

WORCESTER COUNTY PUBLIC SCHOOLS

ABSTRACT

Continuing Professional Development (CPD) Experience

TITLE:	Supervising the Pre-Service Intern/Student Teacher
MSDE/CPD NUMBER:	#08-00-19
EFFECTIVE DATE:	2014-2015
COORDINATOR:	Shirleen Church, Professional Development School (PDS) Liaison for Worcester County Public Schools
INSTRUCTORS:	Field Placement personnel from partner PDS Institutions of Higher Education (IHE) and Worcester County Public School (WCPS) personnel

DESCRIPTION OF EXPERIENCE:

Principal-recommended mentor/cooperating teachers, having received professional development from IHE partners in PDS and/or from WCPS, will participate in a collaborative teaching experience with an intern (student teacher) for a pre-approved internship, lasting seven weeks or as specified by the partner IHE.

EXPERIENCE TIMELINES:

- First Experience: Fall or Spring
- Second Experience: Fall or Spring

CREDIT HOURS:

A maximum of 3 recertification credits may be earned one-time during a certification period. Mentor/cooperating teachers may participate in this CPD opportunity in consecutive or multiple certification periods, but may only seek to earn the maximum credits one-time during his/her current certification period. The number of credits awarded will be based on how well the mentor/cooperating teacher satisfies the evaluation requirements specified below. (Recertification credits are MSDE credits and not graduate credits.)

Notes:

1. *Participating mentor/cooperating teachers should verify with Human Resources the types and number of credits they need to satisfy their recertification requirements.*
2. *A teacher who serves as both a mentor/cooperating teacher and a PDS site coordinator during the same certification period may only seek credits for both CPD opportunities (#08-00-19 and #10-00-53) during the same certification period **one-time** during their work history with Worcester County Public Schools.*

MENTOR/COOPERATING TEACHER PERFORMANCE OUTCOMES:

Upon completion of this experience, the mentor/cooperating teacher will be able to:

- Use five reflective communication skills: setting outcomes, listening and responding, developing a range of interactive strategies, developing reflective questions, and integrating segments into whole conversations;
- Develop a personal philosophy of effective mentoring; and
- Apply mentoring skills in the mentoring relationship.

EVALUATION REQUIREMENTS:

Participating mentor/cooperating teachers seeking CPD credits will:

1. Verify that they have satisfactorily completed the expectations as a mentor/cooperating teacher for the internship for which they are seeking CPD credits;
2. Identify the training they received in preparation for their mentor/cooperating teacher experience;
3. Demonstrate that they fulfilled the full-range of the mentor/cooperating teacher outcomes listed above by submitting a reflection log; and
4. Comply with reflection-log format and submission specifications.

REFLECTION-LOG SPECIFICATIONS:

Participating mentor/cooperating teachers seeking CPD credits will submit:

1. A completed Principal Verification Form (#08-00-19) as the Reflection Log's cover page.
2. A brief narrative explaining at least one professional development opportunity which prepared them to serve as a mentor/cooperating teacher. This entry should be submitted as Page 1 of the Reflection Log. The page, titled "Mentor/Cooperating Teacher Qualifications," should include the name of the professional development opportunity; the name of the provider (IHE or WCPS); the year in which the course/workshop was taken; and an overview of the skills/principles gleaned from the professional development. (Entry should not exceed one typed page.) See format requirements below.
3. A Reflection Log which provides evidence that the MENTOR/COOPERATING TEACHER OUTCOMES have been fulfilled. (Entry should be between a minimum of four typed pages and a maximum of seven typed pages.) See format requirements below.

REFLECTION LOG FORMAT AND SUBMISSION REQUIREMENTS:

1. Typed pages should be double-spaced and have page margins of one inch. The font should be Times Roman or Times New Roman, using a font size of 12.
2. Before submitting, the mentor/cooperating teacher should retain a copy of the submission.
3. The Reflection Log should be collated in the following order: The Principal Verification Form, Mentor/Cooperating Teacher Qualifications, and the Reflection Log. The submission should be stapled together.
4. The submission should be sent to Shirleen Church at the Central Office, no later than four weeks following the internship associated with the Reflection Log. Please call Shirleen Church at 410-632-5091 with questions related with this CPD opportunity.
5. Mentor/cooperating teachers will learn how many credits are being recommended approximately four to five weeks after submission.
6. MSDE will award the recommended recertification credits. Participants, who wish to check on the status of the anticipated credits with MSDE, should contact Shirleen Church, Coordinator of Staff Development for Worcester County Public Schools, at 410-632-5091.

PRINCIPAL VERIFICATION FORM: *Supervising the Pre-Service Intern/Student Teacher (#08-00-19)*

Completed by Mentor/Cooperating Teacher

Submission Date: _____

Name of Mentor/Cooperating Teacher: _____

School/Principal: _____

Grade(s)/Courses Taught: _____

Name of Intern/Institution of Higher Education: _____

Circle the field placement which the intern has satisfied:

First Experience: Spring First Experience: Fall Second Experience: Spring Second Experience: Fall

Internship Dates: Beginning: _____ and Ending: _____

Is this the first time you are seeking CPD credits for this "course?" YES NO

Completed by Principal

Please evaluate the mentor/cooperating teacher on the following expectations:

1. Used five reflective communication skills: setting outcomes, listening and responding, developing a range of interactive strategies, developing reflective questions, and integrating segments into whole conversations.	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
2. Developed a personal philosophy of effective mentoring.	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
3. Applied mentoring skills in the mentoring relationship.	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
4. Guided interns to assume a full range of moral and educational responsibilities.	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
5. Observed and evaluated the intern's skills in satisfying internship expectations.	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

Principal's Signature: _____ Date: _____

Completed by WCPS PDS Liaison

Date Received: _____ Date Evaluated: _____

Recertification Credits Recommended: 1 2 3

Liaison's Signature: _____ Date: _____