To: Katlyn Dugenske, Sarah Gildenzoph, Dustin Hinz, Mikaela Koch, Emily Madson, Allie Schwartz and Amy Vida

From: David Roloff

Date: April 4, 2016

Subject: STUDENT TEACHING **MANDATORY** MEETING – Thursday, May 12th @ 5:30 – CCC 323

Congratulations! After having sailed through the Methods semester your work and experiences in multiple classes have shown that you think deeply about English, education and the needs of your students and that you are more than ready to take the lead in a classroom. Student teaching is the transitional semester between student life and professional life, and I expect you to make this transition with grace and pleasure.

The following information is meant to help that transition happen smoothly. **Please read all of this information carefully.** It answers the questions which people most often have; as always, I’ve tried to be thorough!

***Student Teaching*  
(E Ed 398)**

***University Supervisor***

I will be supervising your English student teaching and I will also lead English Education 400, Student Teaching Seminar. This means that I will visit you, expect to hear from you weekly, record your grade, and serve as your back-up person in any way that may be helpful to you.

As your supervisor I expect and look forward to *lots* of contact with you; I take all of my teaching responsibilities seriously, of course, but your needs throughout this semester move *immediately* to the top of my list. Please do not hesitate to contact me if you have a question, find yourself in a tangle, need any sort of help, just want to talk about a good or a bad day, or feel like saying hello. Leave a message anytime at school, or call until 9:00 p.m. on my home or cell phones. E-mail me frequently; I will answer right away.

**David’s Contact Information:**

School: 715-346-4341

Cell: 715-498-5984

Home: 715-344-8264

E-mail: [droloff@uwsp.edu](mailto:droloff@uwsp.edu)

***Scheduled Visits***

I will plan to visit each of you at least once a month during your English student teaching, and more often if it is helpful. The purpose of these visits is to talk over the experience with you and your cooperating teacher(s), respond to any concerns which arise, and give you an outsider’s view of the class. As always, you can expect me to offer helpful and constructive feedback and support. Please see **Needed Communication note # 3** **explaining planning expectations on visit days**.

I would like to set up my **first visit** to your classroom sometime very soon in the semester so that you, your cooperating teacher(s) and I can talk over what your beginning needs are and make plans together. The ideal time for a visit is on a class day when you are teaching part or all of the class to be visited, and in a class hour when you are free to talk with me during the next hour. My general availability for the spring is as follows:

* **Mondays, Wednesdays and Fridays: any time.** I don’t have any regularly scheduled classes on these days and will therefore be generally available.
* **Tuesdays and Thursday**: **early morning through early afternoon.** On these days I have evening classes and will need to have returned to campus by 3:00 so that I am available and can finalize planning; for those that are a little further away we’ll simply want to keep this “end of the day” requirement in mind if we plan a visit for a Tuesday or Thursday. Generally, this shouldn’t be much of an issue.

# Needed Communication

**(1)** **As soon as you know**, but definitely by **August 12th,** please send me your **basic information**. Please include information for each item listed below.

**Contact information**

* your address during student teaching
* phone numbers at home *and* at school
* an e-mail address that you plan to check frequently (UWSP or otherwise)

**School information**

* School(s) you are working in; please include name and address
* Date the semester starts for *teachers*
* First day with *students*
* Dates of “irregular” days (planned in-services during the semester, breaks or other days off)

**Placement Information**

* Name(s) of the teacher(s) with whom you are working
* a way for me to get in touch with your cooperating teacher(s) (telephone number *and* email)
* their/your **full** **schedule** with **class names** *and* **clock times**
* room number(s) for each class

When you send me this information please *also* let me know about your **communication with your cooperating teacher(s)** and about the **preparation** you have done for the semester ahead to date. Now or in the immediate future, you should be talking with your cooperating teacher(s); you should have class books which you are reading and lesson plans which you are designing over the summer; and you should **know the responsibilities with which you will begin the semester**. If you don’t either know these things or have an appointment set up to meet with your cooperating teacher(s), then you should get to work at once to contact your teacher(s) and begin this work.

Also, you may need to be in school **several days before** the semester begins, getting oriented and planning for the time ahead. If there are planning days or in-services before the start of the semester for which teachers need to be at school, **you should be there too**. You also will later note that it is suggested you begin some components of your **edTPA *prior* to starting your placement;** those who needed to complete these requirements in the past **cannot stress this point strongly enough and, given that for you the edTPA is consequential (i.e. you will not be licensed as an educator if you do not successfully pass the assessment)** you will want to head this advice. Knowing the **serious ramifications** of this work makes it all the more important that you plan to meet with, potentially observe, and discuss some of these issues with your cooperating teacher before officially beginning your placement in the fall.

**(2)** **Every Friday during the semester** you need to email me a report. This weekly report **must** include:

* At least one **journal entry** from sometime ***earlier* in the week.**
* A **journal entry from the *day of the report***, looking over the week behind you. Comment on what went well, what concerned you, what you learned, and how you have been feeling about the work you’re doing. If we agree you should work on certain areas, please make a point of reflecting on how that work is going. I expect reflections to include thoughts, stories, and reflections on the stories. Take time to develop entries; developing a reflective mindset is a key aspect of teaching.
* Your ***detailed*** **lesson plans for the week ahead**. For the classes in which you are lead teaching, I expect you to tell me, **in CULPA-style detail**, what you will be doing. Include **each** of the following:
* Learning objectives
* Materials
* Detailed procedures (think your CULPA daily planning and edTPA prep work)
* Assessments, both formative and summative (how will know students met daily/unit LOs?)
* A genuine extra activity you might productively do
* Any handouts which you will give your students
* Brief explanations of why you’ve made these decisions (reveal thinking and scaffolding)

If you are team teaching and are not actually designing all of your lessons, give me an idea of what you are doing in the class, if you know, and if you don’t know in advance, don’t worry; *however*, if this is the case you should send me a clearer picture of what has transpired in your weekly journals/reflection. When sending these updates please make distinctions between what *you* have developed and what materials may belong to *your cooperating teacher*(s).

**(3) Additionally, planning on days that I visit** *and* **for those days related to your edTPA “Learning Segment”** you should prepare thorough lesson plans that mirror the **lesson plan template** used during the Methods semester (the **English** version, *not* SOE format); you will find this template at the end of this document.

You **must complete this preparation and reporting** thoroughly, regularly and conscientiously in order to earn a passing grade in English Education 398/498 and 400.

***Creating a Statement of Expectations***

**First,** while student teaching has often used a bell curve approach of easing in/easing out, it is *completely acceptable* for you and your cooperating teacher to use *a* ***co-teaching model***throughout your placement. While the following suggestions will make it clear that you should take on increasing responsibilities for the planning and teaching of lessons, my expectation is *not* that your cooperating teacher needs to sit quietly in the back of the room while you teach. Your students will benefit from having both of you helping them learn and grow. I will send your cooperating teacher(s) basic information on co-teaching and will encourage both of you to consider how it applies to your situation as you create your Statement of Expectations.

That said, the Statement of Expectations is an outline of the work you and your cooperating teacher plan for you to do over the course of the placement. Though the Student Teaching Handbook offers examples, the pattern you choose is completely up to the two of you, with input from your university supervisor. Also, it’s a working document, and the two of you are free to modify it at any time. Its purpose is to talk over direction and to arrive at some clarity about what you will do when. You **will need to formalize and submit** a draft copy of this document to our D2L site by the first seminar. With all these ideas in mind, some suggestions:

* First, you should probably begin **lead *teaching*** in at least one class *as soon as possible*, even from the first day of the semester, if both you and your cooperating teacher feel comfortable with your taking on this responsibility. (This is not a requirement; it is a suggestion for maximizing your growth during this experience, but only if it works).
* Second, you should probably be doing **independent planning** for at least one of your classes by the end of the *first month*, at the *latest* (this too you could start from day one, if both you and your cooperating teacher so desire). This means that, while your cooperating teacher may have definite curricular goals or texts in place, whatever is not firmly fixed should be considered, created, and decided by you, with your cooperating teacher serving as coach only.
* Third, your overall **work load should add up to about half** of what a contracted teacher does. You can accomplish this by taking half the classes for the entire time you are there, or by using the bell curve where you carry the full load in the middle, or by any other process that works well for you and your cooperating teacher. This is the DPI standard for student teaching.
  + From my perspective, a model that works well is for you to lead teach for most of the semester in about three classes. This means that you should do most or all of the planning for these classes, most or all of the teaching, and most or all of the grading. Then you can work a little with other classes, to broaden your experience, or carry the entire load for a brief period, to see how that feels, or otherwise vary the design so that you learn the things you most want to learn.
* Fourth, you should **never take on more work** than you feel you can **successfully accomplish**.

Please share these suggestions with your cooperating teacher as you design your statement of expectations, and have the **typed**, agreed-on document **printed, signed and ready to be discussed** by the time of my **first visit**.

# Attendance

You must meet professional standards of attendance in order to successfully complete English Education 398/498. Be at school during all the times required of teachers under contract for the entire semester of your public school and as expected by your cooperating teacher. **If you must be absent**, report your absence at the earliest possible time at **your school** according to the procedure suggested to you by your cooperating teacher. In addition, **report your absence to me**, also immediately, via my office telephone number or by email (not on our cells unless you need our immediate help). Be aware that even excused absences must be very few, and an excessive number could result in a grade of incomplete.

* At the end of the semester, after you graduate, you will continue in your student teaching placement until the end of the semester, which will probably be near the end of January.

***edTPA Preparation & General Considerations***

As a part of your licensing process you will be required to successfully complete the edTPA. This assessment takes place during your student teaching placement (**DUE: November 3, 2016**); I strongly encourage you to **use some of your time over the summer** to prepare for these tasks.

While you will be supported throughout this process, both at a distance through videos and in person during seminars, you **should *not* underestimate the rigor** of this assessment; as noted earlier, those who have gone before have **exhorted me to almost *require***this work before your placement begins, though those responsibilities truly rest with you.

**I advise you to take the following approach to your edTPA work:**

1. We have started familiarizing ourselves with the edTPA, during the Methods semester; you might first revisit that work and the reflections that you completed, complete with reminders for yourself as you looked forward to this moment. That said, knowing the **full scale and scope** of these tasks is now critically important; **take time to fully understand the** **edTPA process by carefully reviewing the handbook; it is your ultimate guide and outlines everything that you will need to do.**
   * Begin by reading the “Introduction to edTPA: Secondary ELA” (see pages 1-8) in the *Secondary English Language Arts Assessment Handbook* (attached/see D2L E Ed 400 site) **>>> updated 2016 Handbook coming soon!!!**
     + Spend time familiarizing yourself with and reviewing the **vocabulary** of the edTPA; mouse over terms so that you are clearly understanding their terminology and expectations; misunderstand terms can lead to large problems in planning.
       - Remember, too, that **we worked with these terms in E Ed 396**; I have left the course open to you in case you want to return to those familiar phrasings as you refresh yourself with the vocabulary and the examples that we used in our lead-up to this work.
   * Review “**Task 1: Planning for Instruction and Assessment**” (page 9) and consider ways to collect context/background information on your school and students (class in which you will begin lead teaching). You might be able to gather some of this information in meetings with your cooperating teacher and/or through observations **prior** to the start of the semester.
     + **AGAIN:** Portions of the “Secondary ELA Context for Learning Information” form (page 9) may be **begun before you begin your placement;** this is what those who have completed the edTPA in the past recommend that you do – **SERIOUSLY!** It will be easier to supplement and revise these ideas than it will be to create them during the opening weeks of your student teaching assignment.
   * Task 1 Review continued…
     + **CRITICAL Considerations:** 
       - As the “Overview of the Assessment” (currently page 1 of 47) makes perfectly clear, your learning segment **MUST have you working with students on a complex text**.
         * It notes that “a learning segment prepared for this assessment should provide opportunities for students to **comprehend, construct meaning from, interpret or respond to complex text** **AND create a written product, interpreting or responding to complex features of a text** that are just beyond your students’ current skill levels.”
       - You also **MUST** be clear with the **associated academic language and additional language demands** (currently bottom page 12 of 47), ensure that they are ***explicitly taught* in your lessons** and that you later make sure that feedback is tied to these terms as well.
2. Discuss **what text(s) you might use and** what you might teach as your **“Learning Segment”** early on; have spoken about these possibilities **with your cooperating teacher** and **have created *tentative plans*** by the **start of the semester**, but stay open to modifying them once you begin working with real students. As you plan consider the following:
   * How many days/weeks do you think it will take to get comfortable? How long will opening activities and units take? When will you move from using materials generated by your cooperating teacher to materials more of your own design? You will want to be sure that you are comfortable and have some control during the edTPA process.
   * As students move into subsequent units what opening ideas, terms and/or background do you want them to learn and understand? Is it better to have your learning segment focus on the beginning, middle or end of a unit? When will students be most engaged? What **text(s)** might best support **comprehension, meaning-making and interpretation** activities?
     + You will **need** students to be involved in **large group discussion** and in **interactive small group activities.** When will your activities in a whole class discussion engage students most? When and how might you involve them with a group of peers?
     + Ensure that activities help ***students* develop their understanding of a text;** avoid lessons that are lecture. Carefully considering how you can scaffold activity prior to a whole group discussion or small group activity is key (write > partner > small > whole group).
     + **Ensure** that the **academic language and additional language functions** are ***explicitly* taught and assessed** in your lessons; consider what terms will be necessary to help them successfully meet the learning objectives you have established**, identify and teach this language on handouts and/or presentations slides that you can later submit**, and be sure that these terms are part of what you are **looking for and provide feedback on** as you assess their learning.
   * Again, have these *opening ideas* and *tentative plans* at the start of your placement, though you can (and often should) modify as the reality of your student teaching context unfolds.
3. **Settle in as the semester begins.** If you have proactively planned for the edTPA then you should be able to focus *more* on the opening week than on the edTPA. Everything that follows depends on knowing your students, the context of the classroom, what *real* students do and do not know and how to best reach and teach them; get comfortable with your students, learn about them as individuals, assess their needs and consider how your early edTPA planning might need adjusting.
4. ***Finish* Task #1 & understand its relationship to Task #2.** Return to your tentative plans, finish the contextual information if you have not yet done so and then look to the weeks ahead and **make concrete plans.** Plan for a **5 day learning segment**; you can always drop out days later if needed.
   * Distribute and collect the **“Teacher Candidate Letter Home”** and **“Video/Audio Permission Form”** (attached; also on SOE edTPA page – look for Fall 2016 updates).
     + As students turn in forms enter them into the “edTPA Student Record Database”; upload to D2L as directed by SOE when finished.
     + Past candidates suggest giving points to improve the likelihood of the form’s return or bribing students with treats; the choice is yours.
   * **Be as thorough** **as possible** when thinking about your students and their needs; reviewers expect you to make good (if not complete) use of the page limits.
   * **Use the ELA lesson plan template** to prepare the lessons of your learning segment and **make absolutely certain that *EVERYthing* ties to, reinforces, and teaches** the language demands associated with your **objectives and learning focus**.
     + Be very clear about the **assessments** thatyou will use to demonstrate student learningduring the learning segment.Ensure that they are **clearly aligned** to the relevant **standards and learning objectives** in these lessons.
       - Consider assessments that are a bit more substantial and that will give you plenty of opportunities to offer feedback; this will help in future tasks.
         * Students **MUST** be able **to use your feedback** to *keep making progress* toward your objectives/learning focus.
       - Ensure that at least some of the formative assessments help you see how well students are or are not learning the academic language and demands
     + **With the template:** ***List***rationale and theory/research *quickly* in the columns; you will later ***explain and elaborate***on these ideas in the **“Planning Commentary”** (currently page 12 of 47) during questions **3a-c.**
   * **Review Task #2 in detail.** Consider which portions of the class might provide your best whole class and small group video clips, how you will collect, copy for your own records and return student assessments so that you can continue to modify your instruction, etc.
     + **Prepare to record.** As the days of your learning segment near **make reservations for, test** and **discuss *how* you will use video recording equipment.** Consider what you learned from your E Ed. 396 experience of taping and reviewing your lessons!
       - **Sound quality is critical*.*** You won’t be able to analyze lessons you can’t hear; this will necessitate planning for and re-recording a **completely new learning segment**. Test out different cameras and microphone options, consider redundant audio/video systems, see what it looks like when the camera is placed in various locations (corners, front/back/side, high/low).
       - Discuss whether the room should be rearranged or if it is better to teach a day of your learning segment in a different *self-contained* (quite) space.
         * If possible, help students prepare for these changes *prior* to filming.
         * **Talk to them about behavior on film** and get them comfortable with the camera in the classroom **prior to** actually recording.
       - Consider, during segments, if your cooperating teacher should operate the camera and/or move it around the room. If so, *practice this* prior.
       - Have necessary microphone batteries, cameras charged, **enough space on the hard drive,** etc. prior to the big day.
       - When the time comes, **be sure you turn the camera and any mics on!**
5. **Teach and record** your learning segment **no later than weeks 4-5** of your English placement. Although you *may* record later, those who have come before ***implored me***to tell you that **you want 3+ weeks *after* recording** to work on the analysis, so balance out the “get comfortable” with “don’t put it off” needs of this assessment.
   * **Back up video** ASAP; **make copies of *most* student assessments** before returning them.
   * **Journal** informally on these classes **as soon as is possible** to help you remember key details.
     + What worked and what didn’t? What student responses were you most pleased by? Disappointed in? How well did they understand the academic language? If you could redo the day what would you change? How should you modify subsequent class periods based on how effectively students have understood the learning objectives for the lesson/segment?
   * You will be busy with your regular student teaching demands as you select evidence and analyze work in Tasks #2 and #3; recording that immediate response will be very helpful!
6. **Work on Tasks #2 and #3. BE SPECIFIC** as you analyze video and review and reflect on student work.
   * **Consider the page limits and the message these limits send. Maximize these possibilities**.
     + How detailed should your response and reflection be?
     + How might you quote yourself and the responses/work of your students?
     + Have you simply mentioned materials and data or have you made clear and detailed connections and carefully reflected on each piece in its entirety?
     + **Use time codes, *quote* yourself and your students, both in recorded and written work, etc.**
   * **Be good English students!** Carefully consider the **keywords that each prompt utilizes** and be sure that your response **focuses on this terminology and related learning.** Tasks 2-3 are where other English Ed. students have struggled, largely because their responses weren’t as closely aligned to the prompts or as detailed as they might otherwise have been.
     + Those who have come before have suggested making an outline of the questions for yourself to **really pick apart the nuances of each question.** The questions *are* ***not*** asking you for the same thing over and over again; if you think they are **you’re missing something**. Know *exactly* what you need to do and how to do it before you launch into a full-scale response to/reflection on the question.
   * **Review**, **revise and edit** as necessary, and then **COMPARE YOUR WORK TO THE RUBRICS.**
     + The **ONLY EVIDENCE** reviewers have to see how carefully you analyze and reflect upon your instruction and student learning is your materials and written reflection. Have you done **all that you can** to help them see you as someone who plans, delivers and carefully reflects upon their teaching? **PUT IT ON THE PAGE!**
     + At this point I *know* you want to be done, but it is now ***CRITICAL* that you review the “Understanding Rubric Level Progressions” and highlight document** you have been provided with.
       - **Ensure you haven’t done anything that results in an automatic 1 score seeing as this will almost certainly lead to not being licensed.**
       - **Ensure that you *have* stressed the key learnings** in the appropriate areas of your work and that ***EVERYTHING ties back* to your learning segment focus/objectives.**
7. **Submit your work** through Chalk & Wire **no later than midnight on November 3rd.** 
   * **Know that there are *additional* steps and transfer times** as you move your work from Chalk & Wire to Pearson. **Follow SOE instructions** here seeing as they will have the latest information.

***Seminars***

**(ENG ED 400)**

I will be leading English Education 400, Student Teaching Seminar, throughout the semester. You will find the dates of each seminar (ignore *SOE* EDUC 400 dates!) as well as the materials you are required to bring outlined below. Attending the English Education seminars is another of the basic requirements necessary in order to earn a passing grade in student teaching. Please complete the following **prior to each** seminar:

* **REQUIRED:** ***Post*** (to the ENG Ed 400 D2L discussion board) one **lesson plan, unit plan,** or **project design**, created or revised by you, which worked well.
* **OPTIONAL:** Physically bring along one example (or several) of **student work** done under your leadership (copies not needed). Again, this is ***optional but it’s fun to see what other people’s students have done!***

Seminars are considered by the Office of Field Experiences to be part of your required class work; the days on which you attend seminars should not count as days of personal leave from your school obligations.

**Seminar Dates, Times, and Place:** September 23, October 21, November 18th (these three in CCC 323) and December 16 (this final in DUC 211), from **9 to 3**, to work and to share materials.

***Friday, September 23***: We will begin with time to work on e-folio and/or edTPA materials. Bring your laptop, several new things to add to your e-folio (definitely your first observation) and edTPA work or planning. We will also discuss resume and cover letter how-to’s. Around noon we will transition to lunch; either bring a lunch or plan to make a quick lunch purchase. We will eat and talk together, then discuss our teaching and share the materials everyone has brought; be sure to have your materials posted on the E Ed 400 D2L discussion board before you come to this seminar.

***Friday, October 21***: While you may also spend time adding materials to your e-folio, we will want to focus heavily on your edTPAs, answer questions and workshop materials; please plan to make this the focus of most of your work time. Bring your laptop, if necessary, for this work. Post your strong lessons/activities/units to share on D2L. Bring your drafts of your resume and cover letter, with four copies to workshop and have an electronic copy available. We also will begin talking about job searches and marketing portfolios with the help of Laurie Martin Keefe from Career Services.

***Friday, November 18***: Plan to use this final time to **complete** your e-folio; bring all needed materials to do that, as well as your laptop. Bring two revised copies of your resume and cover letter, and also have an electronic copy available. Bring the hard copy of your marketing portfolio in its in-progress condition, if you have gotten to the marketing portfolio stage. Post on D2L your strong lessons/activities/units to share with others. We will workshop materials and also practice interviewing.

***Friday, December 16:*** We will begin with our portfolio presentations, in which you will display an interesting part of your completed electronic portfolios and talk about your growth as a teacher. Please have all your evaluations and your observations on your portfolio at this time; you absolutely must have 3 observations and 1 summative evaluation in order for the efolio to pass. Please review your portfolio in advance, making sure that each required element is present, accessible, and in the correct order. You will also turn in the signed, hard copy of your summative evaluation(s) from your cooperating teacher(s). Also, bring a hard copy of your revised resume and cover letter, as well as an electronic copy, and bring your hard copy of your marketing portfolio, in whatever condition it happens to be in. As always, post your strong lessons/activities/units on D2L to share with others. Finally, read over the information on how to get a teaching license on the DPI website, as we will go through the steps of how to apply for a license.

**What to Bring (same information outlined above, in chart form)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9/23/16 | Lessons/ units/  Activities (post) | Lunch or $ | edTPA materials and several items for e-folio |  |  |
| 10/21/16 | Lessons/ units/  Activities (post) | Lunch or $ | edTPA materials and several items for e-folio | Drafts of resume and cover letter (4 copies and e-copy) |  |
| 11/18/16 | Lessons/ units/  Activities (post) | Lunch or $ | edTPA materials (if second quarter) and all needed materials to complete e-folio | Revised resume and cover letter (1 copy and an e-copy) | Draft of hard copy marketing portfolio |
| 12/16/16 | Lessons/ units/  Activities (post) | Lunch or $ | Your completed and carefully checked efolio, ready for presentation and evaluation | Final draft of resume and cover letter (1 copy and an e-copy)  Hard copy of summative evaluation(s), signed by co-operating teacher(s) and by you | Hard copy marketing portfolio |

**Note: *Your polished, complete e-folio is due December 9th, a week before our final seminar. Also, your signed, hard copy of your cooperating teacher’s summative evaluation is due at the final seminar, December 16th.***

***Portfolios***

In order to be licensed as a teacher, you must complete the electronic portfolio begun in English 393. As you student teach you will add artifacts to a new “Student Teaching” page in your portfolio. The final version of this page must include evidence of having met InTASC standards 9-10, your edTPA, your student teaching observations and the final evaluation(s) form(s) from your cooperating teacher(s). You will also present a few brief highlights of your growth during our final seminar meeting.

***Grades***

English Education 398, 498, and 400 are pass / fail classes.

# An Additional Resource (optional)

Although we will be communicating, visiting and meeting regularly you may find it helpful to secure a copy of Burke’s *Letters to a New Teacher* (available in textbook rental). In it, Burke is corresponding with a young teacher he is informally mentoring, about all the concerns she has as a beginner in a challenging situation. You may find the insights and advice it provides useful as you set off on similar journeys of your own.

Many people find the semester of student teaching to be an extremely demanding time, as you are learning a new culture and creating a new identity for yourself. For the same reasons, many people find it one of the most exciting and rewarding times of their lives. I expect each of you to grow tremendously and to have a wonderful experience!

**- David**

***Reminder: To Do Right Away***

**(1)** Get in touch with your cooperating teacher as soon as is possible to gather materials and consider planning.

 **(2)** Do what planning is possible in preparation for the start of the semester; you *cannot* be ***too*** prepared.

**(3)** Refresh and familiarize yourself with the edTPA requirements and begin working on Task #1 as ASAP;

collect background/context data.

***To Do Before Fall Semester Begins***

Send me your **basic information** and an email about your communication with your cooperating teacher and your planning for the semester. Please send these to me no later than August 12th.

**LESSON PLAN TEMPLATE**

As you plan lessons, it is important that you plan in a way that aligns the content, strategies, and skills you will teach with the assessments you use. The following lesson plan format should be completed with the help of the tools attached as Appendix A.

**LESSON OVERVIEW INFORMATION**

Grade or Grade Range:

Lesson Title/Focus:

Unit/Learning Segment/Day (in CULPA sequence):

How lesson fits in with days surrounding it (provide context):

**Learning Focus**

Essential Question (and/or Big Idea):

Common Core State Standards (CCSS):

Learning Objectives for this Lesson (Content):

Learning Objectives for this Lesson (Academic Language):

Rationale:

|  |  |
| --- | --- |
| **I. INSTRUCTIONAL MATERIALS, RESOURCES, AND TECHNOLOGY** | **RATIONALE** |
| List materials and technologies necessary for this lesson. Attach copies of all handouts and other materials. | **EACH PORTION** of the lesson outlined below (I-IV) should be grounded in relevant **theory or research**. In this column simply include the **name(s) of researchers and their theories**, ideas that support your various decisions (e.g. in the materials section you might note the use of both a handout and related PowerPoint in the lesson and note Howard Gardner: Multiple Intelligences; later you might include a bullet for Lev Vygotsky: ZPD and social constructivism next to a portion of the day including work in pre-selected groups). Think carefully about your choices and include multiple bullets as appropriate; **you will *elaborate* on these connections *at the end* of the lesson plan template**. |
| **II. LEARNING TASKS** | **RATIONALE** |
| **Plan:** List learning tasks. Include the detailed directions which you will give students as sequenced instructions. Be sure to **1)** include specific questions and activities that guide students and elicit higher thinking; **2)** note key textual passages to which you might refer; **3)** create opportunities for students to engage in dialogue about their learning. NOTE: These activities should include student-centered tasks, as well as those that are teacher-centered. For example, you will want to help guide your students to create their own questions as well as developing questions of your own to facilitate discussion. |  |
| **III. ASSESSMENTS** | **RATIONALE** |
| **Plan:** While you may have mentioned them in your lesson in this section, please explicitly list the assessments you’ve incorporated to help teacher and students monitor and support student learning. Explain each assessment and what it will reveal about student learning. |  |
| **IV. LEARNING DIFFERENTIATION/**  **ADAPTATION** | **RATIONALE** |
| **Plan:** Please articulate the ways in which this lesson will be modified for the varied students in the course including your student with special needs and your two additional choice students.   * Special Needs: * Choice 1 (define need): * Choice 2 (define need) |  |

**V. CHRONOLOGICAL OVERVIEW OF MAJOR STEPS TIME STAMPS**

*Simplify* the more detailed “Learning Tasks” section of your plans above, identifying the major stages of the day’s class and how long each will take.

**VI. THEORETICAL AND RESEARCHED-BASED CONNECTIONS TO THE LESSON**

Using bulleted paragraphs (3-5 sentences *each*), please note the major research and theories which support your instructional decisions; as you do, make explicit the connections to the materials, learning tasks, assessments and differentiation you have planned. When possible, reference specific support; include bibliographic information for all sources cited.

**Bibliography**

**APPENDIX A**

**GUIDING QUESTIONS TO HELP PREPARE YOUR LESSON PLAN**

**I. LEARNING OBJECTIVES**

* How do the objectives relate to
  + the CCSS?
  + your classroom goals?
  + previous and future lessons?
* How do the objectives incorporate a multicultural perspective?
* Why are the objectives appropriate for all students in the class?

**II. INSTRUCTIONAL MATERIALS, RESOURCES, AND TECHNOLOGY**

* What resources will you need to complete the lesson?
* What resources will students need to complete the lesson?
* How will the materials help to engage students in achieving the learning objectives?

**III. LEARNING TASKS**

* How do the tasks relate to
  + learning objectives?
  + state standards?
  + essential question and/or big idea?
* How do the experiences accommodate the student learning needs of individuals, of similar groups of students, and of the class as a whole?
* How do the tasks connect to students’ academic development, social/emotional development, experiences, and/or interests?
* How do the experiences stimulate student problem solving and critical thinking?
* How do the experiences create an inclusive and supportive learning community?
* How do the tasks build upon each other in ways that create a progression of learning through which students can monitor their own progress toward the learning objectives?

**IV. ASSESSMENTS**

* How will you measure prior knowledge and readiness for the lesson?
* How will you assess learning during the lesson?
* How will students demonstrate that they are working toward the lesson’s objectives?
* How will you use assessment to help plan the next steps of learning following this lesson?
* How does the assessment strategy accommodate diverse student needs?
* How are you using formative and summative assessment?