

UNIVERSITY OF REDLANDS SCHOOL OF EDUCATION

# TEACHING INTERNSHIP HANDBOOK

2023-2024



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Teaching Internship

# SECTION I



- Introduction
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## Introduction

The University of Redlands School of Education provides a multi-faceted Teacher Education Program. After successfully completion of the required coursework and program requirements, students can advance to a teaching internship. The regulations and requirements of our teacher education program are approved by the Commission on Teacher Credentialing (CTC).

The teaching internship experience is a culmination of academic information and knowledge, combined with the actual skill building in the field. There are complex expectations to work with multiple stakeholders. This handbook is designed to present a clear explanation of the teaching internship requirements for the teaching intern (also known as, and referred hereafter in this handbook as, *the candidate*) as well as the University Program Supervisors and District-Assigned Mentor Teachers. The candidates are required to review this handbook thoroughly before beginning their teaching internship. For additional information the candidates are encouraged to contact the School of Education.

## School of Education Mission and Values

### Vision

- Inspire more justice-related dialogue and action.

### Mission

- Strengthen social and educational justice through student, staff, and faculty engagement.

### Social Justice Principles

- Advocate practices that emphasize equity and democracy for all.
- Promote diversity of people, thought, experience, and expression.
- Lead systemic change.

### Educational Justice Principles

- Champion educational accessibility for all.
- Encourage inclusive education through diverse learning, teaching, and scholarship.
- Model self-awareness as a foundation for growth and change.

## Conceptual Framework Provided by University Faculty

The University of Redlands' Department of Teaching and Learning in the School of Education (SOE) embraces an **EQUITY**-centered approach to education as we strive to support teachers as change agents in pursuit of a more socially just world. We challenge our future teachers to see themselves as engaged scholars who think critically and creatively as they work to enhance student learning by connecting schools and communities for educational justice. We endorse question-driven learning, where curriculum emerges through the formulation and investigation of critical questions about our world, and where our future teachers see themselves as co-creators of curriculum with students and community members.

Our approach to teaching and learning encourages future teachers to actively challenge injustices in schools and society and to work collaboratively with their students to imagine alternatives to current school practices and policies that reproduce inequities in our society. We believe it is necessary for future teachers to value and understand multiple perspectives and approaches to teaching and learning and to see the work of teaching as an intellectual and ethical project. We believe that teachers should integrate critical theories and practices with the aim of developing inclusive pedagogies that seek to fundamentally change existing school systems and practices that often exclude the most marginalized. Therefore, our program seeks to maintain a caring inclusive environment where all future teachers and their students feel safe and supported in our community.

Our goal in the Department of Teaching and Learning, at the University of Redlands, is to prepare teachers who understand their work as transformative praxis embedded in complex social and cultural contexts connected to political, economic, and historical realities. For this reason, we prepare future teachers to develop and implement student and youth-centered pedagogies that recognize and support the democratic potential of students and their communities. We aim to prepare future teachers in the teacher education program who support culturally and linguistically diverse learners and who see themselves as advocates, allies, and leaders for justice in their communities. To that end, we offer our equity-based conceptual framework:

- Engaged scholars
- Question-driven learning
- Understands multiple perspectives
- Inclusive environments
- Transformative praxis
- Youth-centered pedagogies

## **Code of Ethics from the National Education Association**

### **Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

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The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

### **Principal I**

#### **Commitment to the Student**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

## **Principal II**

### **Commitment To the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a noneducator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

[Adopted by the NEA 1975 Representative Assembly](#)

## **Professional Disposition**

Candidates are expected to always conduct themselves in a professional manner. Candidates must not exhibit any behaviors that interfere with the school's learning environment and are required to abide by school-site policies.

Candidates are expected to maintain professional relationships with students, parents of students enrolled in the school, and school or University personnel during the clinical experience.

Candidates are expected to be responsible and ethical in their use of technology. They must ensure the safety and well-being of their students, meet their individual needs, and maintain confidentiality with student information.

## **Clinical Fieldwork and Professional Development**

It is highly recommended that candidates seek out professional affiliations to develop a professional identity and network. For instance, the Student California Teacher Association (SCTA) is an active organization, a subdivision of the California Teacher Association (CTA), that promotes teacher quality, political action, community service, and diversity. By networking with others who will soon enter the teaching profession, the candidate would benefit from cultivating a sense of belongingness to begin fostering the professional trajectory. The SCTA also provides liability insurance for members as well as grant opportunities for qualified member applicants.

<https://www.cta.org/About-CTA/Who-We-Are/SCTA>

## Teaching Internship

# SECTION II



- General Policies for Teaching Internship Program
- Mandatory Reporting
- Title IX
- Candidates Are Required to Report Legal Issues

## **General Policies for Teaching Internship Program**

This section describes the role of the candidate, expectations of the University, and requirements for the successful completion of the teaching internship. The candidates must plan to discuss the contents of this handbook with their University Program Supervisor and District-Assigned Mentor Teacher. If there is any lack of clarity regarding expectations, the candidates must contact their University Program Supervisor and/or the Office of Licensures and Credentialing. The requirements, ideas, and suggestions in this handbook are designed to help the candidates have a successful, educational, and positive internship experience.

### **How Long Is the Internship?**

Candidates are full-time employees of schools and often teach for one to two full school years with an Intern Credential. For one 14-week semester, candidates are overseen by the University of Redlands School of Education. This 14-week schedule is aligned to the University of Redlands School of Education semester schedule.

The first day of the University internship will begin on the first day of the University of Redlands School of Education semester schedule. The final day will be on the last day of the University of Redlands School of Education semester schedule. This time of being overseen is referred to as *the internship* in this handbook. It is possible that the employing district/school site will refer to the candidate as an “intern” for as long as they are teaching with an Intern Credential. This time may last longer than the University internship.

### **Fieldwork Hour Requirement**

Per CTC expectations, all teacher candidates must fulfill 600 hours of fieldwork across the arc of the program. This total is made up of the early fieldwork hours completed prior to the internship and clinical fieldwork hours completed during the internship.

### **Early Fieldwork Experiences Hours**

General subjects (multiple/single subject) candidates are required to complete 40 hours of early fieldwork in their foundations and methods courses before advancing to an internship.

Mild to Moderate Disabilities (MMSN) and dual credential candidates are required to complete 200 hours of early fieldwork in their foundations and methods courses before advancing to an internship.

Candidates will use the [Early Fieldwork Experience Log](#) to track early fieldwork. Refer to the [Early Fieldwork webpage](#) for more information.

## Clinical Fieldwork Hours

General subjects (multiple/single subject) and dual credential candidates are required to complete 560 hours of fieldwork hours. During those hours, there must be 4 weeks of solo/co-teaching or the equivalent.

Mild to Moderate Disabilities (MMSN) candidates are required to complete 400 hours of fieldwork in their student teaching. During those hours, there must be 4 weeks of solo/co-teaching or the equivalent.

As interns are the teacher of record for a classroom and usually teach for a full academic school year, they will typically exceed the minimum requirement from the CTC.

### **The following are CTC approved activities that can count as fieldwork hours:**

- Teaching including whole class instruction, small groups, and other direct contact with students, including solo teaching.
- Co-planning time, with veteran practitioners for lessons that the candidate will deliver,
- Working with veteran practitioners, grading, and analyzing student work, reflecting on lessons, and planning for the needs of individual students.
- Time working with professional learning communities, grade level and department meetings.
- Intentionally designed observations of classroom teaching for the purpose of helping candidates understand the link between specific objectives in coursework and teaching practice.

*Please note that time spent completing course assignments for the Teaching Seminar does not count as fieldwork hours.*

Due to differing academic calendars of school sites and start date, each candidate will accrue hours at a different rate. Candidates will complete an average of 40 hours each week. Unless otherwise specified in their Internship Teaching Agreement with the district.

The minimum number of hours that must be completed are:

- 400-hours for candidates in Mild to Moderate Disabilities programs
- 560-hours for candidates in multiple subjects, single subject, and dual credential programs.

Candidates will complete the minimum hours (400/560) before the end of the internship. The candidate must remain in their placement, following guidelines in their fieldwork courses to ensure that there's time to complete all formal evaluations. **It is vital for all candidates to carefully monitor their fieldwork hour progress.** In the unlikely event that the candidate is falling behind on hours, they should consult with their University Program Supervisor on other ways that they can contribute to their placement site and student learning via CTC-approved fieldwork activities.

Candidates should complete an average of 40 hours each week. Fieldwork hours logs should reflect the follow totals at the end of each week to stay on track. The table below illustrates the approximate week candidates will meet the minimum hour requirement:

<b>Week 1</b>	40 hours	<b>Week 8</b>	320 hours	
<b>Week 2</b>	80 hours	<b>Week 9</b>	360 hours	
<b>Week 3</b>	120 hours	<b>Week 10</b>	400 hours	MMSN minimum required hours
<b>Week 4</b>	160 hours	<b>Week 11</b>	440 hours	
<b>Week 5</b>	200 hours	<b>Week 12</b>	480 hours	
<b>Week 6</b>	240 hours	<b>Week 13</b>	520 hours	
<b>Week 7</b>	280 hours	<b>Week 14</b>	560 hours	General Subjects and Dual minimum required hours

### Internship Credential and Eligibility

- A. The candidate must be deemed intern eligible by applying for internship eligibility through the School of Education. Subject Matter Competency must be met before the candidate can apply for internship eligibility, per CTC.
- B. A qualified internship must be secured by the designated deadline for each semester. Deadlines can be found on the [Teaching Internship webpage](#).
  - If the candidate does not secure a position, they can student teach if they have applied for a [student teaching placement by the designated deadline](#).
  - If the candidate does not intern or student teach, the candidate will take a Leave of Absence until they resume coursework. Please note that internships are only offered in Fall and Spring semesters.
- C. A qualified internship must fit the following parameters.
  - The internship must be a full-time position (e.g., a contract that reflects 100% employment as opposed to a partial contract that shows anything less than 100% employment).
  - The internship must be in the candidate's credential-seeking area.
  - The internship must be at a public-school site.
- D. The candidate will work with the School of Education to be recommended for the Intern Credential. The candidate must provide necessary documentation that they meet all requirements and fill out a credential application.

- E. The Intern Credential is valid for 2 years. It is the responsibility of the candidate to complete all Preliminary Credential requirements prior to the expiration of the Intern Credential. The Intern Credential will not be renewed or extended, unless under extenuating circumstances and requires approval from both the School of Education and the CTC.
- F. The Intern Credential is restricted to the district or charter school that the candidate is contracted with to complete their internship program/fieldwork hours. Due to this CTC-restriction, the candidate cannot teach for another district or charter school using that Internship Credential. Employment restrictions will not be changed, unless under extenuating circumstances and through a formal appeal process with the School of Education.

### **Fieldwork Policies**

- A. The internship teaching experience typically spans the length of an academic year and is aligned to the district's academic calendar. University coursework and university program supervision will align with the University of Redlands, School of Education academic calendar.
- B. The candidate will follow the schedules provided by the district and outlined in the fieldwork Canvas course. Daily teaching as an intern requires punctuality, arriving on time and leaving at appropriate times.
  - If the school site is required to provide instruction via distance-learning, the candidates will complete their fieldwork hours virtually via a remote location. Candidates are expected to follow district policies related to distance-learning.
- C. The candidate will arrive at their school site in professional attire and conduct. The candidates will follow the dress code policy set forth by the school site's district. The candidate should discuss the district's dress code policy with their Administration and/or District-Assigned Mentor Teacher.
- D. Candidates are expected to be present and prepared at the school site daily. Consistent attendance and performance are critical to the success of the intern and the students in the classroom. Interns must follow district policies related to teacher absences.
  - Chronic absenteeism may result in the termination of the internship contract and placement. This may have academic consequences such as receiving a failing grade (No Credit) for the resident teaching course(s) and/or fulfilling fieldwork in another semester and by another means such as student teaching (an additional application is required for another form of fieldwork).

- E. In the event of an absence, candidates need to notify school-site administration and the University Program Supervisor (if a meeting was scheduled). The candidates must leave lesson plans and materials for their class in their absence.
- F. The candidate will prepare lesson plans for each lesson taught. The format should be under the guidance of the District-Assigned Mentor Teacher and University Program Supervisor. The candidate will always have a copy of their lesson plans available for the District-assigned Mentor Teacher and will meet all deadlines for creating the lesson plans. Certain copies of the lesson plans will be submitted via the Fieldwork Canvas course to the University Program Supervisor before a formal observation. Failure to do so, or consistent tardiness in submitting preparation materials may result in a no credit (NC) in fieldwork courses.
- G. The University will be responsible for providing a program supervisor, as defined by the CTC, to observe and evaluate academic performance. University Program Supervisors are employed by the University to direct, observe, and evaluate the performance of teacher candidates engaged in fieldwork experiences for academic purposes only.
- H. The candidate will be visited by their assigned University Program Supervisor. Candidates and University Program Supervisors should follow the supervision schedule indicated in the Fieldwork Canvas course.
- I. In some rare cases, the university will assign a program supervisor that is remote to provide virtual supervision. This is almost always the case for when the placement location or subject-area pose geographic challenges. University Program Supervisors may conduct observation hours asynchronously or synchronously. Virtual visits must first be approved by the School of Education and the school site, and pupil's parents.
- J. University Program Supervisor assignments are made by the School of Education based on the University Program Supervisor's credential type, geographic location, and the number of candidates they can oversee. Due to these parameters, it is not possible for the School of Education to pair candidates with a requested University Program Supervisor. Unless under unforeseen or extenuating circumstances, the University Program Supervisor assignments will not be changed.
- K. The candidate will work with a District-Assigned Mentor Teacher. Per CTC, the candidate will be provided a minimum of 72 hours of District-Assigned Mentor Teacher/district support during the academic year. Prior to beginning the internship, the candidate should ensure they are aware of their District-Assigned Mentor Teacher and how to contact them. This information will likely be provided by the district or principal. The candidate should connect with the District-Assigned Mentor Teacher prior to the beginning of the internship, as appropriate.
- L. The candidate's District Assigned Mentor Teacher and University Program Supervisor will collaboratively provide feedback to the candidate in formal evaluations. The University Program Supervisor will document notes after each observation of teaching via the

- M. University Program Supervisor Observation form. Notes taken during each observation and suggested feedback should be discussed in a debrief meeting between the candidate and University Program Supervisor upon completion of the lesson and prior to any formal evaluation forms are submitted. The District-assigned Mentor Teacher is welcome, but not required, to be a part of these debrief meetings. All evaluations will become part of the candidate's student file. These documents are not available to hiring officials. The candidate should keep copies of all evaluation forms for their own records.
- N. The candidate will have frequent dialogues, aimed at providing direction and guidance, with the District-Assigned Mentor Teacher. While many will be brief and informal, some will be lengthy. Candidates will be formally evaluated by their University Program Supervisor several times and will also be formally evaluated by their District-Assigned Mentor Teacher who will rate the candidate's strengths and areas of improvement via the Progress Check form and share those ratings with the candidate as well as the University Program Supervisor.
- O. The candidate will have occasional three-way consultation meetings with the District-Assigned Mentor Teacher and the University Program Supervisor. These are opportunities for discussion, feedback, and mentorship. All parties will work collaboratively to provide constructive feedback.
- P. Candidates will complete CalTPA Instructional Cycles 1 and 2 during their internship with support provided in the Seminar class and from the University Program Supervisor. The candidate's teaching placement will be in a classroom setting that provides the opportunity to work with diverse populations that include EL and students with special needs.
- Q. Mild to Moderate Support Needs and Dual Credential candidates will complete the TPE Portfolio during their student teaching assignment.
- R. Teaching internships are designed for candidates to remain in the classroom for one full academic year or as contracted by the district. Each district may have varying lengths of contracts. For these reasons, the candidate cannot simply switch from internship teaching to another fieldwork method (such as student teaching or residency). Candidates should contact the School of Education if for some reason they must resign from their position. The School of Education is available to support candidates with their programmatic needs and extenuating circumstances.
- S. The School of Education, in conjunction with feedback provided by those overseeing the candidate's teaching internship (e.g., University Program Supervisor, District-Assigned Mentor Teacher, university faculty), retains the authority to assign a No Credit grade to the candidate in their teaching internship course when egregious behaviors are observed in the teaching situation. Causes for failure include, but are not limited to, dismissal from district employer from internship, irregular attendance, unsatisfactory teaching, unethical

behaviors, and failure to exemplify good conduct. In these events, the candidate may receive a failed grade (No Credit) for the teaching internship course and be required to participate in another semester of supervised internship with the University.

- T. If a candidate engages in acts that result in suspension of clinical practice or dismissal, the School of Education will investigate. Egregious violations may result in an expedited dismissal from the teacher preparation program and/or placement.
- U. The District and University will provide the candidate with a fair process in the case of a dismissal, except when safety or compliance require immediate removal. This will include fair notice to the candidate of the cause, and an opportunity to be heard and respond to the charges before a decision is made.
- V. When a candidate cannot successfully complete the teaching internship, there will be a mandatory three-way meeting between the candidate, the advisor, and a School of Education representative to review expectations and plans for improvements.
- W. If a candidate does not complete their internship, they can appeal to request a new placement. The School of Education will review the appeal and approve or deny the request for a second and final placement.
- X. Under no circumstance will any candidate be allowed to do more than one repeated student teaching/internship experience. This means, specifically, that there is only one additional opportunity for the candidate to participate in another student teaching or internship.
- H. The Candidate, University Program Supervisor, District-assigned Mentor Teacher, or university faculty have the right to file a fieldwork-related grievance if a policy violation has occurred. The School of Education works collaboratively with the Dean's Office, as well as campus and district partners (if applicable) to review formal grievances and complaints fairly by following the following process:
  - The School of Education (SOE) will collect statements from all parties involved. Statements may be in writing, or an SOE representative may schedule a meeting to collect a statement.
  - Statements will be analyzed and evaluated.
  - The School of Education will work with the Dean's Office and others as needed to come to a resolution.
  - As a program sponsor, the School of Education has the responsibility of determining if a candidate is not fit for the profession.
- Y. Candidates are required to comply with the University's [Student COVID-19 Vaccination Policy](#). Failure to meet this requirement may result in a program disruption.

## **Mandatory Reporting**

CTC's *Coded Correspondence, 19-01, Subject: Certificate of Clearance: Purposes, Uses, and Responsibilities of Holders*, states the responsibility of holders of the Certificate of Clearance related to mandatory reporting. All University of Redlands' teacher candidates hold a current Certificate of Clearance (COC) and are bound by these responsibilities.

### *Responsibilities of Holders*

All holders of documents issued by the Commission, including the COC, are mandated reporters. This means that they are required to report every known or suspected instance of child abuse or child neglect to a child with whom they have had professional contact. Reports are to be made immediately, or as soon as is practically possible, to a law enforcement or child protective agency in addition to any report made to their supervisor or employer. Written reports and any evidence of abuse/neglect must be submitted within 36 hours of when the individual becomes aware of the abuse. Failure to report any known or suspected act of neglect or abuse is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars, or by both. The full legal and professional obligations of a COC holder are contained in the Child Abuse and Neglect Reporting Act (Penal Code § 11166).

## **Title IX**

The University of Redlands is committed to providing a safe learning environment for all students that is free of all forms of discrimination, sexual misconduct, and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If the candidate (or someone the candidate knows) has experienced or experiences any of these incidents, they should know that the University of Redlands has staff members trained to provide support in navigating campus life, accessing health and counseling services, providing academic accommodations, no contact orders, and more.

Please be aware that all University of Redlands faculty members and advisors are "responsible employees," which means that if the candidate shares about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, faculty must share that information with the Title IX Coordinator. Although faculty and advisors have to make that notification, the candidate will control how their case will be handled, including whether or not they wish to pursue a formal complaint. The candidate should be informed to make sure they are aware of the range of options available and have access to the resources.

To report an incident, the candidate can:

- Report online at: <https://sites.redlands.edu/titleixandequity/>
- [Contact the Title IX Office](#)



## **Candidates are Required to Report Legal Issues**

Promoting the safety of children and maintaining integrity of the teaching profession is a priority. Teacher candidates must report charges, arrests, and convictions to the School of Education immediately. Reports should be made in writing to the School of Education. Upon receiving the disclosure, the School of Education will perform an investigation of the conduct giving rise to the charge, arrest, and/or conviction, and after completing the investigation, the School of Education will determine whether some form of disciplinary action is warranted. Failure to self-report may result in suspension or dismissal.

Teaching Internship

# SECTION III



- Teaching Internship Schedule
- Fieldwork Forms
- Problem Solving Guidelines for Intern Teaching

## Teaching Internship Schedule

Candidates will be enrolled in a teaching internship fieldwork course. The course instructor will be the assigned University Program Supervisor. The fieldwork course is designed to guide candidates and University Program Supervisors through the clinical experience. All fieldwork forms, lesson plans, and formal evaluation assignments to meet CTC requirements can be found in the fieldwork Canvas course.

## Fieldwork Forms

While teaching, the candidate will receive written evaluations of their progress. The purpose of the fieldwork forms is to provide feedback to the candidate, generate discussions, and encourage self-reflection and goal setting. While the forms are important for credentialing purposes, the forms themselves come secondary to the valuable conversations the candidate will have with their University Program Supervisor and District-Assigned Mentor Teacher.

The list below will provide a list and summary of forms that are included in fieldwork courses.

- **[University Supervisor Observation form](#)**

During each observation, the University Program Supervisor will complete an observation form. They will make note of the candidates' commendations and highlight any Teaching Performance Expectations (TPEs) in need of developing. The University Program Supervisor will discuss these observations with the candidate following the observation. The discussion may take place immediately following the candidate's lesson or later via virtual meeting or phone call if the schedule does not permit an immediate discussion. The District-Assigned Mentor Teacher may be involved in these discussions.

The University Program Supervisor will fill out their portion of the form documenting their observations. Once they submit the form, it will be routed to the candidate. There is a section for the candidate to write their own notes based on their reflections and thoughts. The candidate should identify any questions or concerns they have on the form. These questions/concerns should be discussed with the University Program Supervisor if they were not already discussed.

- **[Progress Check form for Multiple Subject/Single Subject Candidates](#)**
- **[Progress Check form for Mild to Moderate Support Needs and Dual Credential Candidates](#)**

Progress check forms should be completed in consultation between the candidate and District-Assigned Mentor Teacher. Progress checks occur mid-semester and then again at the end of the internship. These are formal evaluations to assess the Teaching Performance Expectations (TPEs). Candidates will be required to submit completed progress check forms to the University Program Supervisor via the fieldwork Canvas course.

- **[Fieldwork Hour Tracking form](#)**

The candidate will use this form to document their weekly hours of fieldwork. This form will be submitted to the University Program Supervisor weekly for approval.

Candidates should monitor their fieldwork hour progress closely during the semester to ensure they complete all hours by the end of the internship. University Program Supervisors are expected to closely monitor these hours and assist the candidate in staying on track. If candidates are following behind, the University Program Supervisor needs to discuss a plan with the candidate to catch up.

- **Mentor Teacher Hour Tracker**

Using the Mentor Teacher Hour Tracker, the candidate will log the total hours of support they receive from their District-Assigned Mentor Teacher.

***District-Assigned Mentor Teacher Role***

Per California Education Code §44321, the University and District will jointly support and supervise Intern Teacher Candidates. The University will provide 72 hours of support and the District will provide 72 hours of support. The University's 72 hours will come from the seminar course and the University Supervisor.

The District's 72 hours of support will come in part or fully from a District-Assigned Mentor Teacher. This teacher will have at least 3 years of teaching experience, a Clear Teaching credential in the same area as the candidate, and exemplary teaching reviews from the administration. The district identifies the District-Assigned Mentor Teacher on the Intern Assignment Form submitted during the intern credential recommendation process.

## **Problem Solving Guidelines for Intern Teaching**

During intern teaching, various challenging situations will arise. The candidate is expected to work directly with the person with whom they have conflicts first. This is an expectation because collaborative relationships with others are a main component of the teaching profession. Teachers are expected to work with other teachers, administrators, students and parents, and other district employees. The candidate should next seek guidance from their District-assigned Mentor Teacher and University Program Supervisor.

It is expected that the candidate fully utilizes their intern teaching placement as a learning experience. Professional respect and courtesy toward the District-assigned Mentor Teacher are expected even when the candidate may find that their own teaching style differs from that of the District-assigned Mentor Teacher. At the end of intern teaching, the candidate relies on a multitude of individuals for letters of recommendation, job referrals, career advice and mentorship, and recommendation for credentialing. The School of Education will submit the Preliminary Credential recommendation to CTC.

While most of the challenging situations that the candidate may experience can be resolved through guidance from their University Program Supervisors and District-assigned Mentor Teachers, there are situations in which the candidate is encouraged to seek out other problem-

solving processes to articulate a solution. The following shows a few notable challenging situations and how the candidates are encouraged to seek guidance to resolve problems.

***If intern teaching is not what you expected it to be:***

Many of us can become discouraged in challenging situations, especially when what we once hoped for does not turn out exactly how we imagined. The candidate is first asked to self-reflect on whether their reactions are based on unrealistic expectations of teaching.

**Suggested Actions:**

- Candidates should consult with their District-assigned Mentor Teacher, University Program Supervisor, and/or the School of Education about their experience and expectations.
- When necessary, there should be collaborative meetings with the District-assigned Mentor Teacher and University Program Supervisor to discuss expectations and possibly modifying expectations. The candidates should be supported collaboratively by their mentors and gain insight from others who have been through similar struggles.

***If you face an ethically challenging situation about your District-assigned Mentor Teacher:***

**Suggested Actions:**

- Candidates should consult with their University Program Supervisor and inform the School of Education of the situation.
- When necessary, candidates may be placed with another District-assigned Mentor Teacher. This is handled by the School of Education in collaboration with the district. At no point should candidates arrange a new placement on their own.

***If you feel that you have received inaccurate feedback from your District-assigned Mentor Teacher:***

It is important to point out that there are differences between inaccurate feedback and ‘constructive feedback.’ If constructive feedback is warranted based on the candidate’s performance, they are asked to reflect and with their Mentor Teacher/University Program Supervisor. This process may include the candidate accurately identifying what help and guidance are needed (and from whom) to successfully complete their resident teaching.

**Suggested Actions:**

- Candidates should consult with their University Program Supervisor and inform the School of Education of the situation. Considering that there is an unavoidable power difference between the candidate and the Mentor Teacher, candidates are encouraged to rely on their University Program Supervisor to navigate these conversations. Everyone should have open and transparent dialogue about inaccuracies in three-way collaborative meetings.
- When necessary, the University Program Supervisor may increase the number of three-way meetings to assure the relationship between the candidates and the Mentor Teacher is not ruptured.

Teaching Internship

# SECTION IV



- Role of University Program Supervisors
- Role of District-Assigned Mentor Teachers

## **Role of University Program Supervisors**

The impact of University Program Supervisors on the internship experience is critical especially since, unlike student teaching, the internship requires the candidate to meet academic and operational expectations in their own classroom. The candidates work closely with their District-Assigned Mentor Teachers and University Program Supervisors to hone their teaching skills and become well rounded teachers. They must be equipped to handle various stressful situations while competently teaching their grade-level and subject matters at their site.

In addition to teaching content-specific lessons, candidates are expected to navigate complex political and systemic situations while in their placement. Candidates are faced with expectations from various constituents including but not limited to school site administration, district administration, university faculty, District-Assigned Mentor Teachers, and the School of Education staff; all in relation to the state regulations and requirements for credentialing processes. To navigate these complex expectations and requirements, the candidate benefits most from the wisdom and experiences of their University Program Supervisors. In many ways, University Program Supervisors serve as the necessary bridge between the candidate's fieldwork experience and their academic and regulatory expectations.

The following sections provide expectations for University Program Supervisors and their duties related to interns, articulated by the School of Education. These expectations are in addition to the expectations outlined in the University Program Supervisors contract which is signed upon accepting the assignment to oversee their assigned candidates.

### **University Program Supervisor Responsibilities:**

1. Abide by terms indicated in the university's fieldwork contract.
2. Serve as a resource to the candidate in areas of curriculum, procedures, and classroom management. Review and discuss written lesson plans with the candidate. Set clear expectations with the candidate on receiving lesson plans prior to each observation visit. Candidates should know how and when to send lesson plans to their University Program Supervisors by following guidelines outlined in their fieldwork Canvas course.
3. Follow the schedule and guidelines outlined in the fieldwork Canvas course.
  - a. Provide virtual pre-conferences and check-ins.
  - b. Have a post conference with the candidate and the Mentor Teacher after site visits and observations.
4. Provide site-visits/observations during the designated semester. Visits with the candidate should take place according to the schedule during the university's recommended schedule. It is recommended that the days/times of site visits should vary so that the candidate can be observed teaching different types of lessons and students. Schedule all meetings in advance and follow the recommended schedule as closely as possible. If a

cancelation is required, give advanced notice to the candidate and Mentor Teacher, and ensure a new meeting is scheduled in a timely manner (within 1 week).

5. Have a post conference with the candidate and the Mentor Teacher after site visits and observations to discuss observations and feedback.
6. Review and discuss written lesson plans with the candidate. Set clear expectations with the candidate on receiving lesson plans prior to each observation visit. Candidates should know how and when to send lesson plans to their University Program Supervisor by following guidelines outlined in their fieldwork Canvas course.
7. Make appointments with the candidate to observe any special lessons, when possible and if appropriate.
8. Provide guidance related to the life-long learning process, self-reflective skills, critical-thinking skills, ethical-decision skills, and overall professional development.
9. Help the candidate navigate difficult situations and conversations with their Mentor Teacher, students, and/or parents.
10. Support the candidates through the CalTPA process and check in on their progress. Ensure that the candidate can submit each cycle on time as they may not have another opportunity to record the required videos needed for both cycles.
11. Utilize Canvas course to review forms, send announcements, and grade.
12. Submit grades for the candidates within 2 weeks of the end of the semester.

### **Communication Channels:**

There are times when the candidate would benefit greatly from having transparent and open dialogues with both the District-Assigned Mentor Teacher and the University Program Supervisor. This is especially true when there is tension or issues that need to be resolved between the candidate and the District-Assigned Mentor Teacher. When these situations arise, the University Program Supervisor may consider the following.

1. Facilitate communication between the candidate and their District-Assigned Mentor Teacher. Help guide conversations in any three-way meetings that may take place.
2. If the three-way meeting does not provide any improvement for the conflict, refer any serious problems concerning the candidate to the School of Education.

## **Role of District-Assigned Mentor Teachers**

The District-Assigned Mentor Teacher plays an important role of supporting the candidate before, during, and after the semester that the University of Redlands School of Education is overseeing the candidate as an intern. They are a key element to orienting the candidate to school and district policies and resources and providing an on-site support system. Candidates are expected to proactively reach out to the District-Assigned Mentor Teacher to arrange consistent meetings and be prepared for all meetings.

All interns should receive 72 hours of support from the district/charter school and 72 hours of support from the university. This is per CTC policies and the University of Redlands School of Education Internship Program Memorandum of Understanding (MOU).

Per CTC guidelines, District-Assigned Mentor Teachers should hold a clear credential in the same field as the credential the candidate is seeking, at least three years of teaching experience, and be able to provide ELA support. If the district is unable to provide a District-Assigned Mentor Teacher in the same credential field as the candidate, an alternative teacher can be assigned with written documentation explaining how this teacher is fit to provide mentorship. If the District-Assigned Mentor Teacher cannot provide ELA support, another teacher should be identified who can provide ELA support.

Teaching Internship

# SECTION V



- After The Internship

## **After The Internship**

### **Preliminary Credential Recommendation**

At the conclusion of the internship, if all credential requirements have been met, the candidate will submit a credential application to the School of Education for review. Please refer to the [Pathway to Credentialing page](#) for a list of the credential requirements.

### **Intern Credential Validity and Employment Restriction**

The Intern Credential is valid for 2 years. It is the responsibility of the candidate to complete all Preliminary Credential requirements before the Intern Credential expires. Failure to do so may result in loss of employment with the district/charter school. Intern Credential will not be extended or have the employment restriction changes, unless under extenuating circumstances and through a formal appeal process with the School of Education.

### **Induction and Clear Credential**

Preliminary Credential holders need to participate in an induction program to upgrade to a clear credential. The Preliminary Credential is valid for 5 years and the induction program should take place during this 5-year period. The candidate should research induction programs and, when hired, talk to their administrator about completing induction. Some districts offer their own induction program, others do not. It is the responsibility of the candidate to meet all Clear Credential requirements prior to the Preliminary Credential expiration. Requests for extension of the Preliminary Credential due to extenuating circumstances need to be made through appeal with CTC.

### **Career Resources**

Candidates may have job searching related needs or other professional goals which can be supported by The Office of Career and Professional Development at the University of Redlands. This is a university-wide resource to current students and alumni. They can assist with cover letters and personal statement writing, interviewing skills, mock interviewing, networking, professional development, and other career related matters. The candidate is encouraged to use this resource. <https://www.redlands.edu/student-affairs/ocpd/>

Teaching Internship

# SECTION VI



- Multiple Subject & Single Subject: Teaching Performance Expectations

Multiple Subject and Single Subject candidates will familiarize themselves with and employ the TPEs. [See full TPE guidelines from CTC.](#)

### **TPE 1: Engaging and Supporting All Students in Learning**

1. Apply knowledge of students, including their prior experiences, interests, and social emotional learning needs, as well as their funds of knowledge and cultural, language, and socioeconomic backgrounds, to engage them in learning.
2. Maintain ongoing communication with students and families, including the use of technology to communicate with and support students and families, and to communicate achievement expectations and student progress.
3. Connect subject matter to real-life contexts and provide active learning experiences to engage student interest, support student motivation, and allow students to extend their learning.
4. Use a variety of developmentally and ability-appropriate instructional strategies, resources, and assistive technology, including principles of Universal Design of Learning (UDL) and Multi-Tiered System of Supports (MTSS) to support access to the curriculum for a wide range of learners within the general education classroom and environment.
5. Promote students' critical and creative thinking and analysis through activities that provide opportunities for inquiry, problem solving, responding to and framing meaningful questions, and reflection.
6. Provide a supportive learning environment for students' first and/or second language acquisition by using research-based instructional approaches, including focused English Language Development, Specially Designed Academic Instruction in English (SDAIE), scaffolding across content areas, and structured English immersion, and demonstrate an understanding of the difference among students whose only instructional need is to acquire Standard English proficiency, students who may have an identified disability affecting their ability to acquire Standard English proficiency, and students who may have both a need to acquire Standard English proficiency and an identified disability.
7. Provide students with opportunities to access the curriculum by incorporating the visual and performing arts, as appropriate to the content and context of learning.
8. Monitor student learning and adjust instruction while teaching so that students continue to be actively engaged in learning.

### **TPE 2: Creating and Maintaining Effective Environments for Student Learning**

1. Promote students' social-emotional growth, development, and individual responsibility using positive interventions and supports, restorative justice, and conflict resolution practices to foster a caring community where each student is treated fairly and respectfully by adults and peers.
2. Create learning environments (i.e., traditional, blended, and online) that promote productive student learning, encourage positive interactions among students, reflect diversity and multiple perspectives, and are culturally responsive.
3. Establish, maintain, and monitor inclusive learning environments that are physically, mentally, intellectually, and emotionally healthy and safe to enable all students to learn, and recognize and appropriately address instances of intolerance and harassment among students, such as bullying, racism, and sexism.
4. Know how to access resources to support students, including those who have experienced trauma, homelessness, foster care, incarceration, and/or are medically fragile.

5. Maintain high expectations for learning with appropriate support for the full range of students in the classroom.
6. Establish and maintain clear expectations for positive classroom behavior and for student-to-student and student-to-teacher interactions by communicating classroom routines, procedures, and norms to students and families.

### **TPE 3: Understanding and Organizing Subject Matter for Student Learning**

1. Demonstrate knowledge of subject matter, including the adopted California State Standards and curriculum frameworks.
2. Use knowledge about students and learning goals to organize the curriculum to facilitate student understanding of subject matter, and make accommodations and/or modifications as needed to promote student access to the curriculum.
3. Plan, design, implement, and monitor instruction consistent with current subject-specific pedagogy in the content area(s) of instruction, and design and implement disciplinary and cross-disciplinary learning sequences, including integrating the visual and performing arts as applicable to the discipline
4. Individually and through consultation and collaboration with other educators and members of the larger school community, plan for effective subject matter instruction and use multiple means of representing, expressing, and engaging students to demonstrate their knowledge.
5. Adapt subject matter curriculum, organization, and planning to support the acquisition and use of academic language within learning activities to promote the subject matter knowledge of all students, including the full range of English learners, Standard English learners, students with disabilities, and students with other learning needs in the least restrictive environment.
6. Use and adapt resources, standards-aligned instructional materials, and a range of technology, including assistive technology, to facilitate students' equitable access to the curriculum.
7. Model and develop digital literacy by using technology to engage students and support their learning, and promote digital citizenship, including respecting copyright law, understanding fair use guidelines and the use of Creative Commons license, and maintaining Internet security.
8. Demonstrate knowledge of effective teaching strategies aligned with the internationally recognized educational technology standards.

### **TPE 4: Planning Instruction and Designing Learning Experiences for All Students**

1. Locate and apply information about students' current academic status, content- and standards-related learning needs and goals, assessment data, language proficiency status, and cultural background for both short-term and long-term instructional planning purposes.
2. Understand and apply knowledge of the range and characteristics of typical and atypical child development from birth through adolescence to help inform instructional planning and learning experiences for all students.
3. Design and implement instruction and assessment that reflects the interconnectedness of academic content areas and related student skills development in literacy, mathematics, science, and other disciplines across the curriculum, as applicable to the subject area of instruction.
4. Plan, design, implement and monitor instruction, making effective use of instructional time to maximize learning opportunities and provide access to the curriculum for all students by removing barriers and providing access through instructional strategies that include:
  - appropriate use of instructional technology, including assistive technology;
  - applying principles of UDL and MTSS;

- use of developmentally, linguistically, and culturally appropriate learning activities, instructional materials, and resources for all students, including the full range of English learners;
  - appropriate modifications for students with disabilities in the general education classroom;
  - opportunities for students to support each other in learning; and
  - use of community resources and services as applicable.
5. Promote student success by providing opportunities for students to understand and advocate for strategies that meet their individual learning needs and assist students with specific learning needs to successfully participate in transition plans (e.g., IEP, IFSP, ITP, and 504 plans.)
  6. Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.
  7. Plan instruction that promotes a range of communication strategies and activity modes between teacher and student and among students that encourage student participation in learning.
  8. Use digital tools and learning technologies across learning environments as appropriate to create new content and provide personalized and integrated technology-rich lessons to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.

#### **TPE 5: Assessing Student Learning**

1. Locate and apply information about students' current academic status, content- and standards-related learning needs and goals, assessment data, language proficiency status, and cultural background for both short-term and long-term instructional planning purposes.
2. Understand and apply knowledge of the range and characteristics of typical and atypical child development from birth through adolescence to help inform instructional planning and learning experiences for all students.
3. Design and implement instruction and assessment that reflects the interconnectedness of academic content areas and related student skills development in literacy, mathematics, science, and other disciplines across the curriculum, as applicable to the subject area of instruction.
4. Plan, design, implement and monitor instruction, making effective use of instructional time to maximize learning opportunities and provide access to the curriculum for all students by removing barriers and providing access through instructional strategies that include:
  - appropriate use of instructional technology, including assistive technology;
  - applying principles of UDL and MTSS;
  - use of developmentally, linguistically, and culturally appropriate learning activities, instructional materials, and resources for all students, including the full range of English learners;
  - appropriate modifications for students with disabilities in the general education classroom;
  - opportunities for students to support each other in learning; and
  - use of community resources and services as applicable.
5. Promote student success by providing opportunities for students to understand and advocate for strategies that meet their individual learning needs and assist students with specific learning needs to successfully participate in transition plans (e.g., IEP, IFSP, ITP, and 504 plans.)
6. Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.

7. Plan instruction that promotes a range of communication strategies and activity modes between teacher and student and among students that encourage student participation in learning.
8. Use digital tools and learning technologies across learning environments as appropriate to create new content and provide personalized and integrated technology-rich lessons to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.

#### **TPE 6: Developing as a Professional Educator**

1. Reflect on their own teaching practice and level of subject matter and pedagogical knowledge to plan and implement instruction that can improve student learning.
2. Recognize their own values and implicit and explicit biases, the ways in which these values and implicit and explicit biases may positively and negatively affect teaching and learning, and work to mitigate any negative impact on the teaching and learning of students. They exhibit positive dispositions of caring, support, acceptance, and fairness toward all students and families, as well as toward their colleagues.
3. Establish professional learning goals and make progress to improve their practice by routinely engaging in communication and inquiry with colleagues.
4. Demonstrate how and when to involve other adults and to communicate effectively with peers and colleagues, families, and members of the larger school community to support teacher and student learning.
5. Demonstrate professional responsibility for all aspects of student learning and classroom management, including responsibility for the learning outcomes of all students, along with appropriate concerns and policies regarding the privacy, health, and safety of students and families. Beginning teachers conduct themselves with integrity and model ethical conduct for themselves and others.
6. Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.
7. Critically analyze how the context, structure, and history of public education in California affects and influences state, district, and school governance as well as state and local education finance.

Teaching Internship

# SECTION VII



- Mild to Moderate Support Needs & Dual Credential:  
Teaching Performance Expectations

Mild to Moderate Support Needs and Dual Credential candidates will familiarize themselves with and employ the TPEs. [See full TPE guidelines from CTC.](#)

**TPE 1: Engaging and Supporting All Students in Learning**

U1.1 Apply knowledge of students, including their prior experiences, interests, and socialemotional learning needs, as well as their funds of knowledge and cultural, language, and socioeconomic backgrounds, to engage them in learning.

U1.2 Maintain ongoing communication with students and families, including the use of technology to communicate with and support students and families, and to communicate achievement expectations and student progress.

U1.3 Connect subject matter to real-life contexts and provide active learning experiences to engage student interest, support student motivation, and allow students to extend their learning. U1.4 Use a variety of developmentally and ability-appropriate instructional strategies, resources, and assistive technology, including principles of Universal Design of Learning (UDL) and Multi-Tiered System of Supports (MTSS) to support access to the curriculum for a wide range of learners within the general education classroom and environment.

U1.5 Promote students' critical and creative thinking and analysis through activities that provide opportunities for inquiry, problem solving, responding to and framing meaningful questions, and reflection.

U1.6 Provide a supportive learning environment for students' first and/or second language acquisition by using research-based instructional approaches, including focused English Language Development, Specially Designed Academic Instruction in English (SDAIE), scaffolding across content areas, and structured English immersion, and demonstrate an understanding of the difference among students whose only instructional need is to acquire Standard English proficiency, students who may have an identified disability affecting their ability to acquire Standard English proficiency, and students who may have both a need to acquire Standard English proficiency and an identified disability.

U1.7 Provide students with opportunities to access the curriculum by incorporating the visual and performing arts, as appropriate to the content and context of learning.

MM1.1 Demonstrate the ability to collaboratively develop and implement Individualized Education Programs (IEP), including instructional goals that ensure access to the California Common Core State Standards and/or California Preschool Learning Foundations, as appropriate, that lead to effective inclusion of students with disabilities in the general education core curriculum.

MM1.2 Demonstrate the ability to identify the appropriate supports of students with complex communication needs and design strategies in order to foster access and build comprehension, and develop appropriate language development goals within the IEPs for those students.

MM1.3 Demonstrate knowledge of students' language development across disabilities and the life span, including typical and atypical language development, communication skills, social pragmatics,

language skills (e.g. executive functioning) and/or vocabulary/semantic development as they relate to the acquisition of academic knowledge and skills.

MM1.4 Monitor student progress toward learning goals as identified in the academic content standards and the IEP/Individual Transition plan (ITP).

MM1.5 Demonstrate the ability to develop IEPs/ITPs with students and their families, including goals for independent living, post-secondary education, and/or careers, with appropriate connections between the school curriculum and life beyond high school.

MM1.6 Facilitate and support students in assuming increasing responsibility for learning and self-advocacy based on individual needs, with appropriate transitions between academic levels in programs and developing skills related to career, college, independent living, and community participation.

MM1.7 Use strategies to support positive psychosocial development and self-determined behavior of students with disabilities.

## **TPE 2: Creating and Maintaining Effective Environments for Student Learning**

U2.1 Promote students' social-emotional growth, development, and individual responsibility using positive interventions and supports, restorative justice, and conflict resolution practices to foster a caring community where each student is treated fairly and respectfully by adults and peers.

U2.2 Create learning environments (i.e., traditional, blended, and online) that promote productive student learning, encourage positive interactions among students, reflect diversity and multiple perspectives, and are culturally responsive.

U2.3 Establish, maintain, and monitor inclusive learning environments that are physically, mentally, intellectually, and emotionally healthy and safe to enable all students to learn, and recognize and appropriately address instances of intolerance and harassment among students, such as bullying, racism, and sexism.

U2.4 Know how to access resources to support students, including those who have experienced trauma, homelessness, foster care, incarceration, and/or are medically fragile.

U2.5 Maintain high expectations for learning with appropriate support for the full range of students in the classroom.

U2.6 Establish and maintain clear expectations for positive classroom behavior and for student-to-student and student-to-teacher interactions by communicating classroom routines, procedures, and norms to students and families

MM2.1 Develop accommodations and/or modifications specific to students with disabilities to allow access to learning environments, which may include incorporating instructional and assistive technology, and alternative and augmentative communication (AAC) procedures to optimize the learning opportunities and outcomes for all students, and move them toward effective inclusion in general education settings.

MM2.2 Demonstrate the ability to support the movement, mobility, sensory and/or specialized health care needs required for students to participate fully in classrooms, schools, and the community. As appropriate, organize a safe environment for all students that include barrier free space for independent mobility, adequate storage, and operation of medical equipment and other mobility and sensory accommodations.

MM2.3 Demonstrate the ability to address functional limitations of movement and/or sensation for students with orthopedic impairments who may have a co-existing health impairment and/or intellectual disability and have difficulty accessing their education due to physical limitations.

MM2.4 Collaborate with families and appropriate related services personnel to support access to optimal learning experiences for students with mild to moderate support needs in a wide variety of general education and specialized academic instructional settings, including but not limited to the home, natural environments, educational settings in hospitals and treatment centers, and classroom and/or itinerant instructional delivery and/or consultation in public/nonpublic school programs.

MM2.5 Demonstrate knowledge of the communicative intent of students' behavior as well as the ability to help students develop positive communication skills and systems to replace negative behavior.

MM2.6 Demonstrate the ability to identify if a student's behavior is a manifestation of his or her disability and, if so, to develop positive behavior intervention plans inclusive of the types of interventions and multi-tiered systems of supports that may be needed to address these behavior issues.

MM2.7 Understand and access in a collaborative manner with other agency professionals the variety of interventions, related services and additional supports, including site-based and community resources and agencies, to provide integrated support for students with behavior, social, emotional, trauma, and/or mental health needs.

MM2.8 Apply and collaboratively implement supports needed to establish and maintain student success in the least restrictive environment, according to students' unique needs.

MM2.9 Demonstrate the skills required to ensure that interventions and/or instructional environments are appropriate to the student's chronological age, developmental levels, and disability-specific needs, including community-based instructional environments.

MM2.10 Implement systems to assess, plan, and provide academic and social skills instruction to support positive behavior in all students, including students who present complex social communication, behavioral and emotional needs.

MM2.11 Demonstrate the knowledge, skills and abilities to understand and address the needs of the peers and family members of students who have sustained a traumatic brain injury as they transition to school and present with a change in function.

**TPE 3: Understanding and Organizing Subject Matter for Student Learning**

U3.1 Demonstrate knowledge of subject matter, including the adopted California State Standards and curriculum frameworks.

U3.2 Use knowledge about students and learning goals to organize the curriculum to facilitate student understanding of subject matter and make accommodations and/or modifications as needed to promote student access to the curriculum.

U3.3 Plan, design, implement, and monitor instruction consistent with current subject specific pedagogy in the content area(s) of instruction, and design and implement disciplinary and cross-disciplinary learning sequences, including integrating the visual and performing arts as applicable to the discipline.

U3.4 Individually and through consultation and collaboration with other educators and members of the larger school community, plan for effective subject matter instruction and use multiple means of representing, expressing, and engaging students to demonstrate their knowledge.

U3.5 Adapt subject matter curriculum, organization, and planning to support the acquisition and use of academic language within learning activities to promote the subject matter knowledge of all students, including the full range of English learners, Standard English learners, students with disabilities, and students with other learning needs in the least restrictive environment.

U3.6 Use and adapt resources, standards-aligned instructional materials, and a range of technology, including assistive technology, to facilitate students' equitable access to the curriculum.

U3.7 Model and develop digital literacy by using technology to engage students and support their learning, and promote digital citizenship, including respecting copyright law, understanding fair use guidelines and the use of Creative Commons license, and maintaining Internet security.

U.3.8 Demonstrate knowledge of effective teaching strategies aligned with the internationally recognized educational technology standards.

MM3.1 Effectively adapt, modify, accommodate, and/or differentiate the instruction of students with identified disabilities in order to facilitate access to the Least Restrictive Environment (LRE).

MM3.2 Demonstrate knowledge of disabilities and their effects on learning, skills development, social-emotional development, mental health, and behavior, and how to access and use related services and additional supports to organize and support effective instruction.

MM3.3 Demonstrate knowledge of atypical development associated with various disabilities and risk conditions (e.g. orthopedic impairment, autism spectrum disorders, cerebral palsy), as well as resilience and protective factors (e.g. attachment, temperament), and their implications for learning.

**TPE 4: Planning Instruction and Designing Learning Experiences for All Students**

U4.1 Locate and apply information about students' current academic status, content- and standards-related learning needs and goals, assessment data, language proficiency status, and cultural background for both short-term and long-term instructional planning purposes.

U4.2 Understand and apply knowledge of the range and characteristics of typical and atypical child development from birth through adolescence to help inform instructional planning and learning experiences for all students.

U4.3 Design and implement instruction and assessment that reflects the interconnectedness of academic content areas and related student skills development in literacy, mathematics, science, and other disciplines across the curriculum, as applicable to the subject area of instruction.

U4.4 Plan, design, implement and monitor instruction, making effective use of instructional time to maximize learning opportunities and provide access to the curriculum for all students by removing barriers and providing access through instructional strategies that include:

- appropriate use of instructional technology, including assistive technology.
- applying principles of UDL and MTSS.
- use of developmentally, linguistically, and culturally appropriate learning activities, instructional materials, and resources for all students, including the full range of English learners.
- appropriate modifications for students with disabilities in the general education classroom.
- opportunities for students to support each other in learning; and
- use of community resources and services as applicable.

U4.5 Promote student success by providing opportunities for students to understand and advocate for strategies that meet their individual learning needs and assist students with specific learning needs to successfully participate in transition plans (e.g., IEP, IFSP, ITP, and 504 plans.)

U4.6 Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.

U4.7 Plan instruction that promotes a range of communication strategies and activity modes between teacher and student and among students that encourage student participation in learning.

U4.8 Use digital tools and learning technologies across learning environments as appropriate to create new content and provide personalized and integrated technology-rich lessons to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.

MM4.1 Demonstrate the ability to use assistive technology, augmentative and alternative communication (AAC) including low- and high-tech equipment and materials to facilitate communication, curriculum access, and skills development of students with disabilities.

MM4.2 Demonstrate the ability to use evidenced-based high leverage practices with a range of student needs, and determine a variety of pedagogical approaches to instruction, including scope and sequence, and unit and lesson plans, in order to provide students with disabilities equitable access to the content and experiences aligned with the state adopted core curriculum.

MM4.3 Demonstrate the ability to identify and use behaviorally based teaching strategies with the understanding that behaviors are communicative and serve a function.

MM4.4 Demonstrate the ability to create short and long-term goals that are responsive to the unique needs of the student that meet the grade level requirements of the core curriculum, and systematically adjusted as needed to promote academic achievement within inclusive environments.

MM4.5 Demonstrate knowledge of core challenges associated with the neurology of open or closed head injuries resulting in impairments and adjust teaching strategies based upon the unique profile of students who present with physical/medical access issues or who retain a general fund of knowledge, but demonstrate difficulty acquiring and retaining new information due to poor memory processing, as well as neuro behavioral issues (e.g., cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech).

MM4.6 Coordinate, collaborate, co-teach, and communicate effectively with other service providers, including paraprofessionals, general education teachers, parents, students, and community agencies for instructional planning and successful student transitions.

MM4.7 Use person-centered/family centered planning processes, and strengths-based, functional/ecological assessments across classroom and non-classroom contexts that lead to students' meaningful participation in standards-based curriculum, life skills curriculum, and/or wellness curriculum, and that support progress toward IEP goals and objectives.

#### **TPE 5: Assessing Student Learning**

U5.1 Apply knowledge of the purposes, characteristics, and appropriate uses of different types of assessments (e.g., diagnostic, informal, formal, progress-monitoring, formative, summative, and performance) to design and administer classroom assessments, including use of scoring rubrics.

U5.2 Collect and analyze assessment data from multiple measures and sources to plan and modify instruction and document students' learning over time.

U5.3 Involve all students in self-assessment and reflection on their learning goals and progress and provide students with opportunities to revise or reframe their work based on assessment feedback.

U5.4 Use technology as appropriate to support assessment administration, conduct data analysis, and communicate learning outcomes to students and families.

U5.5 Use assessment information in a timely manner to assist students and families in understanding student progress in meeting learning goals.

U5.6 Work with specialists to interpret assessment results from formative and summative assessments to distinguish between students whose first language is English, English learners, Standard English learners, and students with language or other disabilities.

U5.7 Interpret English learners' assessment data to identify their level of academic proficiency in English as well as in their primary language, as applicable, and use this information in planning instruction.

U5.8 Use assessment data, including information from students' IEP, IFSP, ITP, and 504 plans, to establish learning goals and to plan, differentiate, make accommodations and/or modify instruction.

MM5.1 Apply knowledge of the purposes, characteristics, and appropriate uses of different types of assessments used to determine special education eligibility, progress monitoring, placement in LRE, and services. Candidates also apply knowledge of when and how to use assessment sources that integrate alternative statewide assessments, formative assessments, and formal/informal assessment results as appropriate, based on students' needs.

MM5.2 Each candidate utilizes assessment data to: 1) identify effective intervention and support techniques, 2) develop needed augmentative and alternative systems, 3) implement instruction of communication and social skills, 4) create and facilitate opportunities for interaction; 5) develop communication methods to demonstrate student academic knowledge; and 6) address the unique learning, sensory and access needs of students with physical/orthopedic disabilities, other health impairments, and multiple disabilities.

MM5.3 Demonstrate knowledge of special education law, including the administration and documentation of assessments and how to hold IEP meetings according to the guidelines established by law.

MM5.4 Demonstrate knowledge of requirements for appropriate assessment and identification of students whose cultural, ethnic, gender, or linguistic differences may be misunderstood or misidentified as manifestations of a disability.

MM5.5 Demonstrate knowledge of second language development and the distinction between language disorders, disabilities, and language differences.

MM5.6 Know how to appropriately administer assessments according to the established protocols for each assessment. Candidates also understand how to implement appropriate accommodations on assessments for students with disabilities that do not fundamentally alter the nature and/or content of what is being tested, and how to use AAC appropriately for facilitating the participation in the assessment of students with complex communications needs.

### **TPE 6: Developing as a Professional Educator**

U6.1 Reflect on their own teaching practice and level of subject matter and pedagogical knowledge to plan and implement instruction that can improve student learning.

U6.2 Recognize their own values and implicit and explicit biases, the ways in which these values and implicit and explicit biases may positively and negatively affect teaching and learning, and work to mitigate any negative impact on the teaching and learning of students. They exhibit positive dispositions of caring, support, acceptance, and fairness toward all students and families, as well as toward their colleagues.

U6.3 Establish professional learning goals and make progress to improve their practice by routinely engaging in communication and inquiry with colleagues.

U6.4 Demonstrate how and when to involve other adults and to communicate effectively with peers and colleagues, families, and members of the larger school community to support teacher and student learning.

U6.5 Demonstrate professional responsibility for all aspects of student learning and classroom management, including responsibility for the learning outcomes of all students, along with appropriate concerns and policies regarding the privacy, health, and safety of students and families. Beginning teachers conduct themselves with integrity and model ethical conduct for themselves and others.

U6.6 Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.

U6.7 Critically analyze how the context, structure, and history of public education in California affects and influences

MM6.1 Demonstrate the ability to coordinate and collaborate effectively with paraprofessionals and other adults in the classroom.

MM6.2 Identify and understand conflict resolution techniques that use communication, collaboration, and mediation approaches to address conflicts and disagreements that may arise during the facilitation of an IEP meeting or collaboration with other professionals.

MM6.3 Demonstrate knowledge of historical interactions and contemporary legal, medical, pedagogical, and philosophical models of social responsibility, treatment and education in the lives of individuals with disabilities.

MM6.4 Demonstrate knowledge of federal, state, and local policies related to specialized health care in educational settings.

MM6.5 Demonstrate knowledge of the unique experiences of families of students who are chronically ill, are hospitalized and/or in transition from hospitalization, and/or who have degenerative conditions.

MM6.6 Possess the knowledge that the diminishment or loss of previous abilities (learning, social, physical) may have significant, long-term effects on the self-concept and emotional well-being of the student who acquires a traumatic brain injury as well as on their family members, requiring the provision of appropriate supports and services to address these issues.