



SCHOOL OF
EDUCATION



Practicum Host Teacher Packet

University of Alaska Southeast School of Education
Distance K-8 Certificate/MAT Programs

ECE 661, ED 615, ED 616, ED 617, ED 618 and ED 619
Information for Practicum Host Teachers
1-3 credits

This information packet includes:

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January 16, 2023

Dear Host Teacher:

The most important part of methods courses is the time our students spend in your classroom. Thank you for volunteering to work with a UAS practicum student. We know it is going to be a challenging year, so thank you all the more for your support of our up-and-coming teachers.

- Under your guidance, these methods courses provide our graduate students the opportunity to learn about teaching in specific content areas, classroom management, curriculum and the day-to-day realities of elementary and middle school teaching. The more practical experience the students have, the better they will be prepared for student teaching.
- The student should be in your classroom around 3 hours a week, per class she is taking for a total of a minimum of 30 hours for the semester.
- The student should create a regular weekly schedule, at your convenience, that he or she will be in your room for each course.
- The UAS student's first and foremost responsibility is to be an instructional help to you and your students. Please make your expectations clear to the student. We want their presence to be 'value added'!
- The UAS student should provide you with the syllabus for the class he or she is taking, as well as this information packet for the Practicum Host Teacher.

First please **register as a practicum Host Teacher** online so we can make your **LiveText** field placements: Please make an effort to provide complete information, address, telephones, etc. for each course placement. Either you or your practicum teacher can do this Link: Practicum Host Teacher Registration Form: <https://forms.gle/KMXFz3ZisjV3kxH99>

Course Credit

The School of Education truly appreciates the work that you do in helping our candidates become teachers. Because the work that you do is so valuable to the future of Alaska, we want to remind you that you can earn professional development credits for the work you are doing. We are offering you the option of registering for one, two, or three, professional development credits to help further your professional goals. You may host a UAS practicum student for more than one methods class.

How many credits should you register for?

- If you have a practicum student for one course, register for 1 credit from the drop down menu
- If you have a practicum student for 2 courses, register for 2 credits from the drop down menu
- And for 3 courses, you may register for 3 credits from the drop down menu

Sign up for the ED 593 CRN 38218- JC6 Practicum Student Supervision course online through the registration link. <http://www.uas.alaska.edu/registrar/index.html> . If you need assistance, you can also contact assistant Delores Graver at (907) 796-6424 or email delores.graver@uas.alaska.edu.

You will need to set up your LiveText account for inputting student observations and assessments in the student's Field Experience module. If you haven't had a chance to do so, please contact Michelle Nakamura for a registration code - 907-796-6417 or email mlnakamura@alaska.edu.

Practicum students are aware that they must do practicum work at the primary, intermediate *and* middle school levels (See recommendations for the individual course requirements below.)

We will have one Practicum Host Teacher Orientation for all practicum host teachers, Thursday, February 9th at 4:30 pm. Join Zoom Meeting <https://alaska.zoom.us/j/82865274928> Meeting ID: 828 6527 4928

The meeting will be recorded for those who can't attend; however, we hope you can make time for this short meeting.

Thank you for supervising one (or more) of our practicum students. We have found that the practicum is essential in preparing our students for student teaching and for the first years of teaching. It's an opportunity to truly learn about teaching under the direction of an effective teacher. If you have any questions about the practicum, the UAS student, or the ED 593 course, please contact our Placement Coordinator Kelsey Walsh at kawalsh2@alaska.edu , or me, Beth Hartley at eahartley@alaska.edu or 907-244-7807.

Again, thank you for your support of our program and for hosting a UAS graduate practicum student.

Beth Hartley, Ph.D
Coordinator, Graduate Elementary Programs

Individual Class Requirements

Complete the Host Teacher Registration Form: Host Teachers need to complete this form for each practicum course or student they are hosting: Practicum Host Teacher Registration Form: <https://forms.gle/KMXFz3ZisjV3kxH99>

NOTE: Specific Classroom Requirements for Each Course Are Found in the specific Course's Syllabi. Please request the syllabus from your practicum student, if they do not provide it to you.

For ALL Practicum Classes:

- Each course requires that the UAS student be in the classroom for approximately 3 hours per week during the semester for a total of a minimum of 30 hours per course per semester. (How the contact hours are arranged is negotiated between the student and host teacher.) Students are expected to keep a log of contact hours in LiveText to be approved by the host teacher.
- During the semester, the Host Teacher observes and assesses 3 lessons taught by the student in the classroom.
- At the end of the semester, the Host Teacher provides assessments via LiveText regarding overall learning in the practicum, and professional dispositions and approves practicum student participation hours.

Courses and Corresponding Grade Levels

Your practicum student(s) will provide you with the syllabus for the course content they are asking you to host.

ECE 661 Advanced Topics in Literacy for Young Children (K-1,2) (To be taught in primary grades K-2)

Instructor: Susan Andrews, Early Childhood Education, UAS smandrews2@alaska.edu

ED 615: Literary in the Intermediate and Middle School Grades (To be taught in intermediate grades 4-8)

Instructor: Kevin Spink, Assistant Professor, UAS jspink@alaska.edu

ED 616: Math in the K-8 Curriculum (Can be taught in any grade K-8)

Instructor: Clint Schultz, Adjunct Professor, UAS cmschultz@alaska.edu

ED 617: Science in the K-8 Curriculum (Can be taught in any grade K-8)

Instructor: Dr. Jennifer Pickering, Adjunct Professor UAS, jmpickering@alaska.edu

ED 618: Social Studies in the K-8 Curriculum (Best taught in Middle School 6-8)

Instructor: Christine Ermold: Adjunct Professor UAS, akermold@live.com

ED 619 Elementary Classroom Management (Can be taught in any grade K-8)

Instructor: Assistant Professor, UAS jspink@alaska.edu

Practicum Host Teacher Responsibilities

The Practicum Host Teacher supervises candidates in K-8 classrooms. The practicum experiences are linked to our six methods courses, which are the core part of our Practicum/Methods phase. Practicum teachers are volunteers. They host candidates in the classroom approximately 3 hours per week for each class for a total of a minimum of 30 hours per semester per class. Students will be keeping track of their contact hours and Host teachers will be confirming those hours on LiveText.

Practicum teachers provide opportunities for candidates to observe, assist and teach in the classroom. They approve lessons that candidates prepare for teaching, and provide feedback before, during and after teaching. At the end of the semester, Practicum Host Teachers assess candidates via online assessments and approve participation hours.

The School of Education offers a 1-3 credit 593 level course for Practicum Host Teachers. Additionally, Practicum Host Teachers are invited to register for methods courses along with the candidates they supervise.

Specifically, the Practicum Host Teacher:

1. **Welcomes** the practicum student into the classroom and introduces him/her to the students.
2. Asks the practicum student for the **class syllabus** and review expectations for the practicum student.
3. **Provides a seating chart or other materials** so the practicum student can learn names.
4. **Assists** the practicum student in becoming familiar with standards and local curriculum and with classroom curriculum for the semester.
5. **Acquaints** the practicum student with appropriate school policies, personnel, materials, resources, technology, and programs.
6. **Requires lesson plans** from the practicum student in advance of formal teaching lessons.
7. **Enrolls** in the online assessment system, LiveText, via the Practicum Host Teacher Registration Form: <https://forms.gle/KMXFz3ZisjV3kxH99>. Instructions will be sent for you to enroll in LiveText.
8. **Observes** the practicum student and provides constructive feedback. Records observations of specific lessons online.
9. **Completes the Practicum Assessment Form** at the end of the class. If comfortable, shares this with the practicum student.
10. **Completes the Professional Characteristics Assessment** online.
11. **Completed Host Teacher Experience survey** (link will be sent toward the end of the semester)
12. **Approves** student contact hours online.
13. **Notifies** the methods teacher or program coordinator if there are questions or concerns about the student or the class. (No surprises!)

Lesson Design Template

Below is the lesson plan template we use with students in our program. It has a lot of detail so that our students can think through all parts of a standards-based lesson. An observed lesson should be presented to you using this template even if it's from a textbook.

Lesson Design Template: MAT/Certification Elementary

Candidate Name:	Host Teacher Name:	
School:	Grade Level:	# of Students:
Date & Time of Lesson:	Length of Lesson:	
Topic of Lesson:	Content Area:	
Materials: Include all materials including types of technology used:		
ALASKA CONTENT STANDARD		
Alaska Cultural Standard for Educators		
Transfer Goal		

STAGE ONE – Essential Questions and Enduring Understandings (*meaning*)

<u>Enduring Understanding(s):</u> <i>Students will understand that....</i>	<u>What Essential Questions will be Considered?</u>
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STAGE ONE: Objectives

STAGE TWO: Assessments

Knowledge - What students should know.... Skills - What students should be able to do.....	Assessment(s)/Other Evidence:
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STAGE THREE: Opportunities to Learn (Acquisition)

Introduction/Hook	
Processes and products for Learning Opportunities	Strategies for Differentiation/ Multimodal Instruction/Universal Design for Learning
Closure:	

Considerations prior to the lesson:

- What is the objective of the lesson? How will you know if the students have met the objective?
- What provisions are you making for faster and slower learners?
- How do you integrate local knowledge and cultural content?
- How do you use (or not use) technology wisely?
- How does this lesson fit into the overall curriculum?
- Have you changed the lesson plan at all?

Questions for reflection after the lesson:

- How did the lesson go?
- Did the students meet the objective? How do you know?
- Were there any unexpected events? How effectively did you respond?
- Comment on one student who did particularly well and one who did not meet your expectations. Why did this happen? What can you do to follow up with the student who did not do well?
- Are there any changes you would make in this lesson if you could do it again? Why?
- How did your lesson reflect culturally responsive teaching?

The following pages show what the Lesson Observation Form components look like in LiveText. What is most useful to the students is formative feedback and clear comments celebrating successes and identifying needs for growth.

LESSON OBSERVATION FORM (from LiveText)

Candidate Name:	Observer Name:
Context of Lesson	

		Not Yet	Meets	Exceeds	
Planning	Lesson Design	Needs Development	All Elements complete	Complete and professional lesson design	
	Lesson Objectives	The objective is not clear	Objective(s) are clearly stated in the lesson plan	Objective(s) clearly stated in plan and are understood by students	
	Preparation	Not prepared: not organized	Prepared and organized	Prepared and organized: lesson flowed with minimal use of notes	
	Developmental Appropriateness	Not appropriate for sage group: too hard or too easy	Appropriate for age group	Lesson adjusted to be developmentally appropriate for all students	
	Content Knowledge	Not accurate: not current	Accurate content knowledge	Accurate and current content knowledge	
	Context in Curriculum	Lesson not related to curriculum	Lesson presented in context of the curriculum	Lesson/activities taught in relationship to previous and future curriculum	
	Management	Proactive Classroom Management	Routines and procedures are not apparent	Routines and procedures are evident	Routines and procedures promote student engagement

	Management of Student Behavior	Behavior not well managed: behavior interferes with learning	Student behavior is managed	Management of behavior promoted engagement and learning
	Engagement	Students are not engaged	Students are engaged	Students are interested and engaged in learning
Instruction and Assessment	Directions and Instructions	Students do not understand communicated instructions	Students understand directions	Students understand and clearly follow directions
	Differentiation/Universal Design	Differentiation UDL not present	Appropriate UDL/differentiaton	Activities were designed and differentiated for individuals and groups while maintain high expectations that align with the objective(s) for all students
	Higher Order Thinking	The lesson did not provide opportunity for higher order thinking: rote learning	Some tasks or questions provided opportunity for higher order thinking	A variety of tasks or questions promoted higher order thinking, problem solving, and/or creativity
	Strategies	Learning or instructional strategies not used or not effective	Some instructional strategies or techniques were used	Learning strategies, scaffolding and other instructional techniques that align with the objective(s) were used effectively
	Technology	Technology was not used effectively or appropriately	Technology was used effectively to enhance learning	Technology was used effectively and wisely and was relevant to the objective(s).

	Formative Assessment	Informal assessment was not used to monitor student learning	Informal or formative assessments was used to monitor student learning	Formative assessment provided feedback for the learners and was aligned with and supported the accomplishment of the objective(s).
	Responsiveness	Student needs were not noticed or not attended to	Teacher candidate responded to student needs	The teacher candidate was flexible and responsive to student needs
	Lesson Effectiveness	Students did not meet the objectives	Most students met most objectives	All students met the learning objectives
Reflection	Focus	The teacher candidate focused on self	The teacher candidate is beginning to focus on student learning	The teacher candidate focused completely on student learning
	Reflection	The teacher candidate was unable to reflect accurately	The teacher candidate reflected on lesson design, management and learning	The teacher candidate reflected on lesson design, management and learning as well as future adjustments and plans
	Feedback	The teacher candidate was resistant to feedback	The teacher candidate accepted feedback in a professional manner	The teacher candidate solicited feedback in a professional manner and made plans for improvement

Easy Steps for Using LiveText for Host Teachers

- 1) **First:** sign up as a Practicum Host Teacher Please be accurate and provide complete information:
Practicum Host Teacher Registration Form: <https://forms.gle/KMXFz3ZisjV3kxH99>
- 2) **Next:** Once you have been identified as a host teacher for a candidate, the LiveText coordinator will set up the Field Experience Module. If you do not already have a LiveText account, you will receive an email to your school district email address from: support@watermarkinsights.com with your username and temporary password. If you cannot find the email or cannot remember your previous login credentials, please go to the [LiveText website](#).
- 3) Here you can access the log and details of using the Field Experience Module on LiveText. [FEM Mentors / Cooperating Teachers module](#).
- 4) **Using LiveText Field Experience Module**
Log in and click on the Field Experience tab. You will see your student's name and the lessons and other assessments. Click into the lesson you are observing. Please do the observation online while the student is teaching. Use the "edit" button to add comments. You can save if you are not done, and finally, submit when you are done. LiveText will not allow you to submit if there are any fields open.
- 5) For questions or assistance with LiveText, contact Michelle Nakamura at 907-796-6417 or michelle.n@alaska.edu.
- 6) LiveText also has a great helpdesk!
 - a. Phone Assistance: Call (800) 311-5656 on Monday-Thursday 8am-9pm and Friday 8am-7pm (Eastern).
 - b. Or 24 hour email assistance support@watermarkinsights.com

Dispositions for Professional Educators

- Abide by a philosophy of education and remain flexible to revising it based on new research and teaching experience.
- Appreciate unique thinking processes of learners at different stages of development.
- Appreciate multiple perspectives and value individual differences.
- Commit to professional discourse about content knowledge and student learning of content.
- Value assessment and instruction as integrated processes.
- Commit to ensuring student well-being and development of self-regulation and group interaction skills.
- Recognize the school as an integral part of the community and value parents as partners in promoting student learning.
- Value professional ethics, democratic principles, and collaborative learning communities.
- Value technology as a tool for student and teacher lifelong learning.

References

- Boreen, J. et al (2000) *Mentoring beginning teachers: Guiding, reflecting, coaching* Stenhouse.
- Denmark, V. (2000) *Coaching and supporting 1st year and student teachers*. Eye on Education
- Scherer, M. (1999) *A better beginning: Supporting and mentoring new teachers*. ASCD

Thank you for your willingness and support to participate as a Host Teacher.

It is most appreciated!

Appendix A

TITLE IX REFERENCE GUIDE for OFF-CAMPUS PROGRAMS

Universities of Alaska Anchorage, Fairbanks, Southeast

This document is a summary of resources, contacts and the University of Alaska's Board of Regents Policy & Regulations (BOR P&R) located at: <http://alaska.edu/bor/policy-regulations/>

DOCUMENT PURPOSE

The University of Alaska affirms the commitment to a safe and healthy educational and work environment in which educational programs, employment, and activities are free of discrimination and harassment, by providing an environment in which students and employees can learn and work safely. Thus, efforts must be made to i) provide the safest environment possible at all times and in all locations and ii) in the event that this goal is not met, to have reporting and responsive mechanisms in place and clearly communicated. This reference guide has been created to accompany University of Alaska students, employees and affiliates into the field with resources for reporting sexual misconduct. This document provides several important definitions as well as the contact information of resources for victims and those reporting instances of sexual misconduct.

DEFINITIONS

- **Sex or Gender-based Discrimination** include actions that adversely treat or affect someone, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of sex of the individual's sex or gender.
- **Sexual or Gender-based Harassment** includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- **Sexual Assault** includes non-consensual penetration.
- **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another person.
- **Nonconsensual Sexual Contact** is any intentional or reckless sexual contact without consent.
- **Complicity** includes any act taken with the purpose of aiding, facilitating, promoting or encouraging sex or gender-based discrimination.
- **Stalking** is repeatedly following, harassing, threatening, or intimidating including by telephone, mail, electronic communication, or social media.
- **Dating or Violence** includes emotional, verbal, and economic abuse with or without the presence of physical abuse committed by a person who is or has been in an intimate relationship with the victim or by a current or former spouse or partner.
- **Retaliation** is adverse employment, academic, or other actions against anyone reporting or participating in an investigation of Title IX allegations.
- **Confidential Employee:** 1) Any University employee who is a licensed medical, clinical or mental-health professional (e.g., physicians, nurses, physicians' assistants, psychologists, psychiatrists, professional counselors and social workers, and those performing services under their supervision), when acting in his or her professional role in the provision of services to a patient who is a University student.
- **Responsible Employee:** All University employees are required to report sexual misconduct to the Title IX office within 24 hours. This excludes the confidential employee identified as a confidential resources.

WHAT THIS MEANS

The rules of University of Alaska apply at all field stations, clinical and educational sites, and during all class related travel. If you experience or observe sexual or gender-based misconduct by any individual (UA student, employee, affiliate, unaffiliated or unfamiliar individual), we encourage you to report this to an instructor or internship coordinator. If you feel uncomfortable reporting misconduct to these individuals, there are additional contacts and resources listed in this document. You can contact as many or as few as you feel comfortable and necessary.

UA takes immediate, effective, and appropriate action to respond to reported acts of sexual harassment and

sexual violence. As a University of Alaska student, you have many rights related to

Title IX Regulations. These include:

- You are entitled to a fair, impartial, and prompt investigation of your complaint.
- You have the right to be protected from further discrimination, both while the investigation is happening, and after to assure that your academic environment is free of hostility.
- You have the right to an alternative placement to minimize any disruption to your academic progress, and other interim measures.
- You have the right to identify witnesses who can attest to the alleged discriminatory behavior.
- You have the right to be notified of any updates or delays, and outcomes regarding the investigation and any pertinent sanctions.
- You have the right to appeal.
- You have the right to be protected from retaliation. Reporting sexual harassment/sexual violence will not impact your University of Alaska standing.
- You have the right to file civil or criminal complaints, outside of the processes of the institution.

REPORTING OPTIONS:

Emergency Situation: Please call 911 or local law enforcement.

Non-emergency Situation

Non-emergency situations are those in which there is no immediate threat of harm to you or another person, but you would still like to report an incident or are in need of assistance or counsel because an incident has already occurred.

Confidential Reporting:

University of Alaska students can access Counseling Services through their Counseling Centers.

- For the University of Alaska Anchorage, call: 907-786-4040
- For the University of Alaska Fairbanks, call: 907-474-7043
- For University of Alaska Southeast, call: 907-796-6000
- More confidential reporting options can be found at: <https://www.alaska.edu/stopthesilence/confidential-disclosure/>

UA Employees: Employee Assistance Program Counselors (Confidential) (800) 697-0353 or <http://www.alaska.edu/benefits/employee-assistance-progr/>

Online reporting through the UA Confidential Hotline

An anonymous online reporting form that allows you to file your complaint electronically. Once a complaint is received, the office that addresses your specific type of report will reach out to you, if requested.

Website: www.alaska.ethicspoint.com

Phone: 1-855-251-5719

Reporting to Title IX: (Responsible Employee)

Contact your Title IX Coordinator:

- For the University of Alaska Anchorage, call: 907-786-1419
- For the University of Alaska Fairbanks, call: 907-474-7599
- For the University of Alaska Southeast, call: 907-796-6036

Report Online to your Title IX Office:

- At UAA: <https://www.uaa.alaska.edu/about/equity-and-compliance/title-ix/reporting%20options.cshtml>
- At UAF: <http://www.uaf.edu/titleix/file-a-report/>
- At UAS: <http://www.uas.alaska.edu/policies/titleix.html>

Department Contact (Responsible Employee)

- At the University of Alaska Anchorage: 907-786-4113 Director:
- At the University of Alaska Fairbanks: Director: AmyVinlove / 907-474-5057 /
- At the University of Alaska Southeast: Dean Steve Atwater 907-796-6036 /

ADDITIONAL RESOURCES

Nationwide (USA) Support

- **National Domestic Violence Hotline:** Available 24/7 to talk confidentially for anyone experiencing domestic violence, questioning unhealthy relationships or seeking support.
Phone: 1-800-799-7233 / Phone (TTY): 1-800-787-3224
<http://www.thehotline.org/>
- **National Sexual Assault Hotline (RAINN):** Provides confidential, 24/7 support
Phone: 800-656-4673 / <https://rainn.org/get-help/national-sexual-assault-hotline/>

IMPORTANT NOTES

Confidentiality and responsible employees:

Given the personal nature Title IX violations, many victims are understandably reluctant to come forward. As such, it is particularly important that they understand how to report and how that report will be handled. Reports made to the confidential resources are confidential and can be anonymous. Except in rare, extreme circumstances, nothing will be shared with anyone outside of these offices without explicit permission.

Information shared with other UA offices is kept as private as possible, but some information will be shared with the Title IX coordinator, who is expected to be made aware of all reported Title IX violations. Reports of sexual misconduct must be reported by employees to the Title IX office within 24 hours unless the employee is designated as a confidential resource

Protections for reporters:

The University strongly encourages students to report incidents violating Title IX policy regardless of whether the consumption of drugs or alcohol was involved. Therefore, students who act responsibly by reporting information about violations of Title IX policy to the appropriate authorities will not face University disciplinary action for their own possible drug or alcohol consumption in connection with the reported incident.

Title IX also protects against retaliation, defined as adverse action against a person reporting or participating in an investigation of Title IX allegations.

GOALS & EXPECTATIONS FOR OFF-CAMPUS EDUCATIONAL PROGRAMS

UNIVERSITY OF ALASKA GOALS:

- Provide a safe and respectful environment for students, faculty, and staff regardless of location.
- Ensure that students, faculty, and staff have appropriate access to resources to address and help resolve interpersonal conflicts of any nature, including but not limited to sexual harassment and/or assault.
- Enable rapid communication between the involved parties, the department, and other offices on campus with relevant expertise in the event of any such conflict.

EXPECTATIONS FOR PARTICIPANTS IN FIELD EXPERIENCES:

- Students, employees, and affiliates who participate in any University of Alaska programs are expected to uphold the highest standards of professional conduct while involved in an off-campus educational program.
- Students are further obligated to remain in compliance with UA's Student Code of Conduct in all contexts. <https://www.alaska.edu/bor/policy/09-02.pdf>
- All participants in off campus educational programs are also expected to be aware, respect, and comply with the customs, cultural norms, expectations, and laws of the country that they are working in. Not only does this ensure a safe working environment, it also ensures good relations between the local

community and those attending or leading the off campus educational program.

- Given their position of authority, faculty and staff accompanying or supporting students during off campus educational programs are expected to maintain a safe working and learning environment by communicating the resources available to students for resolving any issues, remaining alert for evidence of misconduct, and setting a professional tone throughout the field season.
- Faculty and Staff that are not designated as confidential reporters are required to report any incidents to the Title IX office at their home campus promptly. Informing a supervisor who is present on site is one appropriate action, but the reporter should be aware that additional reporting is necessary to appropriately resolve the situation.

EXPECTATIONS FOR THE INTERNSHIP COORDINATOR OR DEPARTMENT:

- The Department, Internship Coordinator, or Faculty will communicate a non-exhaustive list of resources for resolving interpersonal conflicts of various natures to all participants in department sponsored field activities.

EXPECTATIONS FOR THE THIRD-PARTY EDUCATIONAL PROVIDER:

- Third party providers will assist and cooperate with University of Alaska, as necessary, in any process or investigation related to Title IX policy and compliance responsibilities related to the obligations of University of Alaska as a public institution of higher education.

Third party providers agree to take no action affecting any student placed at their agency that would be prohibited by Title IX.

Appendix B

How to Register for ED 593

For Practicum Student Supervision for UAS Students in:

ED 615 (Literacy), ED 616 (Math), ED 617 (Science), ED 618 (Social Studies), ED 619 (Classroom Management), ECE 661 (Literacy Young Children)

When you receive your UA ID. Number (starts with 3, has 8 digits). then you will go to ELMO (Easy Login Maintenance Option) to establish your username and password. Use Option 2. The link is listed here: <https://elmo.uas.alaska.edu/>

The course information is as follows:

ED S593 JD2 ST: Practicum Student Supervision **CRN 38218- JC6**

The course fee is only \$15.00, but is non-refundable, and the **deadline date is February 12, 2023.** Dropping from ED S593 courses is not permitted.

Register for ED S593 **38218- JC6** at UA Online (<https://uaonline.alaska.edu/>), using the CRN: 38218- JC6 for the Spring Semester, and make payment. You will need to use your UA ID. No. to begin with.

Registration Process:

- a. Login to UA Online with your username and password.
- b. Click on Student Services and Account Information.
- c. Click on Registration.
- d. Click on Register/Add/Drop Classes.
- e. Select Spring Semester, 2023.
- f. Click on Submit.
- g. Find Add Classes Worksheet, and under CRNs, insert **38218**
 1. If you are hosting one candidate, choose 1 credit
 2. If you are hosting two candidates or two courses, choose 2 credits
 3. If you are hosting three candidates or three courses, choose 3 credits.
(4-6 credits are not available)
- h. Click on Complete and then make the payment of \$15.

If you encounter difficulties, Delores Graver will help you. 907 796-6424 or delores.graver@uas.alaska.edu

Thank you for your willingness and support to participate as a Host Teacher.

It is most appreciated!



**Practicum Student Supervision
Spring 2023 ED 593 CRN 30200-JD2
Syllabus
1-3 credits**

Instructor: Beth Hartley eahartley@alaska.edu

FAX: 907-696-330

Cell: 907-244-7807 (M-F 9 am to 5 pm or by appointment)

For Supervision of UAS Elementary MAT Practicum Students

ED 615 (Literacy), ED 616 (Math), ED 617 (Science), ED 618 (Social Studies), ED 619 (Classroom Management), ECE 661 (Literacy Young Children)

How many credits should you register for?

- If you have a practicum student for one course, register for 1 credit from the drop down menu
- If you have a practicum student for 2 courses, register for 2 credits from the drop down menu
- And for 3 courses, you may register for 3 credits from the drop down menu

Sign up for the ED 593, CRN 38218-JC6 course online through the registration link. If you need assistance, you can also contact assistant Delores Graver at (907) 796-6424 or email delores.graver@uas.alaska.edu

Note: UAS will pay your tuition, however you will have to pay the administration fee of \$15. This fee is the same for every section. Please be careful to register for the correct section.

Class meetings

We will have one **Practicum Host Teacher Orientation** for all practicum host teachers. **Thursday, February 9th at 4:30 pm.** Join Zoom Meeting. <https://alaska.zoom.us/j/82865274928> Meeting ID: 828 6527 4928

Course Context

Special topics course for K-8 teachers who are supervising a practicum student in the Distance K-8 Certificate Program.

Course Description

Supervision of a candidate for the K-8 certificate in a weekly practicum placement. The Practicum Host Teacher meets weekly with the Practicum Student, supervising observations, tutoring, and practice teaching in the classroom.

Relation to Conceptual Framework

Course Objective	Framework	SOE (Conceptual)	Under-Grad Competencies	Grad (Or)	Elementary for Standards	CAEP	INTASC	Assessment Ensuring that the Objective has been met
The host teacher will demonstrate the knowledge and skills necessary to:								
Demonstrate achievement of goals and performance expectations aligned to SOE standards	8	2.1 2.2 2.3			5a 5b 5c		INTASC-2017.9	Completion of required assessments of the practicum Student
Analyze and self-reflect on his/her professional development, knowledge, and skills as a host teacher								Host Teacher Self-Reflection Survey

Technology Needed

- High speed internet access
- Enrollment in LiveText as a mentor. (Instructions below)

Register as a Practicum Host Teacher using Google Form: Practicum Host Teacher Registration Form: <https://forms.gle/KMXFz3ZisjV3kxH99>

Required Readings

- Practicum Host Teacher materials packet
- Please see your practicum student’s course syllabus for each course.

Course Requirements

- Attendance in 1 Zoom audio conference designed as an orientation to supervision
- Observation forms for 3 observed lessons online and approval of participation hours posted on LiveText
- Professional Characteristics Assessment and Practicum Assessment Form on LiveText
- Regular meetings with the practicum student to provide supervision, feedback and encouragement
- Final “Host Teacher Experience Survey” must be completed. **Link will be sent toward the end of the semester.**
- **Grading:** Pass/fail. The passing grade is obtained for participating in required meeting and turning in all required paperwork and the host teacher survey.

Basis for Evaluation and Important Dates

TASKS	Due Dates: SPRING 2023
Register as Practicum Host Teacher for LiveText access Practicum Host Teacher Registration Form: https://forms.gle/KMXFz3ZisjV3kxH99	February 12 th , 2023
Attend Host Teacher Orientation Meeting: Zoom Join Zoom Meeting https://alaska.zoom.us/j/82865274928 Meeting ID: 828 6527 4928	February 9 th , 2023 4:30 – 5:15 PM
Register for ED 593 Practicum Teacher Supervision (1-3 credits)	February 12 th , 2023
Complete all Lesson Observations/Evaluations and feedback: Please do these as the students teach them, not at the end. This way the student receives your feedback in a timely fashion	Due dates differ for each course syllabus, but ALL due no later than May 5 th 2023
May 5th 2023	May 5th 2023
Complete Professional Characteristics Form (PCF) for each course/student	May 5 th 2023

Sign off/ confirm practicum student field experience hours on LiveText	May 5 th 2023
Complete Host Teacher Experience survey – link will be sent toward the end of the semester.	May 5 th 2023
Last Week of Semester	May 1-5, 2023

Explanation of Assignments

Please see Host Teacher Packet and individual course syllabi.

Course Schedule

The practicum student will be in the school beginning the week of January 10th or 17th depending on when they have confirmed your assignment. The practicum student is expected to volunteer in your class for 14 weeks, with approximately 3 hours per week during the time you teach the target content area. You will need to arrange your time together. Please review the **Host Teacher Packet** under separate link.

IMPORTANT: Please complete your LiveText assessments for the student by the due date. The student's grade will not be issued until the assessments are received. Host teacher grades are dependent on this for ED 593. *Thank you*

Relationship of the Conceptual Framework to Standards: An increasing emphasis on professional standards for educators reinforces the relevance of the School of Education's vision of an informed, reflective and responsive professional educator as the grounding tenants of our Conceptual Framework. As the lists of expected achievement indicators, competencies, and dispositions issued by government and professional groups become more extensive, only an informed professional who actively reflects on his/her teaching and is responsive to student, family and community needs will be capable of meeting the intent of those standards. The general theme of our vision is that each of these areas strives to nurture and prepare professional educators so that they can meet the needs of diverse learners. Efforts include continuous endeavors to creatively incorporate technology throughout individual subject area fields, promoting understanding and appreciation for diversity, and support of the development of literacy skills needed in an increasingly complex society.

Disability Services

If you experience a disability and would like information about accommodations, please contact Disability Services, located at the Student Resource Center in the Mourant building. Phone # 907-796-6000. You can also visit the Disability Services homepage at <http://www.uas.alaska.edu/dss>.

Non Discrimination Statement

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

Civility and Harassment

Intellectual honesty, mutual respect, and freedom from discrimination, intimidation, harassment and violence against persons or property are central to the UAS mission. Acts of intolerance and abusive behaviors which violate these basic values will not go unchallenged within our academic community.

UAS is committed to standards promoting speech and expression that fosters the maximum exchange of ideas and opinions. Ideally, discourse is open, candid, and characterized by mutual respect and dignity.

It is the goal of the University to foster a campus climate which promotes the ideals of civility and appreciation for the uniqueness of each member of our academic community.

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Emergency Services: 911 – all communities.

If you or someone you know is in immediate danger, please call 911 or your local police department. Local hospitals are also available for emergency response and care.

Counseling Services: 907-796-6000 ▪

Based in Juneau but offered regionally, Counseling Services is a confidential resource. Information shared with Counseling Services staff will not be shared with anyone else unless you give your express permission.