain a minimum cumulative GPA of 2.0. However, the requirements through the Urban Institute are much more stringent.

The Urban Institute for Teacher Education requirement for retention in the licensure programs delineates that once at TC is admitted to the program, he/she must maintain a 3.0 GPA. If the TC fails to maintain a 3.0 GPA, then the TC will be referred to the Director of the Urban Institute for Teacher Education by the academic advisor and placed on scholastic probation and may not register for any licensure year courses. The education advisors assume responsibility for the continued tracking of the TC. The probation period shall last until the GPA is raised to 3.0 or above.

Furthermore, TCs will be placed on scholastic probation when they receive a grade below a C in any education course. TCs will be referred to the Director of the Urban Institute for Teacher Education. TCs placed on scholastic probation will not be allowed to student teach until: 1) their GPA is above 3.0, and 2) grades in all education courses have been raised to a C or higher. TCs who fall below this GPA will not be recommended for a teaching license or will not be able to register for student teaching, depending on the time of scholastic probation.

Once the education advisor determines that the TC is off scholastic probation, then she/he will inform the Director of the Urban Institute for Teacher Education of the Candidate's progress. The TC cannot begin student teaching and/or may not continue student teaching until a letter from the Director of the Urban Institute for Teacher Education verifies that said TC is making satisfactory progress towards degree completion, and thus is off scholastic probation.

A TC receiving an "incomplete" grade in any education course is unable to begin student teaching until a

passing grade is achieved.

The program policy states that TCs may not repeat an education course, leading to degree or licensure, more than one (1) time. If a TC fails to successfully complete a course after the second opportunity, the TC will be terminated from the Teacher Licensure program.

Dismissal from a student teaching or field pre-student teaching practicum placement by school-based or university personnel will result in immediate removal from a school site and will prompt a review for continuation in the Teacher Licensure program.

Within 10 business days a review of the dismissal will take place by the Director of the Urban Institute for Teacher Education to determine continuation in the licensure program. A student appeal should follow the procedures referenced in the University's Policy and Procedures Manual.

The Utah State Board of Education will be provided with the names of those individuals who fail to successfully complete the K-12 licensure requirements from the University of Utah.

Licensure recommendations are based upon a student's approved program of study at the time of graduation. These requirements include course work, field work (e.g., student teaching) and testing requirements (e.g., PRAXIS II: Content Knowledge tests).

PRAXIS II EXAM

The Urban Institute for Teacher Education at the University of Utah requires that all TCs **take and pass** the appropriate PRAXIS II: Content Knowledge tests in their major and minor content areas in which they wish to be recommended for a teaching license, including ESL.

You may register online at www.ets.org/praxis. Registration and payments must be received by ETS by the registration deadline.

Content Tests

You will only be recommended for licensure in the areas for which you have taken and passed the appropriate content knowledge tests. If your content area does not have an established test, you are **not** required to take a Praxis II: Content Knowledge test in that area.

You should take the appropriate test(s) as soon as you complete your major/minor coursework and must be passed prior to beginning the student teaching/internship (for secondary students), or at the completion of your pre-cohort coursework (for elementary students).

Elementary Content Test #5001

English to Speakers of Other Languages Test: #5362

Secondary Content Tests:

Art –5134	ESL – 5362	Math –5161
Biology –5235	French – 5174	Physics –5265
Chemistry –5245	Geography – 5921	Spanish – 5195
Chinese (Mandarin) – 5665	German – 5183	Theatre – 5641
Earth & Space Science –5571	Health –5551	
English – 5039	History –5941	

Language teaching majors and minors are also required to pass a formal Oral Proficiency Interview from the American Council on Teaching of Foreign Languages (ACTFL) administered by Language Testing International. Please contact the secondary education advisor for more information.

You must submit copies of your full score reports for all Praxis II: Content Knowledge tests and OPI ratings certificate if applicable, to the Urban Institute for Teacher Education in order to be recommended for your teaching license.

If you have questions about the testing requirements, please contact your advisor. Please note: if you inadvertently take a test not listed above, you will be required to take the correct test as listed, and this will cost you additional money.

SUPERVISION AND CONFERENCE GUIDELINES DURING PRE- STUDENT TEACHING PRACTICUM AND STUDENT TEACHING

Observations

Written comments from each observation should be given to the TC within 24 hours of observation of each visit and must be provided to the STE to ensure continuity, cohesion and open communication. Copies of observation notes should be kept on file by the supervisor. Verbal feedback provided to TC should be documented and filed by the Supervisor.

Frequency

TC’S are required to be present at their assigned schools both during fall and spring. During fall, they will be in their classrooms two full days a week for elementary TC’s and a minimum of 90 hours for secondary TC’s. Any changes in field requirements will be made in writing, in advance. TC’s will be formally observed by their CL/US, along with their STE(s).

During the 12 weeks of spring student teaching, elementary CL/US will conduct bi-weekly observations and four formal observations. Secondary CL/US will conduct four formal and related supervisory visits with each individual TC. This level of supervision and connection to our students is the minimum needed to achieve our program goals and to provide TC’s with quality support. See detail below.

Evaluations

Elementary cohort: Along with informal and formal supervisory visits, CL and/or Supervisors will complete formal evaluation documents for each TC. This will happen one time during the course of the TCs fall pre-student teaching practicum experience and once during the Candidate's student teaching experience. These documents are called: Pre-Student Teaching Practicum Evaluation (December), and the Final Student Teaching Evaluation (end- March). While the evaluation form content is the same at all intervals, ratings on the form will indicate a TCs progress during the course of his/her student teaching and areas that need improvement.

These evaluations will be completed both by the TCs Cohort Supervisor and STE. The TC must score a '3' on at least 80% of the items within each section, receive a Yes on both Standard 10 questions, and not score a '0' on any items, on the **Final Student Teaching Evaluation** to be allowed to proceed to completion.

Secondary cohort: Along with informal and formal supervisory visits, CL and/or Supervisors will complete formal evaluation documents for each TC. This will happen once during the course of the TC'S pre-student teaching practicum experience (fall) and once during the TCs student teaching experience (spring). These documents are called: Pre- Student Teaching Practicum Evaluation (to be completed in December), and the Final Student Teaching Evaluation (to be completed at the end of March).The timeline may be different for those students completing the summer/fall experiences. While the evaluation form content is the same on all forms, ratings will indicate a TC's progress during the course of his/her student teaching and areas that need improvement. These evaluations will be completed by both the TCs CS and the STE. The TC must score a '3' on at least 80% of the items within each section, receive a Yes on both Standard 10 questions, and not score a '0' on any items, on the **Final Student Teaching Evaluation** to be considered for licensure.

Additional Information - University Cohort Leader/Supervisor

In conjunction with the formal observations conferences between the CL/US and TC should follow general patterns that include:

1. A conference with the TC before (if needed) and after each observation.
2. The post-observation target TC's strengths and weaknesses during teaching and should include suggestions for improvement. A copy of the written comments from the observation given to the TC within 24 hours of the observation.
3. A written copy should be maintained by the US with all the observation results, feedback given to the TC, and TC comments.
4. If the TC is not supervised by the CL, it is the responsibility of the US to share the observation notes electronically with the CL along with TC's comments.

Additionally, University CL may complete "touch-base" conferences and may make administrative (touch-base) visits with the STE(s) and TCs when a formal visit is not required for that particular week. Informal, touch-base visits (i.e., partial lesson observations), video tapings, and correspondence will be documented by CL and supervisors.

Finally, CL/US conduct three-way conferences that include the TC, STE(s), and supervisor. The conferences occur at the pre-student teaching practicum and final evaluation periods.

Furthermore, conferences may occur when TCs and/or student teaching problems begin to surface. In which case, conferences should continue until the problems are resolved (refer to the Preventing Student Teaching Problems section in this handbook).

Site Teacher Educator

STE observations should occur at least once a week for at least one full lesson and include written feedback. In conjunction with the observations, conferences between the STE (s) and TCs should follow a general pattern that includes:

1. STE shares (in a written format) observation results and feedback with the TC immediately after the observation is complete.
2. The TC and STE keep a written document of the observation comments.
3. STE keeps a file of all observations.
4. STE makes all suggestions in writing and gives one dated copy to the TC and keeps one dated copy in her/his file. If there are major concerns, one may also wish to give a copy of all notes to the university CL.

PROBLEMS AND INTERVENTIONS DURING STUDENT TEACHING

The following are possible problems that may occur during the student teaching experience that would warrant supervisor intervention and additional conferences with the TC and STE (s). If these problems surface and the CL/US are not aware of the problems, the TC or STE should immediately bring it to the CL attention. There are a number of problems to avoid, including:

1. Poor communication between TC and STE.
2. Ineffective practices in classroom management, instruction, interactions with students, and/or curriculum development.
3. Inappropriate professional conduct by the TC or STE.
4. Incompatibility between the TC and STE.

It is difficult to give an actual sequence of appropriate steps to be taken; however, at minimum the following events should occur:

1. Immediately contact your CL/US to establish a system of communication and contacts.
2. Participate in a three-way conference: The University CL/US should convene the conference for the purpose of discussing and clarifying problems, solutions, and consequences of various routes of action. It is important that all parties sign a written agreement that includes problems, solutions, and consequences.
3. Maintain open lines of communication with all parties.
4. For additional consultation contact the Director of the Urban Institute for Teacher Education.

A complete description of students' rights to appeal may be found at: www.admin.utah.edu/ppmanual/8/8-10.html.

PROGRAM POSTPONEMENT POLICY

In order to preserve program continuity, facilitate instructor planning, and track TCs, those students who wish to request postponing their experience for *one year* must apply in writing for an extension. The letter requesting an extension and giving reasons for the request must be sent to the Director of the Urban Institute for Teacher Education. If approved, the student's name will be placed along with names of recently

admitted students awaiting position in a subsequent cohort. If denied, and the student does not return to the cohort, then she/he must reapply for admission. **Note: Reapplication does not mean automatic admission.**

ALTERNATIVE STUDENT TEACHING PLACEMENT

It is expected that TCs complete the full requirements for student teaching and the affiliated coursework delineated under their respective licensure program. Exceptions, in extremely rare instances, must be made through an appeal to the Director of the Urban Institute for Teacher Education.

The TC should:

1. Direct the letter of request to the Director of the Urban Institute for Teacher Education describing their specific placement request, including a rationale for the request. Contact information should be included (address, telephone, and email).
2. The letter of request should be sent to the Director of the Urban Institute for Teacher Education, 1721 Campus Center Drive, #2260, Salt Lake City, UT 84112.

If an alternative placement request is approved, then:

1. The Director of the Urban Institute for Teacher Education will notify the TC, CL, UITE advisor, placement principal, and mentor teacher, and meet for the purpose of confirming placement site, dates, and placement.
2. If the alternative placement can be accommodated during the same semester (i.e., spring semester of the licensure year), the TC will remain registered for the appropriate student teaching experience.
3. If the new placement will take place during a subsequent semester (not to exceed two semesters), then the TC will receive a “No Credit” grade for EDU 5395/6395 or 5495/6495 and then must register for EDU 5195/6195 in the semester(s) that the Candidate plans to do her/his student teaching. Attached to that course is a \$600 fee for supervision, STE costs, and travel.
 - a. The TC will receive a “No Credit” in EDU 5395/6395 or 5495/6495. The TC will receive a “Credit” in EDU 5195/6195 Designated Student Teaching upon successful completion of her/his student teaching experience. However, the grade of “No Credit” in EDU 5395/6395 or 5495/6495 will not be changed, as Candidates may not receive credit twice for student teaching.
 - b. The TC will receive a grade of “Incomplete” in EDU 5391/6391 or 5491/6491 Professional Development & Teacher Research. A letter grade will be reported upon successful completion of course requirements in conjunction with the Designated Student Teaching placement.

The supervisor for EDU 5195/6195 will be determined by the UITE Director. The TC should contact the UITE to obtain the permission number required for registration.

The TC must understand that she/he is still responsible for all cohort requirements which include, but are not limited to: teaching a minimum of 4 classes (secondary only), attending all cohort seminars and other cohort functions through the end of the semester, and following all current supervision policies and plans.

If an alternative placement request is NOT approved, then the Director of the Urban Institute for Teacher Education will notify the TC, CL, and advisor.

APPLICATION FOR TEACHING LICENSE

The Utah State Board of Education grants teaching licenses. Upon successful completion of the Teacher Licensure program, Praxis testing requirements and meets Utah State Board of Education licensure requirements, the University of Utah recommends graduates to the USBE for the Utah Professional Teaching License. Course instructors and academic advisors distribute the license applications during spring semester.

Background Check for Initial Licensure

By legislative mandate, applicants for a teaching license in Utah are required to have had a background check including fingerprinting. For further information contact the Urban Institute for Teacher Education or the Utah State Board of Education, 250 East 500 South, Salt Lake City, UT 84111. Background checks must be clear the semester prior to student teaching.

SUBSTITUTE TEACHING POLICY

The UITE policy regarding the use of TCs as substitutes is as follows:

1. TCs may not be paid as a substitute when they are also involved in university/cohort activities or working on University assignments.
2. TCs may not be used as “unpaid” substitutes in the schools. This issue exploits the TC by the public school personnel (e.g., teacher and/or administrator).
3. During the student teaching experience (which is a full-day experience) the TC may not be paid for substituting. The principle is that the TC is required to participate in a full-time student teaching assignment and therefore, would not have any time to act as a substitute.
4. If a TCs wants to legally work as paid substitutes during non-university time, they should first make application with the particular district in which they wish to work. The TCs should then follow university and district policies.
5. TCs may not be required, nor should they be coerced, to substitute for a teacher.
6. TCs may, as part of their cohort activities, substitute briefly for a teacher when the following conditions have been met:
 - a. Coordination of the substitution by the principal, the Site Teacher, and CL for the purpose of releasing the teacher to participate in cohort activities.
 - b. When the above have been satisfied, then the principal should assign a neighboring teacher to the Candidate’s room as a resources person on whom the TC may rely in emergencies.

STUDENT FEES

University Fees

All student fees must be approved through appropriate University Committees. The following fees concern TCs:

EDU 5390/6390 (cohort seminar for Elementary TCs) and EDU 5490/6490 (cohort seminar for Secondary TCs) are assigned a \$100 fee. Fees are used to pay schools where Candidates are placed to offset the cost of school supplies used by TCs during field placements. A portion is also used to offset the cost of mileage for

observation and supervision.

EDU 5395/6395 (Elementary student teaching) and EDU 5495/6495 (Secondary student teaching) are each assigned a \$150 student fee. Fees are paid to the STE(s) and to offset the cost of mileage for observation and supervision.

EDU 5195/6195 (designated student teaching) is assigned a \$600 student fee. This fee pays for the alternative placement supervisor, the STE(s), and to offset the cost of mileage for observation and supervision. The students request for Alternative Placement must have prior departmental approval (see “Alternative Student Teaching Placement” in the Policies and Procedures section of this handbook).

Utah State Board of Education Fees

Prior to beginning licensure year field work, all TCs are required to obtain a Student Teacher/Intern License from the Utah State Board of Education.

The final stage of the licensure process requires an application for a license through the Utah State Board of Education. If the TC’s background check expires prior to being recommended for the license, the TC must pay additional fees to renew the background check.

INSURANCE COVERAGE

While many districts have excellent liability insurance coverage for employees and officials of the district, the policies do not specifically include TCs and other students assigned as observers, tutors, or aides by the teacher education institutions. Because TCs are not generally classified as employees of districts to which they are assigned, they do not automatically accrue insurance benefits normally given to contract teachers. Teacher Education Institutions are concerned that TCs be adequately covered by liability insurance while student teaching. It is recommended that in addition to the persons normally covered in district policies such as members of Governing Boards, any elected or appointed official of the district and any employee of the district, that any student or Candidate, observing or teaching within the district schools be included in liability coverage.

According to state policy, in the event that districts do not elect to include TCs in their policies, the teacher education institutions should be notified and initiate coverage for students assigned to districts not providing liability insurance benefits. The institutions should then inform students that liability insurance is not available in the district to which they have been assigned and allow students to decide whether or not she/he wants coverage. If she/he decides they do, then the teacher education institution can help the TC obtain coverage through the Student Education Association or other means (private carrier).

TCs may choose to affiliate with either the Student Utah Education Association or the American Federation of Teachers. Both teacher organizations provide student memberships (estimated cost is \$25-30 per year) that give students group insurance rates. For additional information, contact the Utah Education Association at 801-266-4461 or the American Federation of Teachers at www.aft.org.

LEGAL RESPONSIBILITIES OF TEACHER CANDIDATES

The status of a TC and her/his legal responsibilities and liabilities has not been clearly defined. From a legal perspective, TCs stand somewhere between a school volunteer and an employed school teacher. Still, there is a necessity to define as clearly and accurately as possible the TC's relationship to the STE, to the students with whom she/he works, and to the school or school district in which she/he serves.

According to Utah law, the State Board of Education...“may issue certificates to persons engaged in student teaching.” It further provides:

- a. “A certificate for student teaching is issued only upon recommendation of a teacher training institution in the state approved and accredited by the State Board.
- b. A TC license authorizes the holder to teach in a specified school or schools under the specific direction of a qualified and regularly certified person.
- c. The license is valid only for the student teaching period.
- d. A person may not engage in student teaching without a current TC license. S3A6-Lol(2) U.C.A. 1953.”

LIABILITY

A teacher's primary duty is to supervise students and protect them from harm or unsafe situations. Generally, a duty to exercise reasonable supervision exists whenever students are in school or participating in school activities. Reasonable supervision is required before and after school, during class breaks, recesses and lunch, during periods when students are bussed, or while completing teacher-directed activities or assignments. Negligence, in the educational setting, may be defined as failure to provide adequate supervision of students, or engaging in conduct which involves an unreasonable risk of causing injury or allowing harm to occur.

TCs qualify under the Volunteer Government Workers Act of “liability protection and indemnification normally afforded paid government employees.” This affiliation gives teacher immunity from liability should an individual bring suit against the TC for negligence or other unintentional misconduct while performing duties within the scope of the student teaching assignment. A TC is protected unless it is established that the TC's decisions or actions were grossly negligent, not made in good faith, or were made maliciously. A court would examine the TC's actions in the context of the assigned duties to determine whether or not that TC was as prudent as could reasonably be expected from a similarly-assigned person in that particular situation. The nature of what is a reasonable expectation of the Teacher or TC is not identical in all situations. The maturity level of the students, the nature of the activity, the presence of potentially dangerous equipment or circumstances will all have a bearing on the care exercised by the TC. In all schools and classrooms there are situations which are inherently more dangerous than others. The Teacher or TC is required, in more critical situations, to demonstrate greater foresight and exercise greater prudence and supervision.

A TC may be held personally responsible for questionable activities involving students outside of the school setting. Cases in other states have upheld public schools and universities that have dismissed TCs and denied course credit to those whose behavior with or towards students even seemed inappropriate. (Rowe v. Chandler 332 F. Supp. 336)

Teacher negligence is more often declared when there has not been reasonable protection of others against risk or harm. With the possibility of a negligent charge, it has always been essential that the TC understand

this rule in protecting her/his pupils. TCs must conduct themselves as a reasonable and prudent person would in like circumstances to avoid the possibility of a charge of negligence. While injury to a student is not evidence that someone is liable, injury to the student places the teacher in a situation which might make them liable if she/he failed to foresee the harmful consequences of her/his action or inaction.

The following are typical questions and answers related to the legal responsibility of TCs:

- Q. Is the TC legally responsible or legally liable as they direct the classroom activities in the presence of the STE?
- A. No. The district is legally liable unless gross negligence by the TC has taken place. There are several cases relating to TC activities in the presence of a STE. In *Clay v. Independent School District of Cedar Falls, Iowa*, the court pointed out that the practice teacher: "...does no more than render gratuitous, temporary, or incidental assistance to a competent or duly Certified Teacher, who has the room and pupils in her immediate control or charge."
- Q. Is the TC legally responsible or legally liable as they direct the classroom activities in the absence of the STE?
- A. Under Certain Conditions. When the TC performs responsibilities in the absence of the STE, and by so doing acts under self-direction and judgment, it would appear that whether or not there was liability would depend upon the particular circumstances, just as is the case were this an accident in the classroom during the presence of a STE.

If the pupil is injured as a result of an accident when a TC is left in charge and the accident is caused through negligence, the TC may be liable. In addition, the regular teacher and/or the principal may be held liable if the court found that leaving the room and placing it in the charge of the TC constituted negligence. STEs and principals in these cases should properly instruct the TC to determine, beyond reasonable doubt, that the TC is competent and will render mature judgment.

Notwithstanding the theory that TCs will profit most from their practice teaching experience if they are sometimes given the complete freedom and responsibility of the class, the STE should not leave the classroom unless she/he has been authorized to do so by the principal.

Criminal Conviction

Teacher licensure through the state of Utah may be denied because of a previous criminal conviction. The Utah Professional Practices Advisory Commission, c/o Executive Secretary, State Board of Education, 250 East 500 South, Salt Lake City, UT 84111, reviews all such cases.

STUDENT RETENTION

Retention policies and procedures for teacher licensure students have been established by the Urban Institute for Teacher Education to insure that students recommended for a state teaching license have demonstrated:

1. Academic Competence
 - a. Maintained a cumulative GPA of 3.0 in academic coursework.
 - b. Completed academic prerequisites prior to student teaching.
2. Professional Competence
 - a. Maintained a cumulative GPA of 3.0 in professional coursework.
 - b. Completed professional prerequisites prior to student teaching.
 - c. Received a grade of “CR” in student teaching.
 - d. Received passing grades in all education courses; passing grades are determined within individual courses of study:
 - i. Undergraduate Elementary & Secondary
 - ii. Graduate Elementary
 - iii. Graduate Secondary
3. Non-discrimination toward public school students.
4. Standards for professional behavior.
 - a. All students admitted to the Urban Institute for Teacher Education are expected to become familiar with and abide by the UPPAC and USBE Administrative Rules, the TC Handbook’s Standards, Roles Responsibilities, Policies and Procedures, and the Student Code of Ethics at the University of Utah.

Teacher Licensure Candidates should demonstrate the ability to interact with students in a fair and impartial manner, to wit:

The TC will not subject a Public School student to any form of discrimination, harassment, or prejudicial treatment, because of race, color, religion, national origin, sex, country of citizenship, age, political beliefs, or status as a handicapped person. (From the University of Utah Student Bill of Rights, University-Regulations-Chapter 10, Code of Students’ Rights and Responsibilities, Section II E.)

WORK STOPPAGES IN COOPERATING SCHOOL DISTRICTS

This policy applies to University of Utah students enrolled in approved programs to prepare teachers, administrators, and other school personnel. The policy is intended to cover the situation in which a work stoppage occurs in a school in which a student has been assigned to complete student teaching, a pre-student teaching practicum, internship, or other field-based experiences.

1. The University of Utah shall not require students to be physically present at their assigned school sites in the event of a work stoppage.

University faculty and staff shall not engage in their normal supervisory activities in school sites during work stoppage actions. For that reason, any field-based experiences accrued during a work stoppage will not be credited by the university. Work stoppages of one week duration or less may not require any special arrangement provided that the student can successfully meet minimum certification and program requirements without undue stress.
2. When work stoppages of more than one week occur, the University of Utah may make arrangements for an extended student teaching experience, an alternate placement, or an appropriate substitute experience.