

WASHINGTON STATE UNIVERSITY  VANCOUVER

HANDBOOK
for the
MASTER IN TEACHING
with
SECONDARY CERTIFICATION
PROGRAM



WASHINGTON STATE UNIVERSITY VANCOUVER¹

Spring 2020 Edition

WSU Vancouver College of Education website: <http://education.vancouver.wsu.edu>

¹ *The MIT Secondary Certification Program is subject to change
in accordance with State of Washington and University guidelines.*

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INTRODUCTION

Teaching ought to open gates, not close them; people only begin to learn when they go beyond what they are taught and begin teaching themselves. This is teaching in my view: creating situations that impel people to reach beyond themselves, to act on their own initiatives.

--Maxine Greene, "Literacy for What?"

This handbook has been prepared to serve as a resource guide for the students enrolled in the Masters in Teaching Secondary (MITS) Certification program and all the partners involved in the education of these future teachers: faculty members, university supervisors of internships, collaborating teachers, and school site administrators. The purposes of this handbook are to:

- Describe the Secondary Certification AND MIT Secondary program
- Provide student internship guidelines
- Describe the roles and responsibilities of students during their internships
- Describe the roles and responsibilities of the mentor teachers and the university supervisors
- Describe the responsibilities of the site administrators
- Describe state policies, procedures and criteria for successful completion of the internship and program

Please note: The information in the Secondary Certification Handbook is valid for the year in which it is published; however, the State of Washington and/or Washington State University may require changes within that academic year. It is recommended that all participants carefully read through all sections of this handbook in order to enhance everyone's understanding of the program in its entirety. Also, policy from the WSU Graduate School takes precedent over policy presented in this handbook.

MIT SECONDARY CERTIFICATION PROGRAM DESCRIPTION

Secondary certification can be completed in conjunction with an MIT degree or as a stand-alone certification. This program is designed to meet the needs of students who have bachelor's degrees and who have completed the required classes in an academic content area (e.g., biology, English/language arts, history, social studies, or mathematics). Students are required to have a transcript evaluation to determine completion of the content area requirements before applying and enrolling in education certification classes. Students must complete all of their content area requirements (or be within 6 credits of completion) before starting the program. Students admitted each year are selected through a careful screening process, which seeks to identify those who are both academically capable and have demonstrated a commitment to the education of children.

All education courses described in this document are offered at the graduate level and most apply to the master's degree. The structure of the program is flexible, allowing students two options. Students may begin taking classes in spring semester and graduate with a credential the

following second summer. Students who wish to take fewer courses each semester may complete the program at a slower pace. WSU requires all certification to be completed within five years of the first term of enrollment. The Graduate School requires that the master's degree be completed within six years. Classes will be offered primarily in the evenings with the exception of the field experiences and observations that occur during the regular school day throughout the course of the program and summer classes, which are also held during the day.

Students are advised not to try to work a fulltime job due to the academic rigor of the program.

At the completion of the program, students receive a residency teaching certificate.

All students admitted to the MIT program must also pass the appropriate Washington Educator Skills Test (WEST) or National Evaluation Series (NES) test for their chosen endorsement area (WEST-E/NES).

Two Program Options

1. **Certification Only** -- resulting in grades 5-12 Washington State Residency Teaching Certificate (e.g., biology, English/language arts, mathematics, or history, etc.)
 - All program requirements described elsewhere
 - 10 education courses
 - Pre-internship (MIT 571) in a fall semester and an internship (MIT 575) in a spring semester

2. **Certification with an MIT Degree**
 - All certification requirements above

An additional six credits in research including a master's research project and presentation (MIT 507 and MIT 702).

The MIT Secondary program operates in accordance with Washington State Teacher Certification guidelines. Student teachers are evaluated by the university supervisor and the mentor teacher using the state-mandated Teacher Performance Assessment. The WA Teacher Performance Assessment (edTPA) is focused on candidate impact on student learning (WAC 181-78A-010-8-9) . . . "Successful teaching is based on knowledge of subject matter and subject-specific pedagogy, knowledge of one's students, involving students in monitoring their own learning process, reflecting and acting on candidate-based and student-based evidence of the effects of instruction on student learning, and considering research/theory about how student learn."

In the second summer of their program, as part of their master's degree requirements, students may complete a research project, leading to the 702 report. The intention for the students doing the 702 report/study is both to demonstrate their research skills and to reflect on the students' learning in conjunction with their Teacher Performance Assessment. Students identify and describe specific needs relative to learning in their classrooms, design and implement a course of action for addressing those needs, and report the results of that action with recommendations for instruction.

Students in the program may conduct their 702 study as well as take any additional courses following the completion of their certification requirements within the 6-year time frame

requirement of the Graduate School. The 702 course and study must appear in a student's last semester of the program.

Specific Endorsements

Students may receive a secondary endorsement at WSU Vancouver in English, biology, history, mathematics, or social studies, or additional academic disciplines. Other endorsements are a possibility; please work with the Academic Coordinator. The education coursework for each of these endorsements is the same. However, the content coursework differs. Students must have an official transcript evaluation before applying to the program. Students must earn a "C" or better in all content area courses.

Contact Dan Overbay, Academic Coordinator for the MIT Secondary program, in the College of Education at 360-546-9673 or dan.overbay@wsu.edu for more information on these endorsements and to request a transcript evaluation.

Program Themes

The Secondary Certification Program may be characterized by a number of themes. Program themes are patterns that run through the various courses, the field experiences and augment and conceptually integrate edTPA guidelines. The following are some of the program themes.

1. **Promoting social justice** – The program is framed by a deep commitment to social justice in both school and societal settings, reinforced by a project-based learning focus.
2. **Using inquiry, reflection, and assessment** - All of the coursework, pre-internship and internship experiences emphasize students learning individually and collectively in a democratic community of learners. Engagement in course and field learning is learner-centered and involves teacher reflections about what is learned, seen, and done in the university classroom and in the student teaching assignment. Reflection allows teachers to develop, examine, and refine their own understanding about how students learn and how to be an effective teacher.
3. **Understanding curriculum** – Understanding and developing curriculum is a necessary skill to becoming an effective teacher. Interns have progressive opportunities to create lesson plans using pedagogical content knowledge with an emphasis on understanding the relationship between short term and long-term planning. Central to lesson plan development will be meeting the needs of all learners through differentiation, adaption and constructivism.
4. **Establishing learning communities** – Effective teachers establish positive relationships with students, colleagues, and parents. Establishing learning communities and building relationships with learners are key to student success. This concept applies to both teachers as learners and their learners in K-12 classrooms. Facility with establishing learning communities is developed through courses such as Classroom Management and mentored experiences in the field.
5. **Promoting diversity and recognizing community** –There is an emphasis in the MITS Program on meeting the needs of all learners and preparing our students to support their

students' growth in a rapidly changing and increasingly diverse world. The program recognizes the value of inclusive and culturally diverse education for all students (e.g., including but not limited to language, culture, disability, and LGBTQ communities), by all teachers within a democratic society. Program coursework has been aligned to support our students' teaching for diversity from a variety of perspectives. For example, in MIT 551, Literacy within the Disciplines, students learn to use and design a range of strategies to promote reading. In MIT 502 Assessment of Learning, students learn to design and embed multiple forms of assessment within their curriculum, so that they develop learning centered curriculum. Coursework also prepares our interns to enrich their classes with a range of multi-cultural examples and applications that apply to their content areas. Additionally, interns learn how to use ethnographic tools to assess and meet the needs of all learners.

6. **Developing as a professional educator** – There are multiple avenues and opportunities in the program in which interns continue to develop as professional educators. Such opportunities are embedded within the collaborative course environments and the field experiences with practicing educators. Examples and opportunities of leadership are presented in multiple forms, which in turn, facilitate the developing role of the intern as “change agent” within the education profession.
7. **Understanding education in a larger reform context** - The Program emphasizes and is aligned with national and Washington State reform standards. In the program, students will study Washington State EALRs (and be assessed with State forms) and national reform agendas, such as the Common Core (State) Standards. For example, when teaching interns do their pre-internship and their internship in their first fall and second spring semesters, their performance will be assessed based on the State's Teacher Performance Assessment (edTPA). Beyond the context of Washington State, emphasis on social, political, historical, and philosophical contexts are explored in courses such as Social Foundations. Deep understanding of these contexts facilitates the development of an education philosophy with the intent of preparing democratic citizens.
8. **Using technology** - There is an emphasis in the program on the use of technology as a tool for learning. Throughout the program, typical computing tasks will include digital communication through email, information access on the Internet, and production of assignments using word processing, multimedia presentation, and spreadsheets. Furthermore, students in the program have the opportunity to use various applications of technology in all of their coursework.

Note: To support student computing needs, Washington State University provides two open access computing labs. Students, with a valid ID card, are welcome to use computers at designated locations during lab hours. The two open student computing labs offer a variety of hardware and software to meet the needs of the students. Lab assistants staff both labs during the open hours to provide hands-on help.

Required Education Courses Leading to Secondary Certification and Course Sequence

In addition to content area coursework, students receiving secondary certification from WSUV are required to take twelve (10) courses in the College of Education. Included in this program are a Pre-Internship and accompanying seminar as well as an Internship and seminar. The Education courses are designed to complement content courses by providing rich fieldwork experience with an emphasis on active approaches to teaching and learning. The overarching goal of the MIT Secondary Certification Program is to create a collaborative program in support of all students, offering a foundation for the professional growth of the teacher.

Course #	Course Title	Credits	Term
MIT 506	Integrating Technology into Classroom Teaching	2	Spring I
MIT 510	Instruction for Secondary Teachers	3	
MIT 513	ESL Methods & Materials for Secondary Content Teachers	2	
MIT 552	Multicultural Education in a Global Society	3	
	Content Area Methods Course	Varies	
MIT 503	Theories of Learning & Development	3	Summer I
MIT 504	Social Foundations of Education for Teachers	3	
MIT 551	Literacy within the Disciplines	3	
SpEd 520	Teaching in Inclusive Classrooms	3	
MIT 502	Assessment of Learning	3	Fall I
MIT 505	Classroom Management	3	
MIT 507	Teacher Inquiry & Praxis *	3	
MIT 571	Pre-Internship & Seminar	2	
	Content Area Methods Course	Varies	
MIT 575	Internship & Seminar	10	Spring II
MIT 702	Master's Examination/Research Project *	3	Summer II

*Not required for certification

MIT Secondary Certification Program Course Descriptions

The overarching goal of the Secondary Certification Program is to create a collaborative program in support of all students, offering a foundation for the professional growth of the teacher. The program seeks to prepare graduates to use contextual teaching and learning and to work with their students to meet the four state educational goals, including the fourth goal: "Extending the context: School applications to living, learning, and working." The following is a list and description of program courses.

MIT 502 Assessment of Learning

Assessment of student learning, school and district evaluation.

MIT 503 Theories of Learning and Development

Historical and contemporary theories of learning and instruction: application of theory in counseling and teaching settings.

MIT 504 Social Foundations of Education for Teachers

The social context of American education including historical and contemporary influences; education in the context of history, politics, and society.

MIT 505 Classroom Management

Contemporary issues in management of elementary, middle school, and secondary classrooms; issues of abuse.

MIT 506 Integrating Technology into Classroom Teaching

Exploration of technology use in schools, production techniques, instructional methods, and integration of technology into grade-level curriculum based on current technology standards. In 2020 this course will be taught at Discovery High School in the Camas School District.

MIT 507 Teaching Inquiry and Praxis

Exploration and development of teacher research strategies; concepts for producing knowledge and empowerment enabling teachers to challenge social norms that perpetuate inequality and marginalization.

MIT 510 Instruction for Secondary Teachers

Methods of improvement in education, with emphasis on teacher collaboration, classroom instruction, and school reform. In 2020 this course will be taught at Discovery High School in the Camas School District.

MIT 513 ESL Methods & Materials for Secondary Content Teachers

Research-based ESL strategies and methods for pre-service and secondary content area teachers.

MIT 551 Literacy within the Disciplines

Explores literacy research and practices that enhance the learning of various disciplines taught in K-12 settings.

MIT 552 Multicultural Education in a Global Society

Multicultural and multilingual education from a global perspective; development of multicultural curriculum.

MIT 571 Pre-Internship and Seminar

Instructional practice in diverse classroom settings and reflection on that practice. S, F grading.

MIT 575 Internship & Seminar

Instructional practice in classroom settings, reflection on practice; completion of Washington state licensure requirements for teacher certification. S, F grading.

SpEd 520 Topics in Special Ed: Teaching in Inclusive Classrooms

Designed for preservice/in-service general education (K-12) teachers to learn how to teach students with disabilities.

2020 WSU Vancouver Student Teaching Spring Semester Calendar

- See school district calendar for additional release days, conference dates, etc.
- Each placement setting and teacher candidate is unique, please design an appropriate model that best addresses the needs of the teacher candidate and the classroom.
- Designate edTPA learning segment (ELA, Math, Content) for your class. Complete teaching of the learning segment within the month of February. **Submit completed edTPA to Pearson by March 14th.**

Week	Dates (weeks of...)	Example Model: (suggested)	edTPA Focus (specific task areas)	Notes
1	1/2	Student teaching begins. Observations and begin lesson planning with mentor		
2	1/6	Observations and lesson planning with mentor. Co-teaching in at least one content area/class.	Read edTPA Handbook	
3	1/13	Co-teaching in at least one content area/class. Lesson plan with mentor in all content areas/classes.	Create account with Pearson	
4	1/21	Lead teach in at least one content area/class. Co-teach in all additional content areas/classes.	Plan edTPA learning segment, write task 1-lesson plans	
5	1/27	Lead teach in at least one content area/class. Co-teach in all additional content areas/classes.	Finalize plans and assessments	
6	2/3	Lead teach in at least two content areas/classes and co-teach in additional content areas/classes	Teach and record edTPA learning segment	

Week	Dates (weeks of...)	Example Model: (suggested)	edTPA Focus (specific task areas)	Notes
7	2/10	Lead teach in at least two content areas/classes and co-teach in additional content areas/classes	Finish and/or re-record lessons as needed. Write Tasks 1 commentary	
8	2/17	Lead teach in at least two content areas/classes and co-teach in additional content areas/classes (MITE students should begin to lead teach all day)	Write edTPA task 2 commentary	
9	2/24	Become lead teacher in all content areas/classes	Write edTPA task 3 commentary	
10	3 /4	Continue to lead teach and all classes	Final edits	
11	3/9	Continue to lead teach and all classes	Complete edTPA. Submit edTPA- March 14	Final week of fulltime placement for MITE
12	3/16	Continue to lead teach and all classes (MITE students lead teach 3 days a week)		MITE students transition to 3 days per week in their field placement
13	3/23	Continue to lead teach and all classes (MITE students lead teach 3 days a week)		
14	4/6	Continue to lead teach and all classes (MITE students lead teach 3 days a week)		
15	4/13	Co-teach, turn over lead teaching to mentor. Schedule observations in other classrooms for the following week (provide mentor and supervisor with schedule)		PDEFE draft completed by mentor teacher and sent to supervisor for review

Week	Dates (weeks of...)	Example Model: (suggested)	edTPA Focus (specific task areas)	Notes
16	4/20	Last week at placement school. Complete transition out of lead teaching. Observe in other classrooms. *Students will report to their placement classrooms daily, unless prior accommodations have been made and discussed with supervisor.		Final conferences-final PDEFE completed for the conference by mentor teacher and field supervisor (3 hard copies to be signed and electronic copy saved for mentor teacher)

During the spring internship, interns follow the school district’s calendar and thus return to their field placement schools on the same January date as their mentors. They attend Monday through Friday and follow the school’s protocol for certified staff arrival/departure times.

During the spring internship, the interns are at their placement sites for 16 weeks. However, it is important to note the interns will not necessarily “student teach” the entire 16 weeks. Most often they begin their student teaching no later than the onset of the school district’s second semester and take on their assigned teaching responsibilities in a staggered fashion (see chart above for a general model). An intern-specific model/plan for the teaching transition is designed with input from mentor, intern and university supervisor at the fall semester’s concluding three-way conference.

Ideally, interns will gradually take the lead in a minimum of three classes focused on during their pre-internship. Roles in the additional two classes will be negotiated. Some possibilities include team teaching, co-planning, and in some cases, lead teaching in one of the classes. Again, the mentor teacher, the WSU Vancouver university supervisor, and the teaching intern will jointly decide the extent of the role the intern will play in these two classes.

During the semester, the interns are expected to engage their students in a unit of study (3-4 weeks) that is responsive to issues of social justice, integrates technology into the curriculum, and facilitates students’ school applications to the extended contexts of “living, learning, and working.” In addition, the interns are expected to engage in collaborative work, develop leadership skills, and begin to develop a habit of meaningful classroom and school inquiry.

Additionally, when the intern is lead teaching, the mentor teacher should still be a part of the classroom environment. Likewise, for the 1-2 classes that the mentor continues to teach, the student teacher should be involved as well. The overall focus is on *professional collaboration* in the best interest of student learning.

The State of Washington has implemented a Teacher Performance Assessment (edTPA) instrument for teacher candidates. This tool is used to record the attainment of standards as set forth in the Washington Administrative Code. Professional disposition (PDEFE) towards teaching will further support the candidate’s readiness for certification.

The internship experience varies from intern to intern, given the uniqueness of the setting, the development of the intern and any contingencies that might arise over the course of the internship. It is not unusual that an internship be extended should there be a general consensus among the intern, university supervisor, and mentor teacher that the intern requires a longer field internship to complete certification requirements.

Beginning in Fall 2019, teacher candidates must attain a minimum score of 47 on the edTPA to be eligible for a teaching credential in the State of Washington.

Academic Course Information and Program Policies

Academic Standards

The following represent Graduate School minimum requirements.

- **For Award of a Graduate Degree:**

For award of a Graduate Degree, a student must have a 3.0 cumulative GPA and a 3.0 program GPA. No work of “B-” grade or below may be dropped from a program for an advanced degree, nor can a course be repeated for a higher grade if the final grade is “C” or higher. Any course included in the advanced degree program in which a grade of “C-” or below is earned must be repeated but not on a P/F basis. Students with core content courses with grades of C- or below will be ineligible for their internship.

- **Incomplete Grades:**

An Incomplete (“I”) is the term indicating that a grade has been deferred. It is given to a student who, for reasons beyond the student’s control, is unable to complete the assigned work on time. Incomplete grades are granted on the sole discretion of the course instructor. Students will have up to one year (unless a shorter time is specified by the instructor) to complete work for which they received an I grade; after one year, the I grade for the course will become an F. Students will not be permitted to begin student teaching until all Incompletes have been removed from their transcripts. Students admitted conditionally or on academic probation may not be allowed an Incomplete grade option.

Please note that course credit for MIT 702 can only be given after all graded coursework in the program has been completed with at least a “C” or higher grade. If a student passes MIT 702 any program requirements still outstanding, the grade in MIT 702 will not be applicable to the MIT Secondary degree.

All graduate students should be familiar with the Policies and Procedures Manual published by the Graduate School. This publication can be accessed online at:

<https://gradschool.wsu.edu/policies-procedures/>

Clearance to Begin Student Teaching

- All content area and education coursework (with the exception of the research courses and the course scheduled in the summer following the internship) must be completed before official student teaching begins. Any exceptions to this, requires a written request addressed to the coordinator of the certification program. All requests will be reviewed by the director, the student’s field university supervisor, and the academic coordinator.

- In addition to successful completion of all coursework, students are required to obtain clearance (Pre-Residency Clearance & fingerprinting) from the Washington State Patrol and the FBI before entering any field based assignment (for courses, pre-internship, or internship). This clearance is obtained by means of a fingerprint check and completion of forms regarding moral character at the start and end of the student's program. Upon admission to the program, students will receive all of the necessary paperwork and fingerprinting information for clearance. Listed below are the conditions that would automatically prevent students from being awarded a teaching certificate in the State of Washington.

Conviction, including guilty pleas, involving any of the following:

- (a) Physical neglect of a child under chapter 9A.42 RCW.
- (b) Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW).
- (c) Sexual exploitation of a child under chapter 9.68A RCW.
- (d) Sexual offenses under chapter 9A.44 RCW where a minor is the victim.
- (e) Promoting prostitution of a minor child under chapter 9A.88 RCW.
- (f) Sale or purchase of a minor child under chapter 9A.64.030 RCW.
- (g) Violations of similar laws to the above in another jurisdiction.

Finally, per the memorandum below, students must show proof of personal liability coverage before beginning any practicum experience in a K-12 classroom.

Liability Insurance Policy

You are required to show proof of professional liability coverage (\$1,000,000 minimum) **before** beginning any practicum experience in K-12 classrooms. You have three options:

1. Provide proof of your own coverage from your local insurance provider. This may be an additional rider on your current policy.
2. Join the Student National Education Association (fee is ~\$22.50 per year) program; this fee entitles you to receive selected professional journals and job opportunities/postings. You can enroll online after July 1st at the following website: <http://www.nea.org/JoinNea/>.
3. Purchase coverage through Washington State University's Experiential Learning Intern Policy for approximately ~\$7.50 per year. You may obtain the form from the College of Education office.

Proof of the coverage must be submitted to the academic coordinator in the Undergraduate Building, before beginning your practicum experience. Email confirmation is acceptable. This proof can be in the form of a copy of your personal insurance policy or a copy of your NEA membership. Failure to provide proof of your insurance coverage will cause the university to pull you from your practicum/student teaching placement.

State Fingerprinting Requirements

Students are required to obtain clearance from the Washington State Patrol and FBI before being awarded an initial teaching certificate. This clearance is obtained by means of a fingerprint check and completion of forms regarding moral character at the start and end of the student's program.

The fingerprinting process can take several weeks and the ENTIRE fingerprinting process must be completed and approved prior to solo classroom teaching. Upon admission to the program, the student will receive all of the necessary paperwork and fingerprinting information for clearance.

Listed below please find all of the conditions which would automatically prevent a student from being awarded a teaching certificate in the state of Washington.

Conviction, including guilty pleas, involving any of the following:

- (a) Physical neglect of a child under chapter 9A.42 RCW.
- (b) Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW).
- (c) Sexual exploitation of a child under chapter 9.68A RCW.
- (d) Sexual offenses under chapter 9A.44 RCW where a minor is the victim.
- (e) Promoting prostitution of a minor child under chapter 9A.88 RCW.
- (f) Sale or purchase of a minor child under chapter 9A.64.030 RCW.
- (g) Violations of similar laws to the above in another jurisdiction.

Teacher Candidate Support System (TCSS) for Pre-Service Teachers at WSU Vancouver

Candidate Preinternship Performance Review.

This is a performance review of the MITS teacher candidate at the mid-semester (approximately eight weeks) and the end-of-semester of the preinternship. This review is being conducted by the supervisor, possibly in conjunction with the coordinator of the MITS Program. The performance review provides a summary of the candidate's performance and serves as a partial determination of the candidate's progress toward entering the more demanding internship.

A copy of this review is included in the appendix.

Intent and Rationale

The Teacher Candidate Support System (TCSS) is based on the Washington State Professional Standards of Teaching Practice for effective teaching, professional development, and teaching as a profession

(<https://www.pesb.wa.gov/workforce-development/developing-current-educators/certification-standards-and-benchmarks/teacher-benchmarks/>) and the Washington State Standards for

Professional Learning

(<http://www.k12.wa.us/CurriculumInstruct/ProfessionalLearning/default.aspx>).

This system is designed to provide early feedback for pre-service teacher candidates who might be experiencing difficulty in the teacher preparation program. The purpose of the TCSS is to provide clear feedback to the pre-service teacher candidate about concerns related to his/her/their academic progress, school site activities, and/or professional disposition. The TCSS process allows for the development of a plan to address concerns.

Teacher preparation programs at WSU Vancouver are designed to support the professional exchange of ideas by fostering respectful discourse in the academic classroom and at practicum/student teaching/internship locations. It is a standard to which we hold ourselves as well. Pre-service teacher education also calls for the development of the teacher candidate's ability to act professionally and the faculty's role in that development; the faculty sees this as an important component of learning to be an effective teacher. Faculty believe that, in addition to what a student knows and can do, their professional disposition in the classroom indicates a student's readiness to perform at a professional level as a teacher. Identifying current and potential problems is part of WSUV's responsibility through its faculty and staff.

We acknowledge that while the majority of pre-service teacher candidates will not have problems, not every person is suited to be a teacher. The TCSS process is designed to provide feedback and, when necessary, to advise the pre-service teacher candidates as to whether teaching is the right pathway. The process is confidential and is designed to be supportive of individual differences and needs.

The WSUV education unit holds interns accountable for the Professional Disposition Standards. Students enrolled in teacher education programs must also adhere to the *Washington State University Standards of Conduct for Students* as presented in the Student Handbook and Calendar (most recent edition). These standards detail laws and regulations about academic dishonesty, harassment, alcohol and drugs, firearms and dangerous weapons.

Note: In the case of illegal behaviors, including harassment, assault/battery, or use/abuse of drugs or under the influence in a learning environment, if the investigation provides confirmation, the behavior(s) shall result in a range of consequences from warning and a personal contract to immediate removal from the program, depending on the severity of the instance. WSUV and the Department of Teaching and Learning reserves the right to remove or replace any teacher candidate from any practicum/student teaching/internship situation at their discretion, bypassing the TCSS.

Process

Pre-service teacher candidates are informed of the TCSS during the initial program orientation. An oral explanation of the process and sample scenarios are provided at that time by the Academic Director. Information includes a clear description of appropriate professional behaviors, or dispositions, that teacher candidates are expected to develop and demonstrate throughout the teacher preparation program as well as the steps taken in the TCSS. This

information is also included in the program handbook, on the program website, and is referenced in course syllabi.

During the instructional program

Instructors are expected deal with issues/inappropriate behavior problems as a class-related matter. If an instructor is unable to remedy the situation or if the concern is very serious, the following process will be used:

- The instructor talks with the student to share the TCSS form. The student signs the form after having the opportunity to respond and provide his/her/their version of the events. Any student response must be provided in a written document.
- The instructor submits a copy of the TCSS form to the Academic Director and any supporting documents. The Director contacts the students' other instructor(s) to see if the student is having any difficulties in any other classes. The Director uses discretion about possible further investigation related to the issue.
- The Academic Director will then contact the program coordinator to schedule a conference to discuss the concern. The conference should include all involved parties (e.g., program coordinator, instructor, student) and may also include the Academic Director and an advocate for the student (if desired by the student). The purpose of the meeting is to discuss the situation, hear both sides, and decide on a plan for remediating the problem. A follow-up conference is scheduled as part of the plan. The plan might extend into the next semester and would be handled in a confidential way with the student's professor(s).
- If a second TCSS form is received for the same student another conference is scheduled (same participants as above plus the Director) to discuss whether the student should continue in the program and under what conditions.

During the field components of the program (Student teaching/internship)

Field supervisors and/or seminar instructors are expected deal with issues/inappropriate behavior problems as a field-related matter. If field supervisors and/or seminar instructors are unable to remedy the situation or if the concern is very serious, the following process will be used:

- Field supervisors and/or seminar instructors talk with the student to share the PDEFE form. The student signs the form after having the opportunity to respond and provide his/her/their version of the events. A student response must be provided in a written document.
- Field supervisors and/or seminar instructors submit a copy of the PDEFE form to the Academic Director.
- The Academic Director then contacts the program coordinator to schedule a conference with the Academic Director (as needed), program coordinator, field supervisors, co-directors, and/or seminar instructors, the student, and an advocate for the student (if desired by the student) to discuss the situation, hear both sides, and decide on a plan for remediating the problem. The student may bring witnesses if he/she/they and the program coordinator agree that it would be helpful if facts or interpretations are disputed. A follow-up conference is scheduled as part of the plan.

- If a second PDEFE form was received for the same student another conference is scheduled (same participants as above plus the Director) to discuss whether the student should continue in the program and under what conditions.

Safeguards

Because potential consequences to teacher candidates are so high, the faculty has built in procedural safeguards and due process. Specifically,

- Candidates will not be removed from the teacher education program solely because of problems that arise in one class or with one teacher (unless University regulations or State laws have been broken).
- Instructors will conference individually with candidates before referring the issue to the Program Coordinator or Academic Director. The faculty understands that there may be additional information or alternative interpretations regarding what they may have observed in a candidate's behavior.
- The Program Coordinator and Academic Director will treat the matter as confidential and insist that other instructors do the same.
- Should the candidate be dissatisfied with the findings of a meeting or the TCSS process, he/she may appeal to the Academic Director. Candidates are entitled to further appeal through University channels.

Student Advocacy

While it is rare, it is not impossible that students may wish to seek a solution, resolution, or redress within a specific situation. The process of student advocacy clarifies the formal steps and procedures students should follow in this process. It is important to note, though, that initial good communication between and among student, faculty, staff, university supervisors, and mentor teacher(s) can go a long way in preventing the need for a more formal advocacy process.

Ideally, and in most situations, the student should first speak to the person he or she is working with, be this a faculty member, a program advisor, an academic advisor, or a university supervisor. The POSSIBLE exception to this rule may involve a situation between the student (teaching intern) and their mentor teacher (see below). If, for example, a student has questions or concerns about an academic situation, perhaps coursework, they should first speak to the instructor in the course. With questions or concerns about a certification situation, maybe about course credits, then the student should first see the Academic Coordinator or the Program Coordinator. Here the student will receive further information about how to proceed.

With teaching, supervision, or placement questions, the student should first talk to the university supervisor. Again, in terms of teaching issues, it is important for the student to try to maintain an open and communicative relationship with the mentor teacher at all times and to weekly set aside dedicated discussion time. If, however, the student has any question about the appropriateness of the topic of discussion with the mentor teacher or needs advice about how to proceed, then the student should always first go to their university supervisor for advice.

However, the situation may be such that it is difficult for the student to approach the person in question (e.g., faculty member, advisor, mentor teacher, university supervisor), or was unsuccessful in the attempt at communication or the actual communication. Then, the student

should speak to the next person in the line of communication, which would be their academic advisor, often the Program Coordinator of the MIT Secondary Certification Program. If this avenue of communication also proves unsuccessful or unsatisfactory, then the student may make an appointment to speak to the Academic Director. Finally, the Graduate School may provide options for redress.

It is the intention of the MITS Certification Program that the student feel encouraged to speak to someone in the program at any time should the need arise. In terms of resolution efficacy, it is recommended that the student follow the line of communication delineated here. For further information about student efficacy, please refer to the Washington State University Vancouver guidelines.

Procedure for Program Modification

A program modification may be needed if additional time is required to complete required coursework or additional field experience is needed, or there is a change in the field placement in the pre-internship or internship assignment.

A change in the placement during either the pre-internship or internship phase may be needed for a variety of reasons. The Co-Directors of Field Experiences enact changes in placements. If issues arise in the placement, the field supervisor or mentor teacher may initiate a three-way conference to discuss and problem-solve the situation. If it is decided in the conference that the problem cannot be resolved, the field supervisor informs the Program Coordinator and Co-Directors of Field Experience. The Co-Directors of Field Experiences will convene and facilitate a meeting among the intern, field supervisor, Academic Coordinator, and Program Coordinator (and if necessary, the Academic Director). From this meeting, modifications are made if necessary and a plan formulated. The Co-Directors of Field Experiences submit the written plan to the Academic Director and Program Coordinator.

- **The Department of Teaching and Learning reserves the right to remove or replace any intern from any practicum/internship situation at their discretion.**
- **The number one priority for everyone is the learning of the students in the classroom. If the supervisor and mentor feel that the continued presence of the teacher candidate (intern) in the classroom will be harmful to the students learning, the mentor teacher will resume the responsibility for teaching. If the situation warrants, the intern will be removed entirely from the classroom.**
- **If a mentor teacher or administrator directly requests that a teacher candidate (intern) be removed from a classroom, it will be done without question whether or not a plan of improvement has been put into place (this decision cannot be appealed).**

If the intern has concerns about their placement, the school climate, or the responsibilities expected of them during their field experiences, the following steps should be followed:

1. Confer with their university supervisor.
2. If no resolution, confer with the Co-Directors of Field Experiences.

3. If concerns continue, the next level of resolution should be made to the Program Coordinator.
4. Final contact should be the College of Education Academic Director.

If the mentor teacher, building administrator, or university supervisor has concerns regarding placement or performance during the field experience (pre-internship or internship), any or all of the following steps will be implemented:

- Remediation: A clear, written plan (Plan of Improvement) upon which all parties agree (mentor teacher, intern, and university supervisor).
- Probation: A written contract explaining the intern will be evaluated on a weekly basis to ensure the intern is meeting expectations; they are not allowed to continue teaching the following week unless expectations are met.
- Extension: Used in cases where progress is being made but it is agreed that additional time is needed to demonstrate competency. As this extends responsibilities for the mentor teacher and university supervisor; it usually requires additional tuition (in cases where the internship extends into the WSU summer term).
- Removal: The Department of Teaching and Learning reserves the right to remove or replace any intern from any practicum/internship placement at their discretion or when one or more of the following occurs:
 - a. The mentor teacher and/or the building administrator request that the experience be terminated (this is an immediate removal with no option for appeal).
 - b. The university supervisor indicates that after repeated feedback and observation, documented in writing, sufficient progress is not being achieved.
 - c. The intern violates the student code of conduct and/or the Professional Dispositions of Teachers (see PDEFE).

In the event an intern is removed from a practicum/internship placement, the following will occur:

- The Co-Directors of Field Experience will gather information from school personnel, the university supervisor, and others as appropriate to document the reason for removal. The intern is required to work with the Co-Directors of Field Experience and their university supervisor to resolve issues regarding their placement and may not directly contact school district personnel regarding the placement unless authorized by the department to do so.
- A meeting is scheduled to discuss the situation and next steps. The attendees will include the intern and, if desired, a support person or other mutually agreeable third party (the third party may attend the meeting, but is only an observer, and not a participant) and a committee consisting of at least three of the following: Academic Director, Co-Director of Field Experiences, University Supervisor, Program Coordinator, Faculty Member, Academic Coordinator. At the meeting, the intern may present additional information as the situation is discussed and options are explored.
- The teacher candidate (intern) must formally request in writing to the Co-Directors of Field Experience and the Program Coordinator an opportunity for new placement opportunity. The

intern should use this request as an opportunity to reflect on the previous placement, what they learned and what they will do differently in the new placement.

- The committee will make a final decision regarding next steps, communicate the decision to the intern in writing, and copy the Department Chair. Possible next steps include, but are not limited to, the following:
 - a. A new placement is recommended and the intern begins again as soon as a placement can be arranged. The internship may need to be extended to meet time requirements. If reassigned, every effort will be made to make the placement in a different district with a different field supervisor. A formal letter stipulating conditions for the continuation of the field experience is provided to the intern, who must indicate their agreement to the conditions in writing.
 - b. The intern is advised to withdraw from the field experience and must meet university criteria and the published university deadlines to withdraw from the internship or withdraw from the current term.
 - c. The intern receives a failing grade for the field experience and may be removed from the teacher preparation program. In the event the intern is removed from the program, they may be able to continue in/graduate from a different departmental degree program (at the discretion of the Academic Director), but without recommendation to the state for teacher licensure. The degree change may necessitate additional coursework and possibly additional time (at additional cost to the intern).
 - d. Should additional field experience be needed to complete state required teacher certification requirements or to gain additional experience in advance of the internship the intern will be directed to register for one or more credits (usually 1-4, the final number of credits is determined by the Academic Director) of TCH_LRN 600: Elementary Practicum (at additional cost to the intern). Practicum credits give the intern access to a public school classroom to gain additional experience or meet requirements for certification. Typically, practicum credits are taken in a fall semester leading into the spring semester internship. Generally, there is no seminar requirement for these credits, however the intern might be advised to attend key seminar sessions where additional practice is necessary. This will delay the program completion timeline by one academic year or more.

The decision of the committee may be appealed to the Department Chair and if not resolved to the intern's satisfaction, through the formal grievance procedure outlined in the WSU student policies.

The formal grievance process goes through the following offices (in order):

1. Vice Chancellor for Academic Affairs or designee
2. Teaching & Learning Department Chair or designee
3. College of Education Dean or designee

GOALS AND DESCRIPTIONS OF FIELD PLACEMENTS AND STUDENT TEACHING EXPERIENCES

The Field Placement Procedure

The university and the school districts make the placements for student teaching in accordance with WSU-school district contracts and district processes. In making internship placements, the MIT Secondary Program follows guidelines the districts provide to WSU. For this reason, students are not to seek out placements on their own. In the spring preceding their pre-internship, students may request a middle school or high school placement, as well as choosing their endorsement areas. After consulting with the school district placement coordinators, the university places students among the districts. Candidates are generally not placed in districts where they attended and/or have family members employed.

The districts, using a variety of methods, select the mentors and assign the tentative placement. Many principals choose to interview interns or read a short letter of introduction written by the intern before confirming their placement. In some districts, the principals do the final placement; in others, the district coordinator does the placement. After the placement is confirmed, the university notifies the intern and s/he is responsible for making the first contact with the principal and mentor.

Policy on Using Student Teachers as Substitute Teachers

In the following, the terms "student teaching" and "student teacher" are meant to include "internship" and "intern" respectively.

Some districts experience a shortage of substitute teachers. Washington State University (WSU) understands that the need for substitutes places school districts in a difficult position. However, student teaching is the most valuable pre-service experience and is designed to assure that prospective teachers enter the profession successfully.

However, to be responsible to school district needs for substitute teachers while maintaining the quality of the student teaching experience, WSU will use the following policy for (a) awarding an Intern Substitute Teacher Certificate, and (b) allowing substitute teaching by student teachers that possess an Emergency Substitute Teacher Certificate:

- The university supervisor will make determination of readiness for an Intern Substitute Teacher Certificate or for substitute teaching by student teachers that possess Emergency Substitute Teacher Certificates, with input from the student teacher and mentor teacher.
- The student teacher must have progressed in their assignment to the point where he or she has demonstrated the ability to effectively teach and learn from teaching solo. Determination of readiness for an Intern Student Teacher Certificate or for substitute teaching by student teachers who possess an Emergency Substitute Teacher Certificate shall not be made prior to observation by the university supervisor and no earlier than the mid-point of the student teaching experience.
- The student teacher shall notify in writing the university supervisor of each substitute teaching assignment. Notification shall occur at the first meeting with the university supervisor subsequent to the substitute teaching assignment.

In addition to this policy, WSU encourages school districts to adhere to the following practices:

- The student teacher must submit their edTPA prior to requesting the Intern Substitute Teacher Certificate.
- A certified teacher shall be legally responsible for the classroom(s) where the student teacher is teaching solo as a substitute teacher.
- Teaching as a substitute should be limited to no more than three (3) consecutive days and ten percent (10%) of the entire student teaching experience. This does not apply to the period of student teaching when the individual is assigned to teach solo, during which time the mentor teacher is available to mentor the student teacher.
- The student teacher shall not be penalized in any way, including performance evaluations, for refusing to accept an assignment as a substitute teacher.

Quality of Field Experiences

In addition to the procedures previously described, the quality of field experiences is maintained through the following:

- Whenever possible, a field placement is finalized after the student has completed an in-school interview with their designated mentor teacher so they have had an opportunity to discuss the possibility of working together.
- Mentor teachers are invited to an orientation early in the Pre-Internship semester during which field experience procedures and expectations are discussed.
- University supervisors meet with mentor teachers on a regular basis for the purposes of collaborating with them in assisting interns in the study of learners and the teaching/learning process.
- Mentor teachers and principals are invited to provide comments and suggestions regarding the program.
- University supervisors provide ongoing observation and conferencing to each secondary teacher candidate at their field site, a minimum of twelve (12) total hours during the internship experience. Interns are provided written feedback following all observations, and mentor teachers are provided copies. Mentor teachers are encouraged to provide interns with feedback on an on-going basis.
- Midterm and final conferences are conducted during both Pre-Internship and Internship semesters. These three-way conferences (student, teacher, and university supervisor) focus on reflection and goal setting by the student and assessment of progress toward previously set goals.
- All mentor teachers are provided online access to the Secondary Certification Program Handbook, which describes the program and its field placements and gives the teachers suggestions on how they can assist their interns.
- Weekly seminars are scheduled during both the Pre-Internship and Internship experiences. The seminar activities center on students' field placement experiences (including those related to their inquiries about learners and the teaching/learning process), the processes

involved in collaborative activity, and other aspects of the Constructivist Model. The weekly seminars also prepare candidates for successful completion of the edTPA. Attendance to seminar courses is mandatory.

School Personnel

The public schools in the community play an important part in the education of pre-service teachers. It is in the school that students observe diverse teaching styles, interact with professional educators, come into contact with diverse learners including exceptional students, interact with individuals of various cultural, ethnic, and socioeconomic backgrounds, and essentially determine if they want to be teachers. School personnel play a vital role in the guidance and education of pre-service teachers. As guests in these classrooms, our candidates learn and grow tremendously.

Roles and Responsibilities of the Secondary Student Intern

Be a professional! Be a teacher at all TIMES.

You are being screened for a possible position from the moment you enter district property. From the very beginning, establish a positive working relationship with your mentor teacher, respect them and act in a professional and courteous manner. Invite constructive suggestions, take the initiative to ask questions and share your ideas, and genuinely show your desire to be the best you can be as a new teacher...COMMUNICATE!

Free yourself from additional responsibilities, outside employment, and other activities that may deter you from devoting your energies to your internship. You've worked hard to get to this final stage of your teacher training so take advantage of the opportunity to prove to all involved that you are an OUTSTANDING teacher candidate.

- Assume the attitude, the bearing, and the responsibility of a person who can be entrusted with the role of a professional educator. This requires the best possible use of good common sense in making decisions during your field experience.
- Demonstrate a professional attitude in **all** contacts with the school and community, being aware of the instances in which matters of confidence and loyalty are to be respected. Be careful during parent conferences that you do not give parents information about any student other than their own child. You will often be aware of privileged information and have a professional responsibility to keep such information in strict confidence. A breach of confidence comes with potentially severe consequences. Let your mentor teacher guide you in this kind of situation.
- Be sensitive to what is appropriate attire in your field placement site. Although there is no prescribed dress code for internships, a clean and well-groomed appearance will contribute to your success.
- Address your mentor teacher by the proper name (Miss, Ms., Mrs., or Mr. _____) in front of students and parents. Students should not be allowed to call you by your first name.

- Be punctual at all times. Check with your mentor teacher for building expectations regarding times to begin and end the day. In the event of illness or other emergency that makes it impossible for you to report to school, report by telephone as soon as possible to both the mentor teacher and university supervisor. In the event of your absence from school, you are responsible for giving your mentor teacher your plans for the day, just as you would a substitute teacher.
- Notify your mentor teacher and your university supervisor if you must be absent. Absences will be made up to the satisfaction of all involved.
- Attend the required Pre-internship/Internship Seminar sessions. If it is impossible for you to attend a session, contact your seminar instructor prior to the meeting to make alternative arrangements.
- Complete observation assignments given in your university coursework. Classroom observations provide you with a greater understanding of the interactions between teachers and students.
- Learn to evaluate students' growth through daily observations, learning experiences, conferences, and other informal and formal assessments.
- Be well prepared in subject matter.
- Complete appropriate short- and long-range planning as required by the mentor teacher and university supervisor.
- Make certain that you understand the management procedures established in your classroom.
- Develop pro-active standards of classroom management and ensure safety.
- Make yourself available for conferences with your mentor teacher in order to discuss your progress in terms of your own ability and readiness for assuming the full role of a teacher. You must schedule consultations and team planning with your mentor teacher. **Open and frequent communication is a key to the success of your experience.**
- Communicate to your university supervisor any changes in schedule or other aspects of your teaching, which might affect their arrangement of visits with you in your classroom.
- Assume, under the guidance of the mentor teacher, such extra duties as study hall, playground, lunchroom, and hall supervision. Be sure you understand the assignment before you attempt the task!
- In addition to the weekly pre-internship/internship seminars, attend faculty meetings and all other professional meetings conducted by the cooperating school system or other professional groups. *You are not excused from university classes to attend in-service functions or professional meetings at your school.* Attend only when they coincide with the time you are assigned to be at the school and with the permission of your mentor teacher.
- Attend school functions such as club meetings, plays, concerts, dances, athletic events, PTA meetings, and open house programs. You should participate in the planning and supervision of these activities whenever possible.

Beginning Teacher Expectations for Southwest Washington School Districts

Specific intent

The purpose of this document is to clarify expectations for beginning teachers entering the districts of Southwest Washington State.

The five key categories listed below are based on the National Board for Professional Teaching Standards (NBPTS) whose primary intent is to establish common standards for what accomplished teachers should know and be able to do. These standards are reflected in the edTPA – the assessment by which all teacher candidates in Washington State are evaluated.

While the headings have been maintained, the bullets are intended to reflect what a highly skilled or ideal beginning teacher should know and be able to do. This document was drafted by the Southwest Washington Educational Partnership (SWEP) for multiple purposes. These include a focus for pre-service training, the identification of mentor teacher skills, and a guide for prospective teacher candidates when applying to districts in Southwest Washington.

The success of our students is based upon teacher expertise in the following areas:

I. Teachers are committed to students and their learning:

1. By establishing appropriate and professional relationships with students.
2. By building trusting and safe environments.
3. By demonstrating genuine caring and respect for students and their individual learning needs.
4. By seeking effective approaches for all students using an extensive repertoire of strategies.
5. By being sensitive to diversity issues and making instruction culturally relevant for all children.

II. Teachers know the subjects they teach and how to teach them:

1. By effectively using instructional theories to plan, deliver, and assess instruction.
2. By applying research-based practices and strategies in core areas of reading, writing, and math across content areas.
3. By integrating reasoning skills into classroom instruction.
4. By planning curriculum, and delivering instruction around concepts and skills.
5. By possessing the ability to plan backwards from assessment targets.
6. By integrating technology into classroom instruction.
7. By seeking opportunities to hear, observe, and learn from experienced, current practitioners.

III. Teachers are responsible for managing and monitoring student learning:

1. By possessing assessment literacy and using a variety of assessment strategies.
2. By assessing students and adjusting instruction to meet individual needs for continuous progress.
3. By promoting learning through active student involvement.
4. By using a variety of grouping strategies.
5. By demonstrating effective classroom management skills.

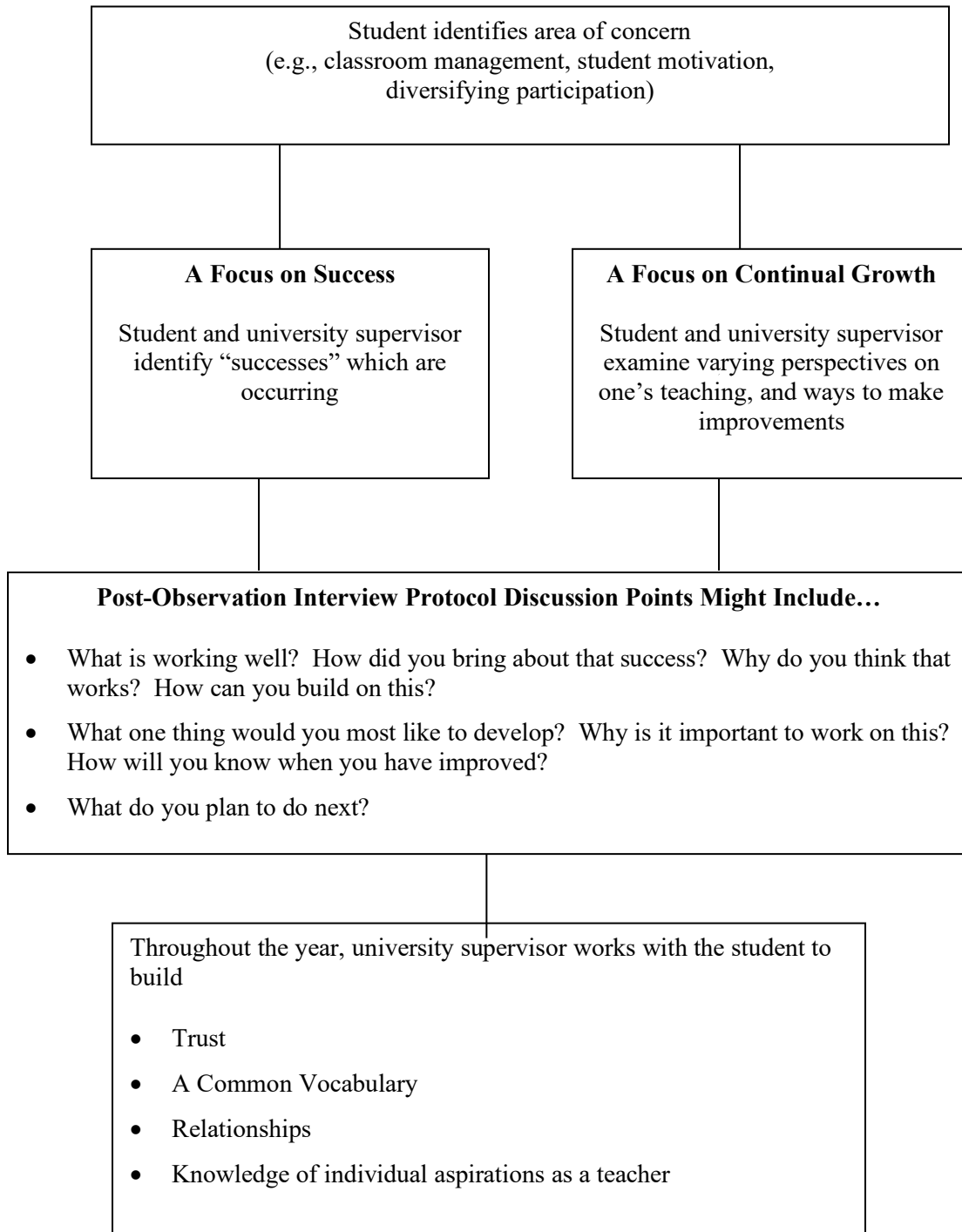
IV. Teachers think systematically about their practice and learn from experience:

1. By self-assessing through feedback and reflection.
2. By establishing and implementing professional growth plans.
3. By remaining knowledgeable about state and national reform movements and applying this knowledge to planning, instruction, and assessments.
4. By identifying themselves as part of a larger integrated system designed to promote student learning.

V. Teachers are members of learning communities:

1. By believing in learning that extends beyond the school.
2. By contributing to the profession by participating as a member of the school, district, and larger educational community.
3. By dealing responsibly, professionally, and collaboratively with others including parents, volunteers, colleagues, and administrators.

A “Constructivist” Model of Student Teacher Supervision



University Supervisor's Responsibilities

In order to coordinate the field experiences for the interns, university supervisors assume three spheres of responsibility: (1) serving as a liaison between the university and the public school, (2) mentoring the secondary intern, and (3) providing for on-going and final evaluation of the Secondary Education student's performance.

ONLINE DIRECTORY OF EDUCATION FACULTY/STAFF

<https://directory.vancouver.wsu.edu/education>

CANDIDATE PREINTERNSHIP PERFORMANCE REVIEW
MIT Secondary Program

Candidate's Name: _____ Reviewer's Name: _____

Date: _____

Scores: Mid-semester review score: _____ End-of-semester review score: _____/12 _____

This is a performance review of the MITS teacher candidate at the mid-semester (approximately eight weeks) and the end-of-semester of the preinternship. This review is being conducted by the supervisor, possibly in conjunction with the coordinator of the MITS Program. The performance review provides a summary of the candidate's performance and serves as a partial determination of the candidate's progress toward entering the more demanding internship.

The three ratings and resulting internship determinations are the following:

- 1) unsatisfactory progress toward internship, 6 points and under.
- 2) acceptable progress toward internship but some improvement helpful, 7-9 points; and
- 3) satisfactory progress toward the internship, 10 points and over

Candidates who fall in categories one and two will be expected to take part in a discussion about their scores during midway in the preinternship. If there is no improvement by the end of the preinternship, then internship placement options will be discussed with the candidate.

	1 Unsatisfactory Progress	2 Acceptable Progress	3 Satisfactory Progress
Candidate is prepared daily for preinternship.			
Candidate is open to feedback from supervisor, mentor teacher, and faculty and is adaptable.			
Candidate is collegial and works well with others.			
Candidate acts in a professional manner much of the time (as if working in a public school), including but not limited to responding to emails, completing certification/program forms, completing program assignments, and being punctual.			

Comments/recommendation:
