

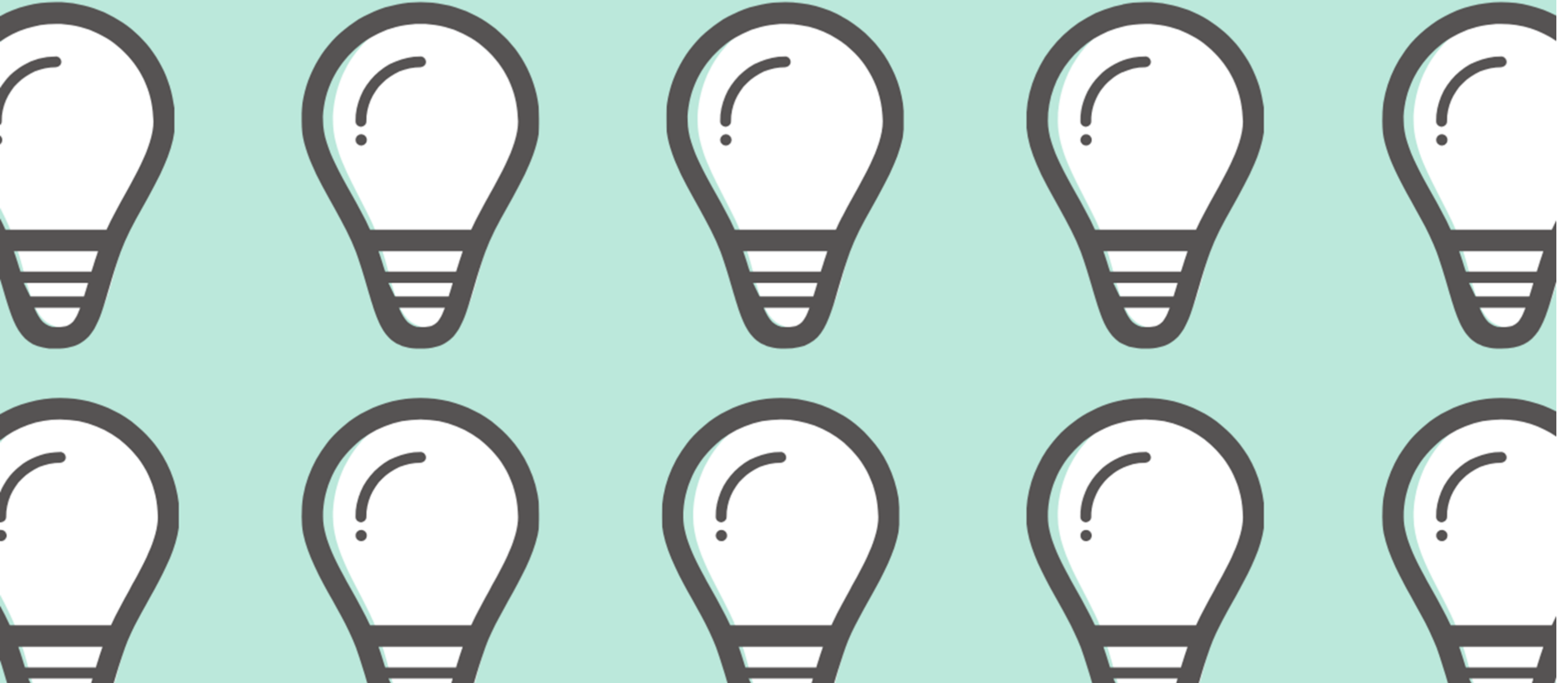
UMN-TC PRESENTS

It's In the Handbook!

A new guide for the student teaching internships that serves as a shared resource for cooperating teachers, teacher candidates, and university supervisors



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How It Works

We structured the handbook to correspond with a 15-week experience with multiple TC/CT seminars, including mirroring pages for teacher candidates and cooperating teachers. In addition to weekly guides, we also provided pages to organize the experience, including a calendar with key dates, contact information, and grading policies.

Each TC page included encouragement, a place for weekly goals, a reminder checklist, three to five resources, and a reflection prompt. The mirroring CT page included a mentor tip for the week, conversation starters, a reminder checklist, three to five resources, and a reflection prompt.

In addition, a supporting Canvas site served as an electronic version of the handbook. This format allowed us to stagger the edTPA experience. Each week, students were directed to a FlipGrid reflection with an edTPA prompt, and resources referenced throughout the handbook refocused edTPA as an assessment of teacher effectiveness rather than a licensure hoop.

*"Having the conversation starters and reminders listed out for each week has been very helpful to give focus for each week and make sure they are growing throughout the internship. The binder is also very helpful to stay connected with the assignments they are turning in so that I can ask questions and give support as needed."
-CT*

*"I like the calendar in the front and room to write in things that will be happening. I also like the to-do list each week; it's nice to know what I should be doing and keeping up with."
-ST*

Future Plans & Advice

We plan to continue using this format and would encourage others to do the same. A key addition to future handbooks will also include a clearer overview of the student teaching internship, including TC, CT, and university supervisor roles, as well as a general overview of the edTPA assessment and guidelines for the reflective processes integral to long term TC success (Meder et al., 2018).

Furthermore, we encourage others to use a hardcopy handbook in tandem with their learning management system (LMS). This has been invaluable in aligning a calendar, managing due dates, and maintaining adaptable communication throughout the student teaching internship

Costs & Resources Needed

The cost of implementing our new handbook was minimal, and our willingness to share this resource further reduces the time commitment for other faculty to take a similar approach. While the initial handbook and Canvas page took approximately 20 hours to create and compile, once built, this resource is transferrable and usable over multiple cohorts to guide TCs and CTs through the student teaching internship.

Access here:
z.umn.edu/6ugx

Printing: \$27.56
Binders: \$1.36/ea
Binder Dividers: \$0.94/ea
Shipping: \$76.05

Week 1: Getting to Know Your School | Teacher Candidate

Encouragement this Week:
Our job is to teach the students we have. Not the ones we would like to have. Not the ones we used to have. Those we have right now. All of them.
-Dr. Kevin Maxwell

My Goals For this Week:
1.
2.
3.

Reminders	Resources
Research district characteristics (MN Report Card)	Minnesota Report Card: https://z.umn.edu/MNrpctcd
Meet with admin and/or CT about district diversity	Are We Being Inclusive: https://z.umn.edu/incl
Fill out an Accommodation/Modification tracking sheet for each of your classes	Reading Emotions Behind Masks: https://z.umn.edu/hsrebm
Setup a workspace (at home & at school)	More than a Check In: https://z.umn.edu/mcmbtd
Record FlipGrid Reflection	Every Kid Needs a Champion: https://z.umn.edu/eknac
Enter journal hours in The AET	Tracking Sheet: https://z.umn.edu/60pl

What have you learned about your students, school, or community that surprised you? How might that impact your instructional decisions and planning?

Week 1: Getting to Know Your School | Cooperating Teacher

Mentor Tip for the Week:
The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.
-Steven Spielberg

Conversation Starters

- Who had the biggest impact on the person you have become?
- Where do you spend your free time?
- What is something you bring with you everywhere you go?

Reminders	Resources
Help your TC understand the demographics of your district	Minnesota Report Card: https://z.umn.edu/MNrpctcd
Discuss district diversity with your TC	Are We Being Inclusive: https://z.umn.edu/incl
Help your TC find somewhere to work at school	Reading Emotions Behind Masks: https://z.umn.edu/hsrebm
Help your TC fill out an Accommodation/Modification tracking sheet for each of your classes	More than a Check In: https://z.umn.edu/mcmbtd
Reach out to Amy/Becky with questions or concerns	Every Kid Needs a Champion: https://z.umn.edu/eknac
Reflect with your TC	Tracking Sheet: https://z.umn.edu/60pl

How did discussing the diversity of your school and program influence how you helped your TC think about making instructional decisions?