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# LAKE FOREST COLLEGE EDUCATION DEPARTMENT CONCEPTUAL FRAMEWORK

## 1. Overview

The belief of the education department is that the best preparation for any teaching career—elementary or high school—is a broad and liberal education. All candidates for teaching certificates are required to take courses throughout the divisions of the College and to complete another academic major in addition to an Education major. Lake Forest College is entitled by the state to prepare students for licensure in elementary schools (grades 1-6), middle schools (grades 5 – 8) and high schools (grades 9-12). Currently, Lake Forest College has licensure programs at the secondary level in mathematics, English, history, chemistry, and biology. K-12 programs in Spanish, French, music and visual art. Middle school designations are incorporated in the secondary programs, and middle school endorsements are offered to the elementary program.

Students who wish to complete a teacher education program at any teaching level must complete the requirements for admission to a licensure program. The department sponsors a chapter of Kappa Delta Pi, an international honor society in education.

## 2. Conceptual Framework

Lake Forest College has been preparing teachers for the public schools since its founding in 1857. The history and mission of the college support quality teacher preparation. As is the case in the small liberal arts college tradition, teacher preparation is valued intrinsically as teaching is the primary mission of faculty at this type of institution. Collaboration and close contact among members of the faculty across departments and divisions at Lake Forest College provides a fully integrated program of study for teacher candidates. Program development, policy initiatives, and final candidate approval and assessment occur through a committee with representation from departments across campus. Faculty throughout the college are intimately involved in the development of our teacher candidates through this committee.

The teacher preparation program is a double major program, meaning that all teacher candidates in both elementary and secondary programs complete a major in a department outside of Education in addition to their Education major. Each candidate is assigned an academic advisor and mentor in addition to the advisor in education. This structure leads to a sharing of responsibility for the mentorship and assessment of each candidate from first semester freshman year to graduation and recommendation for licensure. In addition, a number of courses are either co-taught or cross-listed in the Education Department and other departments on campus so that even our faculty structure and course structure are interwoven with other departments on campus. In this manner, students experience a program of study with values and commitments shared by the entire campus community. It takes the commitment of an entire campus to teach teachers—one individual at a time.

The Education Department is driven by **three key commitments** that provide the foundation for teacher preparation to be successful. The program builds on these three principles and articulates them into program and candidate assessments.

## **Commitment to Personal Growth: Mentoring Individual Potential**

As stated in the mission statement of the College, "education ennobles the individual...we know our students by name." Just as a good teacher knows and responds to the whole child, caring for his/her intellectual, emotional and social well-being, the Education Department believes a good teacher educator cares for the whole teacher candidate. The faculty view candidates through a developmental list lens, asserting the healthy personal development of the teacher as the essential groundwork for the development of professional commitments and skills of teaching. The commitment to personal growth and mentorship by our institution is evident in our approach to supervision and the reflective self-assessment designed in our coursework. As we mentor individual potential established Illinois Content Area Standards are also being met while the individual goals, desires, and purposes for teaching of candidates, those reasons that bring passion to the teaching and learning process, are being carefully nurtured as well.

## **Commitment to Practical Reflection: Analytic Inquiry of Performance**

As articulated in our College mission statement, we are committed to the outcome of the our students' ability to "read critically, reason analytically, communicate persuasively, and above all, to think for themselves" in order to "solve problems." This analytic ability to solve problems is at the heart of what the department believes is necessary to learn and grow as a teacher. Candidates are taught to view teaching problems as resolvable through analytic reflection on one's practices and careful observation and assessment of students' responses to instruction. Throughout the course of study within the Education Department and through the other major program of study at the college, students are taught to frame problems and to use various tools of analysis. In addition to multiple research project assignments throughout their courses of study, in each of the content-area majors at the College, students are required to take at least one course that focuses on research design and implementation in that discipline. In the education major, students conduct research projects within each course. Case studies, simulations, and problem-solving activities are all staples of the instructional approach of faculty across campus.

This commitment is also evident in the design of our fieldwork experiences within the education major. In each course within the education major, there is a fieldwork or field study component. The department believes that the journey from novice to competent teacher can only occur through the constant review of theory in terms of practice. Another way that this commitment to analysis is evident is in our supervision practices. The department provides teacher candidates with fieldwork supervisors who are also responsible for their preparation in methods of instruction. Supervisors who are also methods course instructors bring much needed coherence to how theories and approaches to instruction can be effectively practiced. The department follows developmentalist principles and capitalizes on the powerful connection between personal and professional growth. We take seriously the personal connection and interpretations students make to theories of learning and instructional design. We consider the ways in which candidates teach to be their personal expression of theory and hold them to high expectations in terms of their reflections about their practice.

## **Commitment to Professionalism: Melding Competencies with Responsibility**

In keeping with the mission of Lake Forest College, we believe that good teachers are also “responsible citizens.” Candidates come to understand that there are moral consequences to pedagogical decisions. The choices one makes about what to teach and how to teach are value-laden and have important consequences. Good teaching practices for us then are more than what is typically referred to in more technical models of effective teaching; rather, following an ethical model, we understand that technical expertise is meaningless and eventually ineffectual without a sensibility and commitment to larger social aims of teaching and learning. The focus on the “breadth and depth of traditional disciplines” through a full major of study in an academic field encourages a view of knowledge that is not simply factual, fragmented, or merely instrumental. The focus on self-development and self-understanding gives teacher candidates the ethical fortitude necessary to teach in ways that result in positive, productive changes in students’ lives in schools. The intensive, long-term field experiences that are key to the program give teacher candidates an opportunity to articulate and act upon their moral commitments through their pedagogical choices. In this way, they engage in the highest order of teacher reflection—critical reflection—by considering carefully and fully the consequences of their teaching acts over time.

## **IDENTIFYING DISPOSITIONS OF A LAKE FOREST COLLEGE EDUCATED TEACHER**

**I. PRE-PROFESSIONAL CHARACTERISTICS that include the personal qualities needed for success in teaching. In this regard, the teacher candidate will**

- adhere to the *Lake Forest College Honor Code*
  - be *reliable* (e.g., punctual, consistent attendance, responsible)
  - demonstrate *seriousness of purpose* and *perseveres* in order to accomplish goals
  - demonstrate a *positive, pleasant attitude* toward children, peers, mentor teachers, and college faculty
  - demonstrate *tact, honesty, good judgment, courtesy, respect*, and diplomacy
  - be *open to constructive criticism and act upon suggestions*
  - *balance self-confidence and assertiveness* with deference to others
  - demonstrate *flexibility* both in interpersonal interactions and in his or her professional responsibilities (e.g., planning, implementation, etc.)
1. demonstrate high levels of *motivation and commitment to growth* by going beyond minimal expectations
  2. *communicates* clearly and accurately both orally and in writing

**II. RESOURCEFULNESS that enables teachers to know how to learn and to teach how to learn.**

**In this regard, the teacher candidate will**

- take *initiative*, use his or her *imagination*, and seek out information using a *variety of human and material resources* to inform his or her teaching.
  - demonstrate *strong content area knowledge*
  - demonstrate a *commitment to life-long learning* by being an *avid reader* and an *informed citizen*
  - be able to *draw from theoretical and philosophical frameworks explored in coursework* and apply them meaningfully to classroom settings.
3. *recognize his or her own strengths, interests, and skills* and consider how these might be compelling ways to *engage children in learning*

**III. RESPONSIVENESS to children that considers their best interests first and foremost.**

**In this regard, the teacher candidate will**

4. develop *rapport* with students
- take the time and effort needed to *understand how a child learns*, discover his or her interests, and determine how to shape teaching acts accordingly
  - *enact responsiveness to diverse learners* through his or her teaching acts (including preparation for teaching ) and through everyday interactions with children
  - establish a classroom environment and use management procedures that reflect *fairness, respect and care for children and concern for their emotional and physical well being*
  - *respect and consider students with exceptionalities to determine how to be responsive to children*
  - *respect and consider students from diverse cultural, ethnic/racial, linguistic, gender, gender identity, sexual orientation, and socioeconomic groups to determine how to be responsive to children*

**IV. TEACHER EFFICACY that includes believing in their ability to positively impact children's lives.**

**In this regard, the teacher candidate will**

- develop *the intellectual capabilities and teaching skills* that support children's learning
- *persevere and exercise all options* to reach individual students no matter how challenging the circumstances
- be well *organized* and fastidious in the manner in which he or she prepares for and executes instruction
- demonstrate *vitality and energy/teacher presence* in his or her teaching
- be *proactive in developing relationships* with children that support their academic, emotional, and social well being
- plan learning experiences that *engage children meaningfully and actively* (hands-on/minds-on)
- develop a *repertoire of instructional strategies* based on both coursework and observations of other teachers
- reflect an understanding of the importance of *meeting the needs of diverse learners through careful instructional planning and implementation: differentiates instruction*
- *develop positive, proactive relationships* with students, parents
- *communicates with clarity and accuracy*

**V. REFLECTIVE SELF-ASSESSMENT that emerges from personal experiences in teaching, dialogue with mentors and colleagues, and metacognitive behaviors**

**In this regard the teacher candidate will**

- *monitor his or her own progress* and identify strengths and weaknesses
- *evaluate strategies for success* , find alternatives for inappropriate strategies, and modify future practice
- show *evidence of self-directed learning*
- *demonstrate sustained and consistent growth* and commitment toward reaching goals

- *reflect* about and *articulate* what he or she knows and does not know
- be able to *talk about his or her thinking processes* during conferences and seminar
- show evidence of *metacognition through writing* ( e.g., journals, response to prompts, etc.)

## **Current Statement of the Lake Forest College Honor Code (revised Fall 2009)**

- **PREAMBLE**

Members of the Lake Forest College community are expected to uphold the standards of honesty, mutual respect, self-discipline, and civility that represent the core values of the college in all aspects of social and academic interactions. Any students' failure to follow these principles or any rules of behavior in the school handbook will be subject to proper disciplinary actions as recommended by the Judicial Counsel.

- **MEMBERS' PLEDGE:** *As a Forester, I will act with honesty, valuing every member of the community, and holding myself and others accountable for our own actions. I accept responsibility to maintain this pledge at all times.*

- **ARTICLE 1: COMMUNITY STANDARDS**

Lake Forest College expects that members of the community will maintain the values of honesty, civility and respect as embodied by the school. These standards are to facilitate students' ethical development, personal integrity and promote a positive living, learning, and physical environment. Each member of the community has the same basic rights and must take responsibility for respecting the rights of others.

- **ARTICLE 2: ACADEMIC INTEGRITY**

Academic dishonesty is any act in which a scholar fails to properly identify the sources of material used in his or her work. Students are expected to guarantee that all material submitted is the product of his or her honest intellectual effort and participation. As an affirmation of this pledge, all members of the community will be expected to resign the Members' Pledge at the start of each new semester.

- **ARTICLE 3: ENCOURAGING RESPONSIBLE ACTION**

All members of the Lake Forest College community are expected to encourage, in others as well as themselves, the personal responsibility of being accountable for one's own actions. Members of the Lake Forest College community are encouraged to have conversations with those that would violate aspects of the honor code to offer support, advice and recommend alternative actions.

- **ARTICLE 4: THE HONOR COUNCIL**

**SECTION 1:** A body known as the Honor Council will be established in order to present the honor system to all new members of the Lake Forest College community, organize efforts to enable members to live up to the Code, encourage broad campus dialogue about the Code and formulate proposals for changes in the Code. Members of the Honor Council are in charge of all judicial, legislative and educational processes. Members are required to act with discretion in reference to student violations, and keep all aspects of said cases confidential.

- **SECTION 2:** In order to become a member of the Honor Council a student or faculty/ staff must present an application to the Dean of Students who will approve their name to go before a Student Government vote. No student may participate as a member of the Council if they are on probation. The Council shall consist of fifteen (15) students, which includes one (1) chair and one (1) secretary, six (6) faculty/ staff and the Dean of Judicial Affairs that will act as an advisor and administrator. Judicial meetings will be comprised of five (5) Council members, two (2) faculty/ staff and will be presided over by the Dean of Judicial Affairs. The Dean may participate in all proceedings, deliberations and act as an advisor to the Council but is unbiased and without a vote. No member of the Honor Council may hear a case when he or she has a conflict of interest as deemed by themselves or by a majority vote of the Council.

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## STUDENT TEACHING OVERVIEW

You have had other experiences as a teacher in other courses in our teacher education program. These earlier experiences helped you gain confidence in classroom presentations and in relationship-building with children which will serve as the basis for a successful learning experience as a student teacher. Student teaching will build on this experience while challenging you with a whole new set of responsibilities teachers must assume as they work as professionals in school environments.

In your earlier experience, you had responsibility for lesson planning and for short-term assessment. You developed confidence and skill in instructional delivery and implementation of learning activities. In this experience, you will move toward more long-term assessment, unit planning, and execution. Your students will turn to you for clarity and guidance in assessing their progress. You will begin to experience how an entire curriculum comes together to reinforce certain ideas, concepts, and values. You will take responsibility for daily planning in the context of this larger set of goals. You will also take more responsibility for communication with parents and other school personnel regarding individual learner's needs and progress. You will be viewed as a new colleague by your cooperating teacher, other teachers, and administrators in the school if you are appropriately taking full responsibility as a student teacher.

Since you have had extensive internship experiences prior to student teaching and opportunities for reflection, you will be expected to be aware of your individual strengths and weaknesses and prepared to address these weaknesses from the first day of your student teaching experience. You will be encouraged to take meaningful risks and to make, recognize, and learn from mistakes. In other words, you will be responsible for facilitating your own growth and development by making suggestions and being proactive about solutions to problems, so that this is the most meaningful learning experience it can possibly be for you.

Only you can make this experience personally fulfilling as well as successful. Your cooperating teacher and supervisor will serve as mentors, guides, and evaluators. Their role is to light the path to success. It is your job to work in close partnership with them to find the ways to follow that path and also to begin to establish a future path for your own unique journey as a teacher. It would serve you well to not view student teaching as another "requirement" to fulfill before you get *your own* classroom, *your own* students but as another opportunity to take steps toward actualizing your personal and professional goals. In the Lake Forest College teacher education program, you have had multiple opportunities to reflect on why you have chosen to teach and what you hope your contribution to the profession and to the lives of young people will be. Now is the time to start making these contributions. Keep your goals at the forefront of your mind as you plan your lessons, interact with students, and converse with your cooperating teacher and supervisor.

## **STUDENT TEACHING PLACEMENT PROCESS**

The Director of Clinical Placements makes student teaching placements. All students seeking licensure teach for 14 consecutive weeks, all full time.

Students are placed as close to Lake Forest as possible to facilitate observations and public school contacts. The option to complete student teaching in the Chicago Public Schools through the Chicago Semester program is also available.

The student teaching assignment may be changed by the Department Chair and the Director of Clinical Placements if personality conflicts develop which impede the student's progress in learning to teach.

Teacher candidates participate in the placement process by meeting with the Director of Clinical Placements but may not initiate a placement.

### **Criteria For Selecting A Cooperating Teacher**

Selection of the cooperating teacher is the responsibility of the school and the college working together to determine the most effective placement.

1. Holds at least a bachelors degree and is licensed in the area in which he/she is teaching;
2. Has at least three years teaching experience;
3. Is cooperative in his/her professional relationships;
4. Demonstrates effective classroom teaching, as measured by yearly teacher evaluation rating of at least proficient;
5. Seeks new methods and materials;
6. Provides individual instruction in his/her classroom;
7. Sees himself/herself as a learner;
8. Is committed to student teaching as a professional opportunity;
9. Is willing to find time for the student teacher;
10. Is flexible in his/her program; is willing to allow the student teacher some opportunity for innovative teaching;
11. Realizes that each student is an individual;
12. Is prepared to provide positive feedback in guiding the student teacher to become successful.

## **RESPONSIBILITIES OF THE STUDENT TEACHER**

Student teaching at Lake Forest College is completed in 14 weeks of full-time school placement. The student teacher is expected to arrive before school begins in the morning and depart after school has finished for the day. The student teacher is expected to follow the same hours specified for the teacher. It is expected that the time immediately before and after school will be used for planning, developing materials, correcting papers, and conferencing with the cooperating teacher, other school personnel, parents, and students.

Student teachers observe the official school calendar of the district in which they are placed and take vacation only on those days designated for that purpose by the school district.

### **Attendance**

Student teachers must be present at their assignment every day. Acceptable reasons for being absent part or all of a regular school day include the following and require documentation:

- a. personal illness or injury
- b. family emergency
- c. job interview
- d. official college business

The student teacher is expected to notify the cooperating teacher and the college supervisor in advance, and to make necessary arrangements for having lesson plans delivered to school.

All absences are subject to "make-up" time at the discretion of the college supervisor and cooperating teacher.

### **Professionalism and Ethics**

LFC student teachers are expected to conduct themselves in a professional manner at all times and conscientiously observe those rules and procedures that are routinely associated with being a teacher in the school where they have been placed.

Student Teachers:

1. Must adhere to the Lake Forest College Honor Code.
2. May not act as substitute teachers for their teacher or for another teacher in lieu of a paid substitute.
3. May not function as instructional aides, exam proctors outside of their classrooms, lunchroom aides, coaches, or serve in any other capacity unrelated to their specific responsibilities as student teachers with the students to whom they are assigned. Activities for which the student teacher are held responsible include those for which the classroom teacher are held responsible, such as study hall or hall monitoring, for example.

4. May not be compensated for student teaching or for any other paid position in the school district.
5. Are encouraged to attend meetings, in-service sessions, and parent conferences that are required for the classroom teacher provided that the teacher or administration has not expressly prohibited teacher candidates from attending these meetings and they do not conflict with required Lake Forest College activities.
6. Must complete a specific minimum “total teach” to the satisfaction of the college supervisor. Candidates may be required to extend placements when deemed necessary by the college supervisor.
7. May not shorten the length of student teaching to take a paid teaching position.
8. Always work with students and communicate with parents under the supervision of a licensed teacher.
9. Must hold information about students in the strictest of confidence.
10. Must dress in a professional manner conforming to the established dress code and culture of the school.

**Authorization and Consent For Release of Information: Classroom Materials for Assessment and Program Review Process**

By accepting a student teaching placement, the candidate consents to release of information to Lake Forest College faculty for use of materials from coursework or clinical experiences for the following purposes:

1. Teacher research projects or other research initiatives by Lake Forest College faculty
2. Education program review by the State of Illinois Board of Education
3. Website development
4. Teaching purposes

All identities of students will be kept confidential.

**Termination of Student Teaching**

Decisions about termination of a placement will be made by the Department Chair in consultation with the coordinator of field experiences, the student's departmental advisor, and the student's fieldwork supervisor.

Termination of a placement means that the student will need to reapply for student teaching.

Placements in student teaching can be terminated at any point for any of the following reasons:

1. Attendance  
Student does not maintain a record of excellent attendance or exhibits a pattern of tardiness.

2. Professional judgment:  
Inappropriate behavior or response--verbal or non-verbal--in communication with students, parents or other school personnel.
3. Progress:  
Choosing not to act on direct advice or direction from the college supervisor or the cooperating teacher or not making sufficient progress in a timely manner.
4. Preparation:  
Not being prepared to teach when expected.
5. Dress or appearance:  
Choosing not to meet the standards of professional attire in a school setting.
6. Subject matter knowledge  
Demonstrates deficiencies in subject area.
7. Emotional instability.
8. Criminal behavior.
9. Immoral conduct.
10. Plagiarism in violation of the Lake Forest College policy, including involving edTPA.

### **Pacing and Teaching Responsibilities**

After a reasonable period of observation and orientation (approximately 2 weeks), and assuming demonstrated readiness and initiative, the student teacher will take on increasing responsibility for lesson planning, instruction, and classroom management.

1. At the elementary level, the student teacher is expected to work in all content areas and with all ability levels during the course of the 14-week experience.
2. At the secondary level, the student teacher is expected to work with a minimum of 2 preparations and a maximum of 3 preparations during the course of the 14-week period.
3. In addition to planning and implementing daily activities, the student teacher is expected to demonstrate competence in planning long-term units of study.
4. The student teacher is also responsible for designing and grading various forms of assessment and communicating the results of assessments.

## **Lesson Planning Guidelines**

The student teacher is expected to prepare typed lesson plans, which are to be made available for examination and comment by the cooperating teacher and the college supervisor. All plans are to be organized in chronological order and kept in a ring binder. (See sample lesson plan formats in this handbook for suggested formats.)

Experienced teachers have internalized the elements of effective teaching and frequently no longer need to use detailed written plans for implementation of effective lessons. Student teachers, however, need the security of stating objectives and sequencing each procedure, often even listing each question to be asked. Initially, student teachers should use the plans of their cooperating teachers, adding details needed so that their own implementation will be smooth and effective. When the student teacher begins to develop his/her own plans, there will be necessarily more detail than the plans needed by the cooperating teacher. This is to be expected. When the student teacher develops security in presentation and when the cooperating teacher and the college supervisor indicate that a certain level of readiness has been observed, the student teacher may choose to complete less detailed lesson plans.

The following are expectations regarding the lesson planning process:

1. Before a lesson is taught, plans should be reviewed with the cooperating teacher and any suggestions for change or improvement should be completed.
2. After a lesson is taught, time should be allowed to reflect upon and evaluate performance. Daily reflections should be written after every lesson is taught. It is often useful to make notes on the original plan.
3. All lesson plans should be kept in a well organized lesson plan binder.

## **Self Evaluation**

To identify specific strengths and set specific goals for improvement in areas of weaknesses, the student teacher is expected to complete a midterm and final self-evaluation of his/her own performance.

## **Weekly Seminar**

Attendance at a weekly seminar for student teachers is expected as a part of the requirements for the completion of student teaching at LFC. Seminars are held after school hours and adequate time is allowed for transit to campus.

## **Student Teaching Portfolio**

To be approved for recommendation for program completion, candidates must complete a portfolio, as detailed in Checkpoint #3 and Checkpoint #4 in the Development Portfolio Handbook of the education department. You will be including work created by you and your students during student teaching. Checkpoint #3 is completion and passing of the edTPA.

The portfolios will be assessed by the Licensure Officer, Education Department Faculty and members of the Education Advisory Council (EAC).

## Sample Lesson Plan Format I

Teacher:

Grade Level:

Subject:

Unit Topic:

Central Focus for this lesson:

Date:

- I. Goals/Rationale
- II. Behavioral/ Performance Objectives
- III. Standards addressed (Common Core or IL Standards, as appropriate)
- IV. Academic Language (function and vocabulary)
- V. Materials/Resources
- VI. Opening/ Readiness / Anticipatory Set (prerequisite behavior; motivator)
- VII. Procedures (step by step presentation, key questions, lecture notes, responding)
- VIII. Closure (conclusion, follow-up/ homework)
- IX. Differentiation (planned supports)
- X. Assessment (of student performance)
- XI. Post Teaching Reflection

## Sample Lesson Plan Format II

Teacher: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_  
Date/Period(s): \_\_\_\_\_

Unit /Total Teach Topic: \_\_\_\_\_ Lesson Topic: \_\_\_\_\_

### **Part One: Rationale, Lesson Objectives, Assessment and Support Strategies**

#### Learning Outcomes for this lesson:

- Broad Goals/Rationale for Lesson:
  
- Specific and Measurable Objectives for this Lesson:
  - Knowledge/Content/Central Focus objectives:
  - Learning Skills objectives

#### Academic Language

- Vocabulary:
- Language Functions:

#### Standards (IL or CCSS):

#### Assessment with specific criteria

- Formative:
- Summative:

#### Strategies to Support/Foster Engagement:

- Essential questions/discussion points/support for academic language
- Anticipated “Trouble Spots/Misconceptions”—Describe Strategies to Bring Clarity
- Grouping Strategies
- Differentiation Strategies

#### Resources/Materials/Technology Tools Needed

### **Part Two: Lesson Chronology/Sequence**

- Lesson Introduction/Anticipatory Set/Motivator (Time Allotment \_\_\_\_\_)
  
- Step by Step Sequence of Instructional Strategies/ Presentation of Content/Modeling/Guided Practice (Time Allotment \_\_\_\_\_)
  
- Small group/Independent Practice (Time Allotment \_\_\_\_\_)
  
- Lesson Closure/Review/Summary/Sharing (Time Allotment \_\_\_\_\_)

## **RESPONSIBILITIES OF THE COOPERATING TEACHER**

The cooperating teacher plays an important role in the student teaching program. No student teaching program can be successful unless a large measure of rapport, founded upon mutual respect and understanding, exists between the cooperating teacher and the student teacher. It is through guidance and diligent supervision that the cooperating teacher gives support to the activities, methods, and techniques employed by the student teacher.

### **Checklist For The Cooperating Teacher**

#### **Preparing for the Student Teacher**

- \_\_\_ Please help build enthusiasm by providing your students with information about your student teacher prior to his/her arrival.
- \_\_\_ Provide a desk or table in the room for his/her personal use.
- \_\_\_ Prepare name tags for pupils if appropriate for grade level.
- \_\_\_ Establish a method for checking materials in and out.

#### **Orientation and Beginning Activities for the Student Teacher**

- \_\_\_ Introduce him/her to the class as a professional co-teacher.
- \_\_\_ Show him/her where coats and other personal belongings may be kept.
- \_\_\_ Give the student teacher a seating chart, a class list, and a daily schedule.
- \_\_\_ Introduce him/her to school personnel.
- \_\_\_ Inform the student teacher of the specific classroom and school management procedures, e.g. hall passes, library passes, tardy slips, detention assignments, etc.
- \_\_\_ Acquaint student teacher with fire drill and other procedures.
- \_\_\_ Inform him/her of the housekeeping procedures such as opening blinds and seeing that cabinets, counters, bookshelves, sink areas, desks, floors, etc. are "picked up," neat, and straight.
- \_\_\_ Require the student teacher to straighten up after him/herself.
- \_\_\_ Acquaint the student teacher with places for storage of materials in the room and building.
- \_\_\_ Ask him/her to examine permanent record folders for pertinent information. Stress that this information is confidential.
- \_\_\_ Provide opportunities to assist with filing student materials, and making entries in permanent records.

- \_\_\_ Arrange opportunities for him/her to do such clerical duties as attendance reports, collecting monies, etc.
- \_\_\_ Acquaint him/her with the grading system of this particular school.
- \_\_\_ Explain what is expected of the pupils in classwork and homework and the quality of the work expected from each individual.
- \_\_\_ Allow the student teacher to assist in checking papers, workbooks, tests, and recording marks.
- \_\_\_ Inform him/her with the names of children with special activities.
- \_\_\_ Acquaint the student teacher school and classroom procedures for early arrivals and late dismissals.
- \_\_\_ Explain the school and classroom discipline policies.
- \_\_\_ Ask the student teacher to assist in supervision responsibilities, such as playground duty, cafeteria monitoring, hall supervision, etc.
- \_\_\_ Provide the student teacher with opportunities to prepare and display teaching materials.
- \_\_\_ Encourage the student teacher to assist individual pupils with assignments using the teacher's plans.
- \_\_\_ Ask him/her to assist with specific groups.
- \_\_\_ Plan opportunities for the student teacher to give directions, pronounce spelling words or sentences, or read aloud to a group.
- \_\_\_ Provide opportunities for the student teacher to secure various instructional materials, such as books, online, and technical resources that have been selected by the teacher.
- \_\_\_ Assist the student teacher in learning to use and care for school equipment.
- \_\_\_ Model quality lessons. Analyze the plans and instruction together. Discuss whether students provided evidence that they were engaged and accomplished the learning goal.
- \_\_\_ Share teaching materials with the student teacher.
- \_\_\_ Schedule conferences frequently, at least two or three times per week.
- \_\_\_ Ask the student teacher to reflect after every lesson. Did my students demonstrate learning? What went well? What changes could I make to improve opportunities for student learning?

### **Providing Early Teaching Experiences for the Student Teacher**

- \_\_\_ Guide the student teacher in maintaining effective discipline.
- \_\_\_ Direct him/her in assisting in small groups in the library or classroom.
- \_\_\_ Guide him/her in selecting a content area for beginning his/her teaching experience.
- \_\_\_ Assist in obtaining teaching guides and manuals in the selected area, and allow him/her to check the students' work in this area.
- \_\_\_ Give constructive help and guidance in making lesson plans.
- \_\_\_ Suggest resource materials.
- \_\_\_ Insist that the student teacher turn in lesson plans before lesson is taught.
- \_\_\_ In the beginning, have a brief conference following each lesson to evaluate the teaching experience.
- \_\_\_ Provide student teacher with continuing and specific feedback.
- \_\_\_ Give guidance and direction to the selection of a major unit to be taught.
- \_\_\_ Invite the student teacher to attend professional meetings such as team, faculty, and special education.
- \_\_\_ Ask him/her to visit in other classrooms and grade levels.
- \_\_\_ Encourage the student teacher to visit another school.

### **Sharing the Role of Professional Teacher**

- \_\_\_ Insist that plans for units be turned in before the unit is taught.
- \_\_\_ Invite the student teacher to observe and/or participate in at least one parent conference.
- \_\_\_ Ask him/her to assist in evaluating the pupils' work, including the determination of grades and/or comments for report cards.
- \_\_\_ Give full responsibility of the class to the student teacher toward the end of the student teaching experience.
- \_\_\_ Provide the student teacher with some suggestions and procedures for the beginning and ending days of the school year.
- \_\_\_ Provide appropriate support for the edTPA process.

## **Self Evaluation for Cooperating Teachers**

Below is a list of questions that are designed to promote self-evaluation. We think it is important to ask yourself these questions during the first week of the student teacher's placement with you, and again midway through the term. It will also serve as a tool when conferencing with your student teacher as you model reflection of your own practice for the student teacher.

1. Have I done what I can to see that pupils will accept my student teacher favorably?
  - Did I let them know in advance of his/her arrival?
  - Did I explain the student teacher's role?
  - Did I act pleased to have a student teacher?
  - Did I let him/her introduce himself/herself to the students?
  
2. Have I become acquainted with the student?
  - Did I use the information furnished by the college?
  - Did we discuss his/her personal and academic background?
  - Did I encourage his/her to express his/her ambitions, concerns, and expectations?
  - Have I provided a model for presenting lessons, and then helped the student teacher identify effective techniques?
  
3. Have I provided opportunities for the student teacher to work on bulletin boards, displays, etc?
  
4. Have I oriented the student teacher to the A.V. equipment, technology, copy machines, etc?
  
5. Have I modeled and encouraged a variety of instructional methods, including individual practice strategies?
  
6. Have I modeled and discussed a variety of ways of evaluating student progress so as to maximize instructional time and student progress?
  
7. Briefed the student teacher on school procedures for:
  - Fire drills
  - Playground, school rules
  - Reporting of child injury or illness
  - Releasing pupils during school hours
  - Checking the weekly bulletin
  - Ordering supplies
  - Using the library, library books, and instructional materials
  - Selecting/listing district approved booklists/support materials
  - Utilizing support services, i.e., nurse, counselor specialists, coaches, etc.
  - Cumulative records and tests
  - Attending and participating in family nights and after school workshops
  
8. Have I briefed the student teacher on classroom procedures for instruction, including:
  - Differentiated Instruction
  - Types of instructional materials such as manipulatives and teacher guides
  - Roles of paid aids and parent or community volunteers
  - Recording student progress

9. Have I assisted the student teacher in developing lesson plans by:
- Examining lesson plans prior to their being used by the student teacher and making appropriate suggestions
  - Explaining, assisting, and monitoring the development of daily, unit, and long-range lesson planning?
10. Have I assisted the student teacher in completing the edTPA portfolio according to the recommended guidelines by:
- Assisted as necessary with videotaping of the learning segment
  - Giving appropriate formative feedback on decisions involving choices for development of the edTPA portfolio
11. Have I developed a positive relationship with the student teacher through open and truthful communication? The following are suggested guidelines:
- Clearly orient and discuss with the student teacher the process of clinical supervision that will be used by the cooperating teacher. Clarify the nature and frequency of pre-conferences, observations and feedback conferences. This is a good time to make your expectations clear from the beginning. Unclear expectations lead to frustrations on the part of the master teacher and the student teacher.
  - Show respect for the student teacher and her/his ideas. Treat the student teacher as a co-worker rather than a subordinate. Do not make suggestions and/or correct the student teacher in front of the class or any place within the hearing of students, unless the destruction of property or safety is involved. In respecting each other professionally, conversations can be more meaningful and productive.
  - In accepting the student teacher as a co-worker of equal status and ensuring the students similarly treat the student, redirect the students to the student teacher if they come to you for assistance as a way to support their authority as a teacher.
  - Communicate genuine concern and a desire to help her/him. However, in order to be proactive earlier rather than later, do inform the College Supervisor immediately if the candidate encounters serious problems that do not appear to be improving.
  - Try to understand how the student teacher feels in the teaching situation. Demonstrate sensitivity to the emotional needs of the student teacher during the stressful period of student teaching.
  - Give priority to needs expressed by the student teacher. The concerns of the student teacher are the areas in which s/he is ready to receive help. You may even want to encourage the student teacher to sit through non-assigned classes to learn different teaching techniques.
  - Offer honest encouragement.
  - Provide guidance and direction and offer positive feedback as well as suggestions for improvement on a daily basis by both formative and summative methods.
  - Not only be present at all times during the class of a regular student teacher, but also observe lessons closely. Provide prompt feedback via written anecdotal notes, scripts, verbal comment, or other observation data. Engage in constructive conversation based on observation and routinely ask the student teacher to reflect on his/her lessons.

**Sample Cooperating Teacher Daily Feedback Form**

(consider using your district's evaluation plan observation feedback form, as appropriate)

**Teacher Feedback on Today's Lesson**

**Date:** \_\_\_\_\_

Topic of Lesson:

Strong points of lesson:

Suggestions:

**Teacher Feedback on Today's Lesson**

**Date:** \_\_\_\_\_

Topic of Lesson:

Strong points of lesson:

Suggestions:

## **RESPONSIBILITIES OF THE SCHOOL ADMINISTRATOR**

The administrator of a school holds a strategic position in determining the quality of a student teaching program in his/her school. It is the administrator's responsibility to provide the leadership in setting the tone for the professional laboratory in which the student teachers work. Other school administrator responsibilities are the following:

1. Consult with the college supervisor on the specific assignment of the student teacher;
2. Orient the faculty to the student teaching program;
3. Locate and assign conference space for the use of the college supervisor;
4. Conduct an orientation meeting with the student teachers during their first week in the building;
5. Acquaint the student teacher with any pertinent or district regulations concerning teacher expectations, management procedures, etc.;
6. Work with the cooperating teacher and college supervisor to resolve problem cases and make professional decisions in the best interest of all concerned;
7. Assist the cooperating teacher in providing a well-balanced learning situation for the student teacher;
8. Allow the cooperating teacher freedom to permit the student teacher to experiment and explore new approaches in working with pupils;
8. Exercise care to avoid exploitation of any member participating in the program;
10. Observe and evaluate the performance of the student, preferably at the end of the placement period.

## **RESPONSIBILITIES OF THE COLLEGE SUPERVISOR**

The role of the college supervisor is to serve as a liaison between the school site and the college. The responsibilities of the supervisor include the following:

1. Communicate expectations for student teaching with the student teacher;
2. Meet with the cooperating teacher to review program guidelines;
3. Visit the student a minimum of eight times during the semester;
4. Conduct postobservation conferences with the student teacher, including the cooperating teacher whenever possible;
5. Be available to the student teacher for consultation about instructional planning; review and critique written plans and instructional materials prepared by the student teacher;
6. Conduct a weekly seminar for student teachers;
7. Complete midterm and final evaluations of the student teacher's performance;
8. Respond to weekly reflection assignments;
9. Confer with the classroom teacher about the student teacher's progress;
10. Maintain communication with the clinical coordinator regarding the progress of the placement.
11. Assist with preparation of edTPA portfolio according to guidelines for candidate support.

## **Pre-observation Information Form**

*Submit with lesson plan prior to each visit*

### **I. Planning the lesson**

What role did you play in designing this lesson? (Is it totally yours? / from your Cooperating Teacher?/ modification of CT's lesson? etc.)

What, if any, restrictions were placed on you in designing this lesson?

### **II. Context**

Explain briefly what other lessons you have taught leading up to this lesson. What will follow it?

### **III. Focus of observation**

What should be the focus of my observation? (What techniques are you working on today? What are you experimenting with today? What areas are you trying to improve?)

### **IV. Comments**

Any other issues or concerns I should be aware of before observing this lesson?

Other comments?

## Post-Observation Reflection Form

Teacher:

School:

Subject(s):

Date:

After your lesson, reflect and answer the following, using more than one page, if needed.

1. Did the students learn what you intended for them to learn? How do you know? If not, what will you do next? What did you learn about the lesson from your students' reactions and responses to the lesson? Explain how your instruction engaged students in developing understanding. Cite specific evidence.
2. Examine student work from this lesson. What do the work products you assessed reveal about your students' levels of understanding?
3. Comment on different aspects of your instructional delivery (e.g., questions posed, discussion strategies, clarity of communication, activities conducted, time management, grouping of students, materials used, etc.). To what extent were the strategies you used effective in facilitating learning as well as engaging and motivating students?
4. If you had the opportunity to teach this lesson again to the same group of students, what would you do the same and what would you choose to do differently? Explain why.
5. Consider the developmental goals we set at our last observation conference and answer the question: How do you evaluate your progress toward these goals? What new goals do you have for yourself moving forward?

**LAKE FOREST COLLEGE**  
**STUDENT TEACHING**  
**Final Evaluation**

Student's Name \_\_\_\_\_ (Role – ST, CT, Supervisor) \_\_\_\_\_ Signed: \_\_\_\_\_

Date \_\_\_\_\_ Semester \_\_\_\_\_ School \_\_\_\_\_ Grade/ Subject \_\_\_\_\_

Recommend for licensure (supervisor only): \_\_\_\_\_ Yes \_\_\_\_\_ No

Areas of Strength:

Goals for the future:

Additional comments:

The following rubrics show the performance indicators that the student teacher is expected to demonstrate in each of three basic elements aligned with IPTS, edTPA, Danielson Framework for Teaching, and LFC Identifying Dispositions. Please give the student teacher an overall rating (1 – 10) based on the rubrics below, then provide comments that give specific examples of how the student has demonstrated the performance indicators in each area.

**I. Planning and Preparation**

IPTS:1H, I, J, K, L; 2C, D, H, I, J, K, L, M, N, O, P, Q; 3A, B, D, E, G, H, J, K, M, O, Q; 5 L, M, S; 7K, Q; 8S; edTPA Rubrics # 1, 2, 3, 4  
 Danielson Framework for Teaching: 1A, B, C, D, E, F.

Distinguished / Target			Proficient			Acceptable / Basic			Unacceptable
10	9	8	7	6	5	4	3	2	1
<p><b>Consistently</b> plans lessons/units that have a clearly defined structure with an appropriate discipline specific central focus; objectives clearly define what students will know and be able to do; demonstrate knowledge of content; are developmentally appropriate; have planned time, materials and space appropriately aligned with objectives; materials are useful and challenge all students.</p>			<p><b>Frequently</b> plans lessons/units that have a clearly defined structure with an appropriate discipline specific central focus; objectives clearly define what students will know and be able to do; demonstrate knowledge of content; are developmentally appropriate; have planned time, materials and space appropriately aligned with objectives; materials are useful and challenge all students.</p>			<p><b>Generally</b> plans lessons/units that have a clearly defined structure with an appropriate discipline specific central focus; objectives clearly define what students will know and be able to do; demonstrate knowledge of content; are developmentally appropriate; have planned time, materials and space appropriately aligned with objectives; materials are useful and challenge all students.</p>			<p><b>Fails to:</b> plan lessons/units that have a clearly defined structure with an appropriate discipline specific central focus; use objectives that clearly define what students will know and be able to do; demonstrate knowledge of content; use developmentally appropriate; have planned time, materials and space appropriately aligned with objectives; use materials that are useful and challenge all students.</p>

**Your holistic rating: (1 – 10) should take into account the following indicators:**

- Lessons/ units are based on appropriate objectives with clear connections to discipline-specific skills.
- Plans include general support for use of vocabulary as well as additional language demand(s) appropriate to the discipline(s).

**Rating: (1 – 10)** \_\_\_\_\_

**Comments regarding specific performance indicators:**

## II. Instructional Delivery

IPTS; 1I, 2K, 4N, 5I, K, L, P, R; 6S; edTPA Rubrics #6, 7, 8, 9; Danielson Framework for Teaching: 2A, B, C, D, 3A, B, C, D

Distinguished / Target			Proficient			Acceptable / Basic			Unacceptable
10	9	8	7	6	5	4	3	2	1
<p><b>Consistently</b> uses a positive, low-risk environment that reveals mutual respect among students; demonstrates positive regard for all cultures and rapport with all students; conveys enthusiasm for subject taught; uses appropriate management with behavioral expectations enforced uniformly; delivers appropriate reinforcement; provides appropriate expectations; uses clear and correct oral and written language; presents instruction at developmentally appropriate level; gives directions clearly; uses high quality questions/discussion prompts; anticipates and adjusts for common misunderstandings; demonstrates flexibility, appropriate pacing and closure of lessons.</p>			<p><b>Frequently</b> uses a positive, low-risk environment that reveals mutual respect among students; demonstrates positive regard for all cultures and rapport with all students; conveys enthusiasm for subject taught; uses appropriate management with behavioral expectations enforced uniformly; delivers appropriate reinforcement; provides appropriate expectations; uses clear and correct oral and written language; presents instruction at developmentally appropriate level; gives directions clearly; uses high quality questions/discussion prompts; anticipates and adjusts for common misunderstandings; demonstrates flexibility, appropriate pacing and closure of lessons.</p>			<p><b>Generally</b> uses a positive, low-risk environment that reveals mutual respect among students; demonstrates positive regard for all cultures and rapport with all students; conveys enthusiasm for subject taught; uses appropriate management with behavioral expectations enforced uniformly; delivers appropriate reinforcement; provides appropriate expectations; uses clear and correct oral and written language; presents instruction at developmentally appropriate level; gives directions clearly; uses high quality questions/discussion prompts; anticipates and adjusts for common misunderstandings; demonstrates flexibility, appropriate pacing and closure of lessons.</p>			<p><b>Fails to:</b> use a positive, low-risk environment that reveals mutual respect among students; demonstrate positive regard for all cultures and rapport with all students; convey enthusiasm for subject taught; use appropriate management with behavioral expectations enforced uniformly; deliver appropriate reinforcement; provides appropriate expectations; use clear and correct oral and written language; presents instruction at developmentally appropriate level; give directions clearly; use high quality questions/discussion prompts; anticipate and adjust for common misunderstandings; demonstrate flexibility, appropriate pacing and closure of lessons.</p>

### Your holistic rating: (1 – 10) should take into account the following indicators:

- Uses a positive, low-risk social environment that reveals a well-managed classroom with mutual respect among students.
- Communicates clearly with students in both oral and written contexts
- Represents concepts & procedures to engage students in building high level understanding appropriate to the discipline(s).

Rating: (1 – 10) \_\_\_\_\_

Comments regarding specific performance indicators:

### III. Assessment

IPTS: 2P, 3J, 7J, K, L, M, Q, R, 8S, 9K; edTPA Rubrics #11, 12, 13, 14; Danielson Framework for Teaching: 1F, 3D

Distinguished / Target			Proficient			Acceptable / Basic			Unacceptable
10	9	8	7	6	5	4	3	2	1
<b>Consistently</b> communicates assessment criteria that are clearly defined; uses assessment results to plan, align and modify instruction; uses a variety of formal and informal assessments; provides valuable, timely, constructive, accurate feedback; and provides opportunities to apply feedback to improve current and future work.			<b>Frequently</b> communicates assessment criteria that are clearly defined; uses assessment results to plan, align and modify instruction; uses a variety of formal and informal assessments; provides valuable, timely, constructive, accurate feedback; and provides opportunities to apply feedback to improve current and future work.			<b>Generally</b> communicates assessment criteria that are clearly defined; uses assessment results to plan, align and modify instruction; uses a variety of formal and informal assessments; provides valuable, timely, constructive, accurate feedback; and provides opportunities to apply feedback to improve current and future work.			<b>Fails to:</b> communicate assessment criteria that are clearly defined; use assessment results to plan, align and modify instruction; use a variety of formal and informal assessments; provide valuable, timely, constructive, accurate feedback; and provide opportunities to apply feedback to improve current and future work.

**Your holistic rating: (1 – 10) should take into account the following indicators:**

- Assessment criteria have been clearly defined and communicated to students, including use of grading rubrics
- Feedback is accurate and addresses both strengths and needs related to specific learning objectives.

**Rating: (1 – 10)** \_\_\_\_\_

**Comments regarding specific performance indicators:**

#### IV. Professionalism

IPTS #9

Distinguished / Target			Proficient			Acceptable / Basic			Unacceptable
10	9	8	7	6	5	4	3	2	1
<b>Consistently</b> is an ethical and reflective practitioner who exhibits professionalism; provides leadership in the learning community; and advocates for students, parents or guardians, and the profession.			<b>Frequently</b> is an ethical and reflective practitioner who exhibits professionalism; provides leadership in the learning community; and advocates for students, parents or guardians, and the profession.			<b>Generally</b> is an ethical and reflective practitioner who exhibits professionalism; provides leadership in the learning community; and advocates for students, parents or guardians, and the profession.			<b>Fails to</b> be an ethical and reflective practitioner who exhibits professionalism; provides leadership in the learning community; and <b>does not</b> advocate for students, parents or guardians, and the profession.

**Your holistic rating: (1 – 10) should take into account the following indicators:**

- models professional behavior and dispositions that reflects honesty, integrity, personal responsibility, confidentiality, altruism and respect;
- proactively serves all students and their families with equity and honor and advocates on their behalf, ensuring the learning and well-being of each child in the classroom;
- is aware of and complies with the mandatory reporter provisions of Section 4 of the Abused and Neglected Child Reporting Act [325 ILCS 5/4];
- Materials and resources were ready for teaching
- Candidate acts with integrity and is in compliance with all school and college policies and procedures
- Sustained demonstration of *Identifying Dispositions of a Lake Forest College Educated Teacher*

**Rating: (1 – 10)** \_\_\_\_\_

**Comments regarding specific performance indicators:**