

California State University Channel Islands
Education Specialist: Mild/Moderate Disabilities
Teacher Credential Program

Student Teaching Handbook
2008-2009

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Dear Educational Specialist: Mild to Moderate Disabilities Credential Candidates:

Welcome to the 2008-2009 academic year. We hope that the field experiences that you are about to begin are valuable and productive for you in this next stage of your professional development and training. Some of the finest schools in the Ventura County area have been selected for you to observe in, being careful that you would have an opportunity to see the diversity of our student population. Teachers are looking forward to making you a part of their classrooms for a semester. Remember that you are a guest and must fit in with the culture and schedule of both the school and the classroom to which you are assigned.

We recommend those of you who are placed at the same school arrange to meet with the principal the first week of your observation so that she/he can familiarize you with the make-up of their campus. It is not recommended that you call the school and make individual appointments with a principal. His/Her time is valuable and we are visitors at their campus. Some principals have already set up a time to meet with you the first week and will be notified of this by your supervisor.

Student teachers are to dress professionally. We realize many schools have a relaxed dress code, however, some student teachers have a tendency to be too relaxed in their dress. Student teachers have been told that their dress can affect the way students respond to them during the classroom day. Females are not to wear short, revealing dresses and skirts. No one is allowed to wear shorts. Most schools have a policy of no tattoos and body piercing to be shown, please respect and adhere to this policy. If you bend over and your back is exposed, if you raise your hand and your stomach is revealed, or if you bend over and you can see cleavage, you are not professionally dressed.

Standard 9 of the California Commission on Teacher Credentialing reads:

Each candidate demonstrates knowledge of the ethical standards, professional practices, and laws and regulations related to the provision of services to individuals with disabilities and their families.

Each candidate applies the highest standards to his or her professional conduct.

This is a wonderful opportunity to see how a classroom is run and how different teachers with different styles and personalities all work together to educate students. Enjoy this time!

Sincerely,

Director of Field Placements and CSUCI Supervisors

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EDUCATION SPECIALIST: MILD/MODERATE DISABILITIES CREDENTIAL PROGRAM OVERVIEW

California State University Channel Islands Education Specialist: Mild/Moderate Disabilities Credential Program prepares teachers to work with students with disabilities in standards-based, inclusive schools. Education Specialists with a Mild/Moderate Disabilities Credential most often teach in resource programs or self-contained special education programs for students with mild/moderate disabilities. Teachers are spread across elementary, middle school and high school programs. This program specifically prepares teachers for the diversity of learning abilities, languages and cultures encountered in California Public Schools. The program prepares candidates to address the diverse learning needs of students with disabilities, including those students who speak English as a native language or as a second language in K-12th grades and up to the age of 21. Students are also prepared to collaborate with general education teachers and learn to teach within the general education setting. The use of technology as a teaching and learning tool is infused throughout the credential program.

CREDENTIAL PROGRAM PRINCIPLES AND GOALS

AN UNDERLYING PRINCIPLE OF OUR PROGRAM IS THAT ALL STUDENTS, ARE CAPABLE LEARNERS, REGARDLESS OF RACE, ETHNICITY, GENDER, ABILITY OR ECONOMIC STATUS.

STUDENT TEACHING

A Student Teacher is always a **GUEST** in the host school and is always under the immediate supervision of the cooperating teacher(s). Many schools encourage the student teacher to become an active member of the school faculty, assisting in activities and attending staff and parent-teacher meetings. Professional, ethical behavior is expected at all times.

STUDENT TEACHING PLACEMENTS

Students are required to experience two field placements over two semesters of student teaching that differ in grade level and social context. The Educational Specialist: Mild/Moderate Disabilities Credential Program is designed to meet this requirement through placements within the distinct school districts of Ventura County. The CSUCI Education Program requires that student teachers have experience with culturally and linguistically diverse students particularly English language learners.

ATTENDANCE

If for any reason students are to be absent, tardy, or will need to leave early, students are required to contact their cooperating teacher, university supervisor, and the school office at least one-half hour prior to the beginning of the school day. A student teacher must make up any days missed at the end of the student teaching experience. If a student teacher misses more than two days, one additional full week of student teaching must be completed. The student teacher is responsible for having lesson plans prepared for each absence.

SUPERVISION

Throughout student teaching the university supervisor will regularly observe and evaluate the student teacher using a rubric aligned to the State standards for Educational Specialist, Council for Exceptional Children (CEC) Standards.

SCHOOL CALENDARS

Very often public school calendars and university calendars do not match. Course grades and evaluations of student teaching experiences are due at the end of the university semester. Some public schools require that the student teacher remain until the end of the public school semester or until the end of the year, particularly during the spring semester. It is crucial that a student teacher understands and complies with these calendar differences and institutional variations. Student teachers are required to observe the school district vacation holidays and **not** the university vacation and holidays during full-time student teaching. A copy of Ventura County schools calendars is available on 'Blackboard'.

INSURANCE

The California State University system provides worker's compensation insurance for student teachers while they are engaged in student teaching or other field-based education classes. Professional liability insurance coverage is not provided, but is available for students to purchase from a variety of insurance sources, one of which is the California Student Teachers Association (562-942-7979) at a cost of \$28. Liability coverage is highly recommended but is not required for student teaching.

COURSE GRADES

Students must maintain a 3.0 cumulative grade point average in all professional education coursework attempted. A minimum grade of C+ or higher is required in each individual class. Students who do not meet these standards will not be allowed to progress until deficiencies are remediated. A petition may be required in order to be readmitted to the credential program.

Satisfactory completion of a credential program requires completion of **all** coursework with a grade average of B or better and credit for all student teaching experiences. All grades (including CR/NC for student teaching) are assigned by individual instructors /CSUCI Supervisors in accordance with University policy. Any appeal of a grade must follow the student grade appeal procedures published by the University.

EVALUATION OF STUDENT TEACHING

Both the cooperating teacher and university supervisor will evaluate student teacher performance each semester using a summative rubric. At the completion of student teaching I in Sped 570 candidates are expected to demonstrate emerging competencies across all categories. A minimum of 50% of competencies must be achieved at the close of the semester to receive credit for the course. The professional dispositions portion of the evaluation will be completed at or around week 8 in the semester. At this time you should also review the competencies with your supervisor to assure you understand the expectations.

At the completion of student teaching II in Sped 580 candidates are expected to demonstrate competence across all categories. A minimum of 80% of competencies must be achieved with no needs improvement. During Sped 580 you will complete a midterm evaluation with your supervisor.

Both student teaching experiences are for Credit (CR) or No Credit (NC).

The University Supervisor and Cooperating Teacher are jointly responsible for the final grade. Written remediation plans will be provided for students who are deficient in various areas, and additional periodic evaluations may occur when necessary. (See "Statement of Concern" Form later in this Handbook).

Students are guests of the school at which they are student teaching, and the building administrator may, at any time, exercise the prerogative of requesting a student to be relieved of teaching responsibilities. This may result in a No Credit grade. The option of another placement will be based on University Supervisor, Program Coordinator and Field Experiences Coordinator recommendations and the availability of an alternative placement. It may be necessary for the Student Teacher to repeat the semester, or terminate his/her participation in the credential program.

Students may choose to petition the Program Committee for consideration to return to the credential program if a No Credit is issued. The committee will consider information from all individuals involved and determine if the student will be allowed to repeat student teaching. The name of the chair of this committee, to whom the petition must be sent, may be obtained from the Teacher Credential Office (Bell Tower 1327). The committee meets at the beginning and end of each semester and at other times as necessary.

RECOMMENDATION FOR CREDENTIALING

Students completing a credential program at California State University Channel Islands must be recommended by the faculty for a credential. The university supervisor and the candidate's Special Education faculty advisor review the candidate's performance in coursework and student teaching.

They recommend each candidate for a credential. Any student who is not recommended for a credential will be notified in writing about the reasons for that negative recommendation.

If difficulties are identified, faculty will meet to consider the nature of the problem, possible avenues of remediation, and procedures for notifying persons concerned. The Program Coordinator will inform the student in writing about the decisions and recommendations of the faculty team. The difficulties might be in academic work, interpersonal relationships, work with public school students in classroom settings, or due to other circumstances. The presumption is that this process will provide a student with timely information so that she or he may respond positively, and successfully complete the credential program. If progress is not satisfactory, the candidate should contact the Education Program Chair for additional assistance.

Roles and Responsibilities of Student Teachers

- ❑ *Always* be the professional: in dress, demeanor, and attitude. You may hear or see things in classrooms with which you do not agree, or you may learn confidential information about a student; keeping these issues confidential is essential.
- ❑ You must arrive on time each day. No excuses.
- ❑ Be willing to go the extra mile. Offer to assist with bulletin boards, and take on duties. Become known as a problem-solver not a problem-maker.
- ❑ If you are experiencing any sort of difficulty in your placement, share this with your SUPERVISOR immediately. Your supervisor is there to serve as your advocate and liaison between you, the Cooperating Teacher, and the school site.
- ❑ Enjoy your field experience. It will be short time in the long range of your teaching career. Your student teaching experience is intended to give you the opportunity to practice the theories and instructional strategies you have learned in your coursework. Your supervisor and Cooperating Teacher are there to offer advice and suggestions and to counsel you throughout the semester.
- ❑ Be sure to provide Student Services and the Director of Student Teaching a current address and phone number where you can be reached in case of an emergency. Provide your Cooperating Teacher with the Student Teaching Data Sheet.
- ❑ Once you are student teaching full-time, adhere to your Cooperating Teacher's contract hours. Be available to remain after school to plan, attend staff meetings, in-services, parent conferences, and other school functions.
- ❑ Be sure to advise your Cooperating Teacher if and when an absence becomes necessary. For extended absences lengthening your experience will be required.
- ❑ Keep up to date and accurate lesson plans in your lesson plan notebook. This folder should be available for the Cooperating Teacher and supervisor to see.
- ❑ Your university supervisor may issue an early warning if consistent and/or serious concerns arise. (Please refer to the Statement of Concern in the forms section of this handbook for procedure). This procedure will assist you in taking the necessary steps for improvement.
- ❑ Prior to the conclusion of student teaching, be prepared to participate in a three-way evaluation conference during the last week of your practicum placement. Your Cooperating Teacher and Supervisor will prepare a draft of your evaluation prior to that meeting.

Roles and Responsibilities of Cooperating Teachers

- ❑ Introduce student teacher to faculty and staff at school and acquaint with physical facilities of school.
- ❑ Provide student teacher explicit directions regarding your expectations for performance, time allotment, materials and special activities
- ❑ Develop a teaching and professional responsibilities schedule with student teacher that allows the student teacher to gradually assume responsibilities
- ❑ Provide student teacher with a workspace in the classroom
- ❑ Model good teaching techniques and methods, making explicit to student teacher the reason for using the techniques you have chosen
- ❑ Arrange a conference time for planning, evaluation and suggestions with student teacher. Assist student teacher in developing appropriate lesson plans based on IEP goals and objectives for the students in your program.
- ❑ Share ideas about lesson planning
- ❑ Share IEPs and behavior plans with student teacher if appropriate
- ❑ Review student teacher's Checklist for student teaching and required assignments for university courses and assist the student teacher in finding the needed school resources to complete the assignments (i.e. permission slips from parents, access to general education classrooms etc)
- ❑ Observe student teacher and provide written or oral feedback as often as possible
- ❑ Communicate regularly with University supervisor to assist in solving field-related challenges or individual needs
- ❑ Invite student teacher to IEP meetings when appropriate
- ❑ Invite student teacher to parent conferences, family nights or other school activities
- ❑ Provide student teacher with opportunities to observe formal assessments
- ❑ Allow student teacher to gradually take over teaching responsibilities
- ❑ Complete midterm and final evaluation for the student teacher.
- ❑ If appropriate write a letter of recommendation for your student teacher

Roles and Responsibilities of University Supervisor

- During the first of the semester arrange a meeting time with cooperating teacher, student teacher and school administrator to review expectations of student teacher and school.
- Submit your assignment sheet to the Field Experience Coordinator
- Attend and participate in facilitating student teaching seminars.
- Act as a liaison between student teachers, Cooperating Teachers, school administrators and CSUCI
- Assure that each student teacher is clear about the requirements and responsibilities as well as critical dates for student teaching.
- Communicate with the Director of Field Placements to assure that all placements are appropriate
- Arrange an observation schedule with cooperating teacher and student teacher
- Observe student teacher the appropriate number of times. It may be necessary and beneficial to observe more than the required number of times. Provide a copy of your notes from each observation to the student teacher and cooperating teacher.
- Read and respond to the student teachers journal during each classroom visit
- Assure that student teacher has completed all required assignments for student teaching. See student teacher checklist.
- Review student teacher's coursework, if needed assist student teacher in finding resources in field placement to complete assignments
- Facilitate student teacher's assumption of classroom responsibilities
- Conduct a midterm and final evaluation
- Write letters of recommendation for student teachers if requested and appropriate
- Submit your final evaluation, observation notes and grade sheet to the Field Experience Coordinator

Teachers' Legal Rights and Responsibilities

A. Supervision of students

1. All **certificated personnel at school act in parent role** when supervising. They are responsible for students while students are under their care.
2. A teacher can only be held personally liable for injury to a student if the teacher acts beyond his/her scope of authority.
3. A teacher is not responsible for students before or after school; however, a **teacher can be held negligent if a student is injured** while wandering off campus during the school day. The district would be held liable for teacher negligence.
4. The Education Code specifies that teacher assistants are there to assist the teacher. **The teacher is always primarily responsible**; therefore, if the teacher leaves the classroom during class time, even with an aide still present, he/she is still held responsible if a student is injured during the absence.
5. A student teacher **acting as a substitute for an absent teacher** violates credential requirements of the Education Code. If a student teacher is put in such a position, he/she cannot be held personally liable if something happens to a student. In such a case the district would be held liable.
6. **Before giving medication** that has been brought from home to a student, refer the student to the school nurse. If there is no school nurse on site, check with the principal before administering any medication.
7. A teacher should **make every effort to be present** during assigned playground supervision. If a student is injured while an assigned teacher is not present, it is a case of teacher negligence. The district would be held liable.
8. A teacher should **avoid physically touching a child**. When working with early elementary children and students engaged in sports activities, use appropriate discretion.
9. A teacher **should never administer corporal punishment** - it is against state law and clearly outside a teacher's scope of authority. A teacher could be held individually liable for injuries caused by administering corporal punishment.

B. Student discipline

1. Reprimands and detentions

- a) Do not deny a student some nutrition during recess or lunch even though he/she is on detention.
- b) Always make direct contact with a parent before administering any before or after school detentions.

2. Suspensions from class

a) The teacher has the right to suspend a student from class for the rest of the day and all of the following day. Grounds for class suspension may include the following:

- 1) disruption of the instructional program
- 2) continual willful disobedience
- 3) habitual profanity or vulgarity

b) The teacher must contact parents immediately after suspending a student and request a conference. The teacher should try to have a school counselor or psychologist in attendance at the conference.

c) When working with special education students, the teacher should always consult with the principal before suspending the student from class as special conditions apply to these students.

3. Suspensions and expulsions from school

a) A student may be suspended from school for any of the grounds listed above in 2a (suspension from class) if other means of discipline have not been successful.

b) A student may be suspended for possession of weapons, drugs of commission of violent acts.

c) Suspensions are frequently based on teacher recommendation.

d) Suspensions from school may only be made by the principal.

e) Expulsions may be done only on the recommendation of the principal and/or superintendent, or by action of the governing board.

4. Education Code 48900 (see pages 3-4) delineates all grounds for suspensions and expulsions.

5. Education Code 48910 (see page 4) delineates all procedures a teacher must follow for suspensions and expulsions.

Education code Section 48900. Grounds for Suspension or Expulsion; Legislative Intent

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines

that the pupil has:

(a) Caused, attempted to cause, or threatened to cause physical injury to another person.

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic Beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to cause damage to school property or private property.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code .

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Knowingly received stolen school property or private property.

Special Education 570 Student Teaching in Special Education I

First Semester Overview			
Timeline	Time in Class	Observation	Seminar
Participant Observation Weeks 1- 8	2 full mornings per week or 1 full day per week	Observed 2 times	Biweekly seminar
Practice Weeks 9-16	3 full days per week	Observed 4 times (minimum)	Biweekly seminar

Weeks 1-8 Participant Observation

During this pre-practice period, full-time students carry a full academic load and attend classes at CSUCI. The required coursework is accompanied by participant observations two mornings a week or one full day a week in an assigned classroom. For the first eight weeks, candidates observe, have increasing participation in classroom activities and begin to assume teaching responsibilities. School observations and other assignments from foundational and methodology courses will be undertaken during the school observation times. Candidates are required to observe in general education classrooms in addition to the assigned special education program. Candidates should take this opportunity to see a variety of age groups, children learning at different times in the day and in different curriculum areas, as well as a repertoire of instructional approaches. Arrangements should be made with the teachers prior to the observation visits.

Weeks 9-16 Practice

During weeks 9 to 16, candidates mirror the classroom teacher's hours for three full days a week. The student teacher should also mirror the responsibilities of the teacher. In the final two weeks of student teaching, candidates should work with their Cooperating Teacher (CT) to arrange a schedule of responsibility. The student teacher should assume **primary teaching and organizational responsibility** on their assigned days. During this time, student teachers should participate in all professional duties of the teacher.

Seminar

The field supervisor and a student teaching seminar will support student teachers during their field placements. The seminar will take place every other week during SPED 570.

Student Teacher Checklist for SPED 570

In addition to your teaching requirements during SPED 570 you will complete a set of observations and assignments. Unless otherwise noted, evidence of completion of these assignments should be provided in your reflective journal and made available to your supervisor during each classroom visit. Some of these assignments will overlap with course assignments.

- Keep a reflective journal and make it available to supervisor during each visit
- Maintain a teachers lesson planbook indicating instructional outline
- Maintain a lesson plan notebook with full lesson plans available to supervisor during each visit
- Write a letter to the families of the students to introduce yourself and the activities you will be doing this semester
- Record classroom routines and student schedules
- Review student IEP goals and objectives
- Review student behavior plans
- Interview paraprofessional(s)
- Observe students with disabilities in a general education classroom
- Teach at least 1 lesson in general education classroom (recommended)
- Observe 2 IEP meetings
- Observe 1 formal assessment
- Observe 1 non-IEP parent meeting
- Plan and teach lessons each day during last eight weeks of semester

Student Teacher Checklist for SPED 570

In addition to your teaching requirements during SPED 570 you will complete a set of observations and assignments. Unless otherwise noted, evidence of completion of these assignments should be provided in your reflective journal and made available to your supervisor during each classroom visit. Some of these assignments will overlap with course assignments.

- Keep a reflective journal and make it available to supervisor during each visit
- Maintain a teachers lesson planbook indicating instructional outline
- Maintain a lesson plan notebook with full lesson plans available to supervisor during each visit
- Write a letter to the families of the students to introduce yourself and the activities you will be doing this semester
- Record classroom routines and student schedules
- Review student IEP goals and objectives
- Review student behavior plans
- Interview paraprofessional(s)
- Observe students with disabilities in a general education classroom
- Teach at least 1 lesson in general education classroom (recommended)
- Observe 2 IEP meetings
- Observe 1 formal assessment
- Observe 1 non-IEP parent meeting
- Plan and teach lessons each day during last eight weeks of semester

**Special Education 580
Student Teaching in Special Education II**

Second Semester Overview				
Timeline	Time in Class	Observation	Seminar	Lesson Plans
Participant Observation Weeks 1- 8	2 full days per week	1-2 times	Biweekly seminar	Begin lesson plan notebook for each day providing instruction
Practice Weeks 9-16	5 full days a week	4-6 times	Biweekly seminar	Long Lesson Plan for each scheduled visit by supervisor, lesson plan notebook for each day providing instruction

Weeks 1- 8 Participant Observation

During the initial eight-week period, full-time credential candidates carry a full academic load and attend classes at CSUCI. This academic component is accompanied by an observation/participation period in an assigned classroom for two full days a week. Candidates are expected to observe in the classroom in order to become acquainted with students and their abilities and learn classroom and school routines. Candidates should assume teaching and classroom responsibilities during this period. Candidates are encouraged to observe students from the special education program in classrooms in addition to the one to which they are assigned, prior arrangements should be made with the classroom teachers. Candidates should take full opportunity to see a variety of age groups, children learning at different times in the day and in different curriculum areas, as well as a repertoire of instructional approaches.

Weeks 9-16 Practice

Credential candidates assist and teach in an assigned classroom for eight weeks during this semester. They gradually take over responsibility for instruction until they assume full responsibility for two weeks. During this time they copy the Cooperating Teachers schedule and responsibilities.

Seminar

The field supervisor and a student teaching seminar will support student teachers during their field placements. Student Teaching Seminar will meet every other week to discuss student teaching.

Student Teacher Checklist for SPED 580

In addition to your teaching responsibilities during SPED 580, you will complete a set observations and assignments. Unless otherwise noted evidence of completion of these assignments should be provided in your reflective journal. Some of these assignments will overlap with course assignments.

- Reflective journal--available to supervisor during each visit
- Maintain a lesson planbook indicating instructional outline
- Maintain a lesson plan notebook with lesson plans available to supervisor during each visit
- Write a letter to the families of the students to introduce yourself and the activities you will be doing this semester
- Record classroom routines and student schedules
- Review student IEP goals and objectives
- Review student behavior plans
- Interview paraprofessional(s)
- Interview School Psychologist about special education referral procedures
- Participate in IEP meetings
- Conduct 1 formal assessment under the supervision of your CT (SPED 545 students only)
- Take over full teaching and planning responsibility of the class teaching for a two-week period.

Education Specialist : Mild/Moderate Disabilities

Long Lesson Plan Format
CSUCI

Designer:

Date of Lesson:

Grade/Level:

Time Frame Subject(s):

Topic(s):

Planning and Preparation to Teach

Purpose of Lesson: Why are you teaching this lesson? How will the skills be useful to the students? How does this lesson relate to overall unit?

Standards Addressed: Grade level standards you are addressing. Backwards mapped standards that match ability level if lower than grade level

Learning Objective(s): What should all learners be able to do as a result of this lesson? Use the phrase, the student will be able to (TSWBAT). The objective should reflect the skills, concepts or content the student will learn. The objective should be measurable.

Assessment of Objective(s): How will you measure the students learning of the objective? What kind of record will you have of the student learning? State if the assessment is diagnostic, formative or summative and if it is informal or formal

Materials Required: Items not normally accessible in your teaching setting

Classroom Organization: How will students be organized? Small group, whole group, independent work etc.. why?

Sources Cited: Cite any source you used to help develop this lesson, research articles, curriculum materials, people

Individualized Instruction **(Must be completed for each student in group)**

Student Name:

Individual Objective: What is this student's objective for the lesson? If the same as overall learning objective state this.

IEP Goal/Objective: What IEP goal is being addressed in this lesson?

Adaptations or Modifications: List any adaptations or modifications being used for this student, label as adaptation or modification

Behavioral Support: Describe any behavioral supports you provided for this student, include seating, behavior plans, instructional adaptations to account for behavior

Instructional Sequence

Introduction/ Anticipatory Set: The 'hook', to grab the student's attention: actions and statements by the teacher to relate the experiences of the students to the objectives of the lesson. The anticipatory set should: put students into a receptive frame of mind, focus student attention on the lesson, create an organizing framework for the ideas, principles, or information that is to follow.

Input: The teacher provides the information needed for students to gain the knowledge or skill. (This may be through lecture, film, tape, video, pictures, etc.)

Modeling: Once the material has been presented, the teacher demonstrates expectations through modeling the activity.

Check for Understanding: Determination of whether students have "got it" before proceeding. It is essential that students practice *doing it right* so the teacher must know that students understand before proceeding to practice. If there is any doubt that the class has not understood, the concept/skill should be retaught before practice begins

Guided Practice: An opportunity for each students to demonstrate new learning by working through an activity or exercise under the teacher's direct supervision. The teacher moves around the room to determine the level of mastery and to provide individual remediation as needed.

Closure: Actions or statements by a teacher that are designed to bring a lesson presentation to an appropriate conclusion. Used to help students bring things together in their own minds, to make sense out of what has just been taught.

Independent Practice: Time to provide for reinforcement practice. Provided on a repeating schedule so that the learning is not forgotten. It may be home work or group or individual work in class. Assures generalization of the skills learned?

Self Assessment/ Reflection on Lesson: After lesson has been taught spend a few minutes reflecting on success of lesson, what would you do differently, what are your next instructional steps

Planning Instruction for English Language Learners

Key Concepts: What are the key concepts the lesson is teaching?

Key Vocabulary: What are the key vocabulary necessary for understanding or completing the lesson?

Supplementary Materials and Activities: What supplementary materials and activities will be used to increase production of spoken English and comprehensible input?

SDAIE Methods: What SDAIE methods have you chosen to be used in teaching this lesson?

Pre-teaching/Pre-reading: Identify the areas for pre-teaching and pre-reading for this lesson to be successful.

Education Specialist : Mild/Moderate Disabilities
Long Lesson Plan Format
CSUCI

Designer:

Date of Lesson:

Grade/Level:

Time Frame Subject(s):

Topic(s):

Planning and Preparation to Teach

Purpose of Lesson:

Standards Addressed:

Learning Objective(s):

Assessment of Objective(s):

Materials Required:

Classroom Organization:

Sources Cited:

Individualized Instruction
(Must be completed for each student in group)

Student Name:

Individual Objective:

IEP Goal/Objective:

Adaptations or Modifications:

Behavioral Support:

Instructional Sequence

Introduction/ Anticipatory Set:

Input:

Modeling:

Check for Understanding:

Guided Practice:

Closure:

Independent Practice:

Self Assessment/ Reflection on Lesson:

Planning Instruction for English Language Learners

Key Concepts:

Key Vocabulary:

Supplementary Materials and Activities:

SDAIE Methods:

Clinical Supervision Model*

The Clinical Supervision Model used at California State University Channel Islands is designed to:

- Create trust between the student teacher, cooperating teacher, and university supervisor
- Encourage the student teacher to analyze the lesson and student learning
- Encourage the student teacher to examine alternatives
- Encourage the student teacher to develop reflective skills

The stages of the Clinical Supervision Model are the readiness conference, the pre-observation conference, the observation, and the data analysis and post-observation conference.

Clinical Supervision Process

This process described below is a guide for supervisors to use during the different stages of supervising student teachers. While supervisors need not address all points under each area, or address these in the order listed here, this list provides a reminder of key elements of the model.

Week prior to the start of the semester or first week of the semester

- Establish contact with your student teacher to arrange readiness meeting and to give them information on how to contact you. This will be completed during the first week of the semester.
- Establish contact with the cooperating teacher(s) during or prior to or during the first week of the semester.

Structured Observations for Clinical Supervision

*Please complete this information and attach it to the lesson plan.
It will help provide a context for the observation.*

Requested observation: Given the feedback you have received from either your Cooperating Teacher or me, or from your own perspective on your performance, strengths and/or needs, what aspect of today's lesson or element of instruction would you like me to focus on?

Information about the lesson: Is this

- a lesson to determine prior knowledge
- an introductory lesson
- a review lesson
- part of a sequence or unit of instruction
- content chosen by you
- content chosen by the Cooperating Teacher
- whole group instruction
- whole group moving to small groupings
- small group lesson with same task for all groups
- small groups working on different tasks

Classroom context: Are there any special conditions that will impact this lesson – new students, student having specific problems, a substitute teacher, an event that has unsettled the children etc. Or any personal conditions (eg. you have tooth ache) that may influence your teaching.

Classroom environment: Please indicate if you have created any bulletin boards, special displays, learning centers, or displayed specific charts, to support the instruction.

Commission on Teacher Credentialing

Standards for the Education Specialist Mild/Moderate Level 1 Credential

Standard 10

Professional, Legal and Ethical Practices

Each candidate demonstrates knowledge of the ethical standards, professional practices, and laws and regulations related to the provision of services to individuals with disabilities and their families. Each candidate applies the highest standards to his or her professional conduct.

Standard 11

Educational Policy and Perspectives

Each candidate develops a professional perspective by examining educational policies and existing and emergent practices in relation to fundamental issues, theories, and research in education. The program includes instruction in the philosophy and history of education, relevant legal requirements, and the status of special education services within society.

Standard 12

Educating Diverse Learners with Disabilities

Each candidate demonstrates an understanding and acceptance of differences in culture, ethnicity, gender, age, religion, socio-economic status, lifestyle orientation, language, abilities, disabilities and aspirations of individual learners. The candidate demonstrates understanding of communication development and communication differences, and uses strategies and techniques that are age appropriate to develop communication skills. Each candidate applies principles of equity and analyzes the implementation of those principles in curricular content, instructional practices, collaborative activities, and interactions with families when working with diverse populations of learners with disabilities.

Standard 13

Special Education Field Experiences with Diverse Populations

The program provides a sequence of field experiences involving a broad spectrum of interactions with diverse populations. These experiences are age and/or grade appropriate to the areas of service authorized by the credential. Each candidate participates in and reflects on a variety of activities representing different roles of special educators, including interactions with parents. Each candidate assumes other responsibilities of full-time teachers and service providers, and has at least one extended field experience, including student teaching, in a public school.

Standard 15

Managing Learning Environments

Each candidate demonstrates knowledge and skills in managing learning environments for diverse learners that are safe and effective and that facilitate positive self-esteem and self-advocacy. The candidate demonstrates knowledge of behavior management strategies, varying communication styles that impact learning, and laws and regulations for promoting behavior that is positive and self-regulatory.

Standard 16

Effective Communication and Collaborative Partnerships

Each candidate demonstrates the ability to collaborate and communicate effectively with: (1) individuals with disabilities and their parents, other family members and primary caregivers, (2) school administrators, general and special education teachers, specialists, paraprofessionals, and (3) community agency and related service personnel. The candidate works in partnership to design, implement, and evaluate integrated services that reflect transitional stages across the life span for all learners.

Standard 17**Assessment, Curriculum and Instruction**

Each candidate demonstrates knowledge of basic principles and strategies of assessment, curriculum, and instruction that are appropriate for individuals with diverse backgrounds, varying language and cognitive abilities, and special needs. Each candidate demonstrates appropriate use of principles and strategies for planning, recommending services, and implementing instruction, including the use of supplementary aids, services, and technology for individuals with disabilities.

Standard 18**Determination of Candidate Competence**

Each program designs and implements a process for determining candidate competence which includes a system for determining each candidate's ability to demonstrate knowledge and perform skills in field experience as reflected in Categories I, II, and III. Prior to recommending each candidate for a Specialist or Services Credential, one or more persons who are responsible for the program determine that the candidate has satisfied each professional standard. The recommendation is based on thorough documentation and written verification by at least one field supervisor or site administrator and one institutional supervisor. An institutional representative assists the candidate in establishing direction for the individual Level II professional credential induction plan.

Standard 19**Knowledge and Skills of Assessment in General Education**

Each candidate demonstrates knowledge and skills necessary to assess general education students in a comprehensive manner. Each candidate understands and uses multiple sources of information regarding students' prior knowledge of curriculum, linguistic abilities, cultural characteristics, and learning styles. Each candidate uses this information to evaluate students' needs and achievements, and for the purpose of making ongoing program improvements.

Standard 20**Curricular and Instructional Skills in General Education**

Each candidate demonstrates the ability to develop, implement, and evaluate a variety of pedagogical approaches to teaching basic academic skills and content areas, including unit and lesson plans that provide equitable access to subjects that are commonly taught in the public school curriculum. The candidate uses instructional strategies that are appropriate for individuals with diverse needs, interests and learning styles in a variety of educational environments.

Standard 21**General Education Field Experiences**

Each candidate has a variety of supervised field experiences in general education that relate to the candidate's professional goals and intended credential authorization, and that provide multiple opportunities to interrelate theories and practices in general education settings.

Standard 22**Assessment and Evaluation of Students**

Each candidate demonstrates knowledge and skills related to using and communicating the results of a variety of individualized assessment and evaluation approaches appropriate for

students with mild/moderate/severe disabilities. Each candidate is able to make appropriate educational decisions on the basis of a variety of non-biased standardized and non-standardized techniques, instruments and processes that are functional, curriculum-referenced, performance-based, and appropriate to the diverse needs of individual students. Candidates utilize these approaches to assess the developmental, academic, behavioral, social, communication, vocational and community life skill needs of students, and the outcomes of instruction.

Standard 23

Planning and Implementing Curriculum and Instruction

Each candidate demonstrates knowledge and skills in selecting curricula and in using instructional strategies to meet the diverse learning characteristics of students with mild/moderate/severe disabilities across an array of environments and activities. Each candidate utilizes assessment data to collaboratively develop IEP goals, objectives, adaptations and instructional plans. The instructional plans are responsive to the unique needs of the student, general education settings and the core curriculum, and are implemented and adjusted systematically to promote maximum learning and generalization.

Standard 24

Positive Behavior Support

Each candidate demonstrates competence in establishing and maintaining an educational environment that is free from coercion and punishment and where interventions are positive, proactive, and respectful of students. Each candidate demonstrates the ability to design and implement positive behavioral support plans and interventions based on functional analysis assessments.

Standard 25

Characteristics and Needs of Individuals with Mild to Moderate Disabilities

The program provides opportunities for each candidate to identify the characteristics of students with mild to moderate disabilities, including students identified as severely emotionally disturbed or behavior disordered, and to determine the implications of these characteristics for service delivery.

**California State University Channel Islands
Evaluation of Special Education Student Teacher**

Student Teacher _____ Date _____

University Supervisor _____

Cooperating Teacher _____

School _____ School District _____

Grade Level of Students _____

Type of Setting (service delivery model) _____

English Learners: _____ Bilingual Instruction: _____

Student Teachers

SPED 570 _____	Midterm _____	Summative _____
SPED 580 _____	Midterm _____	Summative _____

Interns

SPED 585 Year 1 _____	Midterm _____	Summative _____
SPED 585 Year 2 _____	Midterm _____	Summative _____

Evaluator: Cooperating Teacher _____ University Supervisor _____

SPED 570

At the completion of student teaching placement in Sped 570 candidates are expected to demonstrate emerging competencies across all categories. A minimum of 50% of competencies must be achieved. Complete Only the professional disposition section for the midterm evaluation in SPED 570. Review the evaluation categories at your midterm meeting. Complete all sections for the summative evaluation.
*Competencies highlighted in grey are not expected to be observed until the second semester of student teaching in SPED 580.

SPED 580

At the completion of student teaching placement in Sped 580 candidates are expected to demonstrate competence across all categories. A minimum of 80% of competencies must be achieved.

SPED 585 Intern

Year 1- Complete the professional dispositions portion of the evaluation at the 8 week point during the students first semester as an intern. Complete the remainder of the evaluation for the midterm and final. A minimum of 60% of competencies must be achieved at the end of year 1 to pass 585.

Year 2- Complete the entire evaluation for both the midterm and the final evaluation. A minimum of 80% of competencies must be achieved to pass SPED 585 year 2.

** It is expected that student competencies will move from needs improvement to achieved as they move through classes and gain experiences teaching. It is important to remember that interns will not have completed all of their course work at the end of year 1 and are expected to have areas that are in progress or in need of improvement.*

Appraisal Scale: **AC** **Achieved**
 IP **In Progress**
 NI **Needs Improvement**
 NO **Not Observed**

Professional Dispositions	AC	IP	NI	NO
Demonstrates respect for and positive relationships with children				
Recognizes and acknowledges children by name				
Establishes rapport with colleagues				
Accepts constructive supervision for professional growth				
Demonstrates positive response to professional growth				
Attendance and punctuality indicate professional attitude				
Appearance indicates professional attitude				
Takes initiative in performing expected duties				
Demonstrates flexibility and adaptability				
Demonstrates poise and confidence in teaching environments				
Shows enthusiasm reflecting a positive attitude				
Shows sensitivity to the needs and feelings of others				
Engages in self-reflection to improve teaching and learning				
Communicates effectively with adults and children				

Foundations/Collaboration	AC	IP	NI	NO
Engages in planning and implementation of IEPs				
Demonstrates knowledge of the characteristics of students with disabilities and student development				
Demonstrates knowledge of laws and ethics about confidentiality of student information, disability status, IEP				
Demonstrates sensitivity to differences in language and culture				
Collaborates with other professionals in planning and implementing instruction. (DIS, general educators, paraprofessionals, administrators, etc)				
Communicates effectively with other professionals (DIS, general educators, etc)				
Communicates with families and/or caregivers about student learning and other related experiences				
Provides direction to paraprofessionals in a respectful manner				
Demonstrates use of technology in instruction				

Planning	AC	IP	NI	NO
Establishes and articulates goals and instructional objectives for student learning				
Develops and sequences instructional activities and material for student learning				
Designs short term and long term plans to foster student learning.				
Connects student learning to IEP goals				
Demonstrates knowledge of subject matter content.				
Chooses curriculum to support student understanding of subject matter.				
Planning for the role of paraprofessional is given.				
Plans and implements classroom procedures, schedules and routines that support student learning.				
Creates a physical environment that engages all students.				

Designs developmentally appropriate and culturally relevant learning environments.				
Materials are ready in advance.				
Plans, implements, assesses, and evaluates long-term projects, units, performance packages, that are developmentally appropriate and culturally relevant.				

Instruction	AC	IP	NI	NO
Connects student's prior knowledge, life experience, and interests with learning goals.				
Facilitates learning experiences that promote student autonomy, interaction, and choice.				
Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful.				
Develops student understanding through instructional strategies that are appropriate to the subject.				
Uses material, resources, and technologies to make subject matter content accessible.				
Adapts and modifies instructional plans, subject matter content and instructional strategies to meet individual student needs.				
Instruction is age- and developmentally- appropriate.				
Transitions are well planned and executed.				
Sufficient student response time is allowed.				
Teacher articulates the purpose of the learning activity.				
Delivers instruction to large group, small group and individual students.				
Uses developmentally appropriate and culturally relevant materials and technological resources with students.				
Applies intervention curricula, methods, adaptations, and environmental and technological modifications to meet the individual needs of students with disabilities.				
Uses instructional time effectively.				

Assessment	AC	IP	NI	NO
Observes and records the learning of students in a variety of ways				
Summarizes and synthesizes assessment information effectively				
Uses a variety of assessment tools to identify individual strengths and areas for improvement to plan appropriate instruction				
Uses assessment outcomes to develop and/or modify IEP goals and objectives				
Uses assessment tools appropriate to stated learning objective.				
Maintains ongoing record of student learning				
Assesses students in a culturally and linguistically appropriate manner				
Communicates assessment results clearly to families and professionals				

Management of Learning Environment	AC	IP	NI	NO
Utilizes positive behavior support techniques				
Establishes a climate that promotes fairness and respect				
Establishes clear and consistent expectations for student behavior				
Effectively manages learning environments of diverse learners that are safe and effective				
Student's attention is redirected from an inappropriate activity or interaction to a more appropriate one.				
Choices are given so students have some control over actions and activities.				

Appropriate pro-social skills are taught, guided and supervised.				
Uses effective behavior management strategies, varying communication styles that impact learning				
Demonstrates knowledge of laws and regulations for promoting behavior that is positive and self-regulatory				

Summary of candidates Strengths:

Areas to be developed:

Candidate has met the requirements for SPED 570 _____ SPED 580 _____

The candidate has not met the requirements for SPED 570 _____ SPED 580 _____

To meet the requirements the candidate must complete the activities listed below.

Evaluation completed by:

University Supervisor Signature _____ Date _____

Cooperating Teacher Signature _____ Date _____

I have reviewed this evaluation with my University Supervisor
 _____ I accept this evaluation or, _____ I wish to submit an addendum.

Credential Candidate Signature _____ Date _____

STATEMENT OF CONCERN

California State University Channel Islands



DETERMINATION OF CANDIDATE COMPETENCE

According to the Commission on Teacher Credentialing, candidates must attain competency in all areas of relevant content and communication outlined in the standards. CSUCI has thus adopted procedures to ensure such competence. Should a candidate perform unsatisfactorily in either of the field experiences by failing to achieve one or more standards, she/he will receive no credit for that assignment. The candidate may be allowed an additional field experience based on the circumstances and the assessment of the candidate's potential for success. This decision is made in consultation with the Director of Student Teaching, Coordinator of the Education Specialist: Mild/Moderate Disabilities Program, University Supervisor and the Cooperating Teacher.

PROCESS FOR STATEMENT OF CONCERN

1. When a cooperating teacher or university supervisor identifies a student teacher as having difficulty in some area of student teaching, they should discuss the areas of difficulty with each other and the student teacher.
2. If there is not sufficient change in the student teacher's work, then the university supervisor shall arrange for another field supervisor to observe the student. If sufficient reason for concern is present, then the supervisors, cooperating teacher and student teacher shall complete a *Statement of Concern and Plan of Action* form.
3. The form details the steps that the student will take to address the issues outlined in the statement of concern. This forms a plan of action. Specifics such as extending student teaching should be included in addition descriptions of the student's work to be accomplished.
4. The student, cooperating teacher, supervisor(s) and Education Program Coordinator sign the form.
5. The student receives the original, a copy of the signed form is maintained in the Education Program office and a copy maintained in the student's Credential file.

The above process will be followed unless a more serious situation occurs that necessitates a student's removal from the school site. At this time a meeting of the student and the responsible parties (principal, cooperating teacher, university supervisor) with the Education Program Coordinator and Director of Student Teaching is required. Written statements from the Cooperating Teacher and/or the Principal are needed to document inappropriate behavior.

It is crucial that all University Supervisors follow this procedure as soon as a significant concern arises so that we may insure quality and integrity in the Teacher Preparation Program.



STATEMENT OF CONCERN

California State University Channel Islands

Student Name _____ University ID _____ Term ____ Course ____

Student teaching placement: School _____

Cooperating Teacher _____ University Supervisor _____

Please list concerns you have about this student's student teaching.

Plan of Action

Goals of the plan in terms of what the student needs to do

Plan

Student Signature _____

Date _____

Cooperating Teacher Signature _____

Date _____

Supervisor Signature _____

Date _____

If needed

Program Coordinator Signature _____

Date _____

California State University Channel Islands

Education Program

*One University Drive
Camarillo, CA 93012
805-437-8594*

August 2007

Dear Parents:

I am a California State University Channel Islands student enrolled in the Teaching Credential Program, preparing to be a special education teacher. A requirement of the program is that I observe and teach children, teachers, and other school personnel in their daily school activities.

I would like to request your permission to observe your child during his/her daily school activities. I would also like to ask your permission to observe during your child's Individualized Education Plan (IEP) Meeting. If you would permit me to observe, all the information will be confidential. The information will only be shared with your child's teacher and my California State University Channel Islands' professors. Any papers that I turn in to the University will not include your child's name or any other identifying information such as your phone number, address, etc. If you would like further information, please contact your child's teacher or Dr. Jill Leafstedt at (805) 437-2792.

Thank you for your interest in helping me develop my skills in working with children, families, and professionals. If you give your permission to allow me to observe your child and at an IEP Meeting, please sign below and return this letter to your child's teacher.

Sincerely,

Yes, I give permission for _____ to be observed and at an IEP Meeting.
child's name

No, I do not give permission for _____ to be observed.
child's name

Parent signature

Yes, I give permission for the observation of _____ to be video-taped.
child's name

Parent signature

California State University Channel Islands

Programa de Educacion

One University Drive
Camarillo, CA 93012
805-437-8594

August 2007

Estimados Padres:

Soy estudiante de la California State University Channel Islands en el Programa de Educación para la preparación de ser maestro de educación especial. Un requisito del programa es que observe los niños, maestros, y otro personal escolar en sus actividades diarias.

Me gustaría pedir su permiso para observar a su niño/a durante sus actividades en la escuela. También me gustaría pedir su permiso para observar durante la junta del plan educativo e individualizado (IEP) para su niño/a. Si me permitiría observar, toda la información será confidencial. La información sólo se compartirá con el maestro de su niño/a y mis profesoras a la universidad. Cualquier tareas que doy a la Universidad no incluirá el nombre de su niño/a o otra información de identificación como su teléfono o dirección. Si le gustaría más información, por favor llame al maestro de su niño/a o Dr. Jill Leafstedt a (805) 437-2792.

Muchas gracias por su interes en ayudarme a desarrollar mi habilidades para trabajar con niños, familias, y profesionales. Si me da su permiso para permitirme observar su niño/a y la junta del plan educativo e individualizado, por favor firme abajo y regrese esta carta al maestro de su nino/a.

Atentamente,

 Si, doy mi permiso para que _____ ser observado y a la junta del plan educativo y individualizado. nombre de su niño/a

No doy mi permiso para que _____ ser observado.
nombre de su niño/a

Firma del padre/madre

 Si, doy mi permiso para la observación de _____ ser grabado por video.
nombre de su niño/a

Firma del padre/madr



Cal State Channel Islands

**California State University Channel Islands
College of Education**

I have read and understand the Student Teacher Handbook, including the Teacher Performance Expectations. I have provided a copy of this document to my Cooperating Teacher.

Student Teacher Signature

Date

Print name of Student Teacher