

Appendices

Suggested Extra Curricular Activities for Student Teaching

Name: _____ Classroom Teacher: _____

Listed below are categories of activities that will enhance the student teaching experience. Place the date in front of those activities completed or attended.

Professional Contacts

- _____ Held a conference with Building Administrator
- _____ Attended faculty meeting
- _____ Attended an In-Service/Staff development session
- _____ Attended a PTO function or school fundraiser
- _____ Attended a Parent/Teacher Conference
- _____ Telephoned a parent(s)
- _____ Attended a School board Meeting or Town Council Meeting
- _____ Visited the local library
- _____ Attended a teacher's association meeting or talked with a building representative

Instructional Activities

- _____ Tutored individual students after school
- _____ Assisted in the supervision of an extracurricular activity
- _____ Demonstrated resolution conflict skills to resolve a conflict
- _____ Selected material off the Internet for classroom use
- _____ Used video tape to evaluate own teaching

Processing Activities

- _____ Demonstrated knowledge of emergency procedures
- _____ Demonstrated ability to use technology to support teaching and learning in the classroom
- _____ Observed student social interaction patterns
- _____ Analyzed the textbook/materials for students' reading level
- _____ Demonstrated familiarity with all the office equipment
- _____ Demonstrated some awareness of the legal aspects of teaching

Professional Development Activities

- _____ Applied one aspect of educational research into classroom instruction
- _____ Attended a professional development session regarding national or state legislation
- _____ Wrote an article for the student newspaper regarding student teaching
- _____ Prepared philosophy of education
- _____ Kept a daily journal of student teaching experience
- _____ Developed model of discipline/theory
- _____ Write an introductory letter to parents at the beginning of your placement
- _____ List 4-5 professional journals that are related to your teaching area

Unit Plan Example

Unit Title:

Grade(s):

Learning Goals and Rationale Statements:

- Stated student learning goals/objectives and the key concepts that will be taught.
- Each learning goal accompanied by a rationale statement that describes the student needs served by the unit activities.

Connection to Standards:

- State or national standards that will be met upon completion of this unit.
- Each standard accompanied by a brief explanation of how the unit aligns with each standard.

Cross-Curricular Integration (if applicable):

- Identify content areas to be integrated in this unit.
- Brief explanation describing how this integration will take place.

Literacy Learning (if applicable):

- Identify ways to integrate literacy learning into the unit
- Include objectives, assessments, activities, and relationship to main unit

Instructional Time:

- Create a day-by-day timeline of the unit activities and lessons.

Teaching Methodologies:

- Describe teaching methods and strategies, classroom organization and management, student grouping, and opportunities for students to publish or demonstrate competency.

Resources:

- Describe the materials that are necessary to implement the unit plan.

Lesson Plans:

- Lesson plans that are representative of important elements of the curriculum unit.

Assessment:

- Plan of assessment which is directly related to measuring the effectiveness of student success in meeting lesson objectives.
- Culminating activity (if included) that represents assessment of the unit learning goals.
- Rubric developed that clearly highlights the criteria of evaluation on the assessment

Lesson Plan Example 1

Teacher:

Subject Area:

Grade Level:

Lesson Title:

Overview:

- In a few sentences, describe what will be taught during this lesson and what types of activities will be used.

Connection to the Curriculum:

- Identify which interdisciplinary subject areas relate to this lesson.

Connection to Standards:

- List local or national standards that will be met upon completion of this lesson.

Time:

- How much time will it take to complete this lesson?

Materials/Equipment Required:

Objectives:

- Write 2-5 objectives stating expected learner outcomes.

Suggested Procedure:

- Opening- How will you begin the lesson?
- Development – What activities will be done to teach the concepts?
- Closing – How will you review the lesson to be sure all students understand the concepts?

Student Assessment:

- What types of activities will be assigned to students to allow them independent or group practice with the concept?
- What rubric(s) will you use to gauge student performance?

Extending the Lesson:

- Identify types of activities or student assignments that may be beneficial to use following this lesson.

Additional Resources:

Lesson Plan Example 2

Teacher:

Subject Area:

Lesson Title:

Objectives:

- Write 2-5 objectives stating expected learner outcomes.

Connection to State Standards:

- Identify which standard this lesson supports and how it supports it.

Material/Resources Needed:

Anticipatory Set:

- List specific statements or activities you will use to focus students on the lesson of the day.

Objective/Purpose:

- For the student's benefit, explain what students will be able to do by the end of the lesson and why these objectives are important to accomplish.

Input:

- What information is essential for the student to know before beginning and how will this skill be communicated to students?

Model:

- If you will be demonstrating the skill or competence, how will this be done?

Check for Understanding:

- Identify strategies to be used to determine if students have learned the objectives.

Guided Practice:

- List activities which will be used to guide student practice and provide a time frame for completing this practice.

Closure/Assessment:

- What method of review and evaluation will be used to complete the lesson?
- What will your rubric be so that you understand what students have learned?

Independent Practice:

- List homework/seatwork assignment to be given to students to ensure they have mastered the skill without teacher guidance.

OBTAINING AN INDIANA TEACHING LICENSE

To apply for an Indiana Teaching License the candidate must have:

1. met all requirements for an undergraduate degree and successfully completed a teacher education program
2. completed successfully Praxis I and Praxis II (subject area test)
3. a valid original criminal history report, not over one year old
4. successfully completed an Adult/Child CPR course and have valid certification through the Red Cross (certification valid for one year) or through the American Heart Association (certification valid for two years) or from any organization listed at:
<http://www.doe.state.in.us/dps> Click on CPR-Heimlich Maneuver Certification

THE STATE RECOMMENDS APPLICANTS FOR AN INITIAL PRACTITIONER LICENSE SUBMIT THE APPLICATION ONLINE

ON-LINE APPLICATION PROCESS:

The applicant can complete the application online at:

<http://www.doe.state.in.us/dps>>Teacher On Line Licensing System>Instruction Page >Register

To complete the online form, the applicant will need a Visa or MasterCard.

A criminal history report will be run by the state

The applicant will need to report her/his Praxis II scores and CPR verification to IU-Bloomington (IUB). When registering for Praxis II, list IUB as a recipient of your scores. The IUB recipient code is 1324.

A copy of CPR verification (front and back) **MUST** be sent to the Certification Office (NOT TO THE STATE) in one of the following ways: by e-mail to Sharon Vance as a Microsoft Word attachment , through the U.S. mail, or FAXED to:

Sharon Vance
School of Education, Room 1000
201 N Rose Ave.
Bloomington, IN 47405
FAX: 812-856-8795
svance@indiana.edu

The Certification Office will receive the application electronically, verify everything and electronically return it to the state. The state will print the license and send it through the mail to the address listed on the application. Questions? Contact:

Dorothy Slota
dslota@indiana.edu
812-856-8511

OR

Sharon Vance
svance@indiana.edu
812-856-8511

PAPER LICENSING APPLICATION:

Submit State Form 9331 (<http://www.doe.state.in.us/dps>) >Licensing>Application Quick Links>In State Graduates, Original License>State Form 9331

Submit a valid (not over 1 year old), original, limited Criminal History Report

Three ways to obtain Criminal History report:

1. In person at Indiana State Police, Central Repository, 100 N Senate Ave., Room N302, Indianapolis, IN 46204 (cost is \$7.00).
2. Through the mail: Send State Form 8053 (available at site listed above) with a money order made payable to the State of Indiana for \$7.00.
3. On line: www.state.in.us/isp/lch Applicants may need code: IC20-6.1-3-7.1 This is more costly (\$16.50), but one may order up to 5 reports and print them immediately.

Submit a valid CPR certification: Recent Indiana legislation requires all new applicants for an Indiana teaching license to have completed successfully an Adult/Child CPR course through either the Red Cross or American Heart Association or other organizations listed at: <http://www.doe.state.in.us/dps> Local (Bloomington) Red Cross is 812-332-7292 or go to <http://redcrossonlinetraining.org> Red Cross CPR certification is valid for one year and must be valid when applying for the license. Information about American Heart Association can be obtained at: <http://www.americanheart.org>

Submit a money order made payable to the State of Indiana for \$35.00

Send the above materials to:

Certification Office,
School of Education, Room 1000
201 N Rose Ave.
Bloomington, IN 47405

DO NOT SEND DIRECTLY TO THE STATE

Licensing questions, contact:

Dorothy Slota
dslota@indiana.edu
812-856-8511

OR

Sharon Vance
svance@indiana.edu
812-856-8511

IUED careers.com

IU Education Careers Office
School of Education, Room 1000
Bloomington, IN 47405
Phone: 812-856-8506
Fax: 812-856-8795
Email: carsrv@indiana.edu

A vital service of the School of Education, IU Education Careers Office (IUEC) assists graduates with one of the most important steps in their educational paths: entering the job market successfully. Entering the job market can be one of the most difficult, impersonal and unguided steps for graduates. The mission is to provide a personalized service to guide graduates successfully on their respective paths. Approximately 95% of graduates actively registered with the IU Education Careers are placed. To assist placement candidates, whether graduating seniors or alumni, the IUEC provides various services and resources for the job search process. Candidates are encouraged to contact the IUEC in person, by email, mail or telephone.

The IUEC serves more than just the School of Education on the Bloomington campus; it also serves students in the College of Arts and Sciences, School of Music, School of Library and Information Science, School of Health, Physical Education and Recreation, and the School of Journalism, as well as these schools' programs on regional campuses of Indiana University.

Career Advising

Individual appointments can be made with IUEC placement counselors who will assist candidates with job-search questions and concerns, including writing resumes and letters of inquiry. This service is available to all candidates and alumni, even if they have not registered with the Office. To make an appointment with a placement consultant, contact the Office by e-mail (carsrv@indiana.edu) phone (812) 856-8506, or in person at the front desk in Suite 1000 in the Wright Education Building. Candidates living too far from Bloomington to take advantage of in-office services are able to receive many of the same services through correspondence or through telephone contacts.

Credential File

To establish a credential file, go to the web site iuedcareers.com. Follow these simple steps to create a new account:

- If you are a Student, use your CAS login
- If you are an Alumni, enter your e-mail address (as it existed in the CSO profile) in the User Name field (this will be your new user name) and click the Reset Password button (this will reset your password and send a new password to the e-mail address you entered).
- In the Access Your Account section, click on either Student or Alumni and follow the instructions.

Complete the profile, and upload your resume. You will receive an e-mail approval. Once your resume is approved, you can begin searching the vacancy information and apply on-line for positions.

You can upload your transcript and non confidential references (these must be scanned).

You can request a person to write a confidential reference and send it directly to our Office specifying it is to be a confidential reference; we will upload the confidential reference into your file. References must be on letterhead and signed to be accepted for your credential file. It is suggested that you have references written by professors and/or principals who have seen your teaching ability.

Student Teaching Evaluations

If you want the Student Teaching Evaluations to be a part of your file, they must be uploaded by the Education Careers Office. Permission is granted by checking the appropriate area on the form. Remember: to utilize this referral service, you must have a resume on file and an established file.

On-Line Employment Listings

Elementary/Secondary, College/University and School Administration Employment Opportunities are available online (iuedcareers.com) for active registrants. Many Elementary/Secondary vacancies come from Indiana school systems; however, most every state is represented. Once you register on-line with IUEC, you will be given access to these listings.

Job Agents

If you do not have time to look every day at the on-line vacancies, set up your own personal Job Agent. Click on Job Search that appears at top of screen, click on Jobs & Search. Complete the criteria: Industry, Major (be specific) Job Location; Job Level. Click on Search (bottom of screen); list will appear. Top Right of screen Save Search; Box will appear. Give the Search a name & check box to have e-mail sent to you when new matching jobs are available.

Job Referrals

When you register with the IUEC, you may have your information sent electronically to employers who are seeking to fill open positions. Employers often contact the IUEC to request the resumes of qualified candidates to be sent. In some cases, employers first seek referrals from the IUEC before announcing a job opening publicly.

Education Careers Interview Day

Each spring semester, the Office sponsors an Interview Day in the Indiana Memorial Union. Over 150 school administrators conduct employment interviews. Every registered candidate is given the opportunity to sign-up for a series of interviews during Interview Day. (Must have completed registration (Profile and Resume) in iuedcareers.com by March 1 to attend.)

M202 Course

Each semester IUEC staff members teach a course entitled “Job-Search Strategies”. This is a one-credit, eight-week course designed to show candidates how to maximize their job-search skills. This course concerns helping candidates become more employable through a study of educational career development.

Workshops

Each semester IUEC staff members present two workshops –one on resume writing and one on interviewing. These workshops are open to all who are actively seeking a teaching position.