
**ESE 305 & ESE 510
SECONDARY PRACTICUM
ONE & TUTORING LAB
COOPERATING TEACHER
HANDBOOK**

Spring 2012

DEPARTMENT OF
SECONDARY
EDUCATION &
TEACHING/LEARNING
CENTER OF
JACKSONVILLE STATE
UNIVERSITY

To Cooperating Teachers, Practicum School Supervisors, and Principals:

Thank you for offering to work with practicum students from Jacksonville State University. Your partnership is essential in providing practicum students with opportunities to apply what they are learning in our college. The enclosed information will assist you as you work with our Practicum I students this semester.

The Practicum I experience is a combination of tutoring and observation that will allow education students who are at the early point in their education courses to get hands-on field experience with individual and small groups of students and also participate in meaningful observations of veteran teachers.

Practicum I students are required to accrue a *minimum* of **25** hours at the assigned school on the assigned times and dates. Expectations for students' learning activities as well as for students' conduct and behavior while at the practicum school are discussed in this handbook. Please contact any one of the supervisors or department chairs if you have any questions.

It is expected that students will be successful in completing all hours and assignments. If problems of any type arise, it is expected that the university supervisor will be contacted immediately. The Department of Secondary Education office telephone number is 256-782-5848.

On behalf of the Department of Secondary Education, I would again like to express our appreciation to the principals, supervisors, and teachers who allow our practicum students to come into their schools and classrooms. Please speak with your university supervisor if you have any additional questions regarding the Practicum I experience.

Thank you,

Jordan Barkley, Ph.D.

Associate Dean of the College of Education and Professional Studies and
Interim Department Head for the Department of Secondary Education

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INTRODUCTION

ESE 305 and ESE 510 are two-part practicum experiences.

Part I –In-School Practicum Experience

- A tutoring experience in an area school working with individual students or with small groups of students.

Part II –Afterschool tutoring at the Teaching/Learning Center

- An after-school tutoring experience working one-on-one with a student in the Teaching/Learning Center in 105 Ramona Wood Building.

CONTACT INFORMATION

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Mrs. Amanda Glaze (ESE 305) – University Supervisor for Anniston High School & Wellborn High School

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Mrs. Rhonda Hammett (ESE 305) – University Supervisor for Glencoe Middle School & Pleasant Valley High School

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REQUIREMENTS OF COOPERATING TEACHER/PRACTICUM SCHOOL SUPERVISOR

The Department of Secondary Education makes every effort to ensure that we place teacher candidates of the highest quality in schools for practicum and internship experiences. In order to help us ensure that every candidate who goes through our program receives timely and appropriate feedback, is informed of strengths on which he or she can build as well as weaknesses which must be addressed, and maintains the highest standards of quality that the College of Education and Professional Studies at Jacksonville State University maintains, we ask that all cooperating teachers and/or practicum school supervisors for Practicum I students agree to do the following:

- Maintain accurate attendance records and inform the university supervisor (or one of the program chairs) if a candidate's attendance is inappropriate as a result of excessive absences, arriving late, and/or leaving early.
- Contact the university supervisor (or one of the program chairs) if there is a problem that needs to be addressed, such as inappropriate appearance, behavior, etc.
- Candidates are expected to maintain appropriate standards of behavior and disposition. These are described on the Disposition Form [Appendix A]. If a teacher/school supervisor feels that a student is not attaining an acceptable level on any disposition, he or she should contact the university supervisor or a program chair so the situation can be addressed immediately.
- Provide the candidate with a tutee or small group to tutor and reasonable guidance regarding how to successfully conduct the tutoring sessions.
- Provide the candidate with reasonable tutoring materials, although it is not unreasonable to expect the tutor (candidate) to find additional information to use with the student(s).
- Discuss changes in the tutoring schedule in advance (when possible) so that candidates can arrange to observe and, if needed, discuss changes with university personnel.
- Assist the candidate in locating teachers in whose classes she/he can complete the required classroom observations for the Practicum I course.

REQUIREMENTS OF UNIVERSITY SUPERVISOR

1. Meet on campus with the students the first day of class.
2. Review all practicum requirements and expectations with the students. Check to ensure students have passed the orientation quiz with 90% accuracy before allowing them to begin their practicum experience.
3. Be at the schools on the first day of practicum for each group of students to greet the students as they arrive. Ensure that all students have a placement, and they have provided proof of liability insurance either to you or the coordinator for practicum (Sharon Padgett and/or Ronda Ray). If there is no proof of liability, they are not allowed to begin practicum until it is produced. Each day they are late with this is an absence for practicum.
4. Print all documentation such as rolls, CT information, etc.
5. Provide all CTs with a handbook about ESE 305/ESE 510.
6. Visit your assigned practicum schools at least every 2 weeks. Rotate the days you are there. Make sure to ask about the students who are there on the day you visit and those who come on other days. Observe what every student is doing. Make notes regarding student performance.
7. Make yourself available to the students at other times outside the practicum school setting.
8. Complete disposition forms for students who do not follow the expectations of the College of Education and Professional Studies at Jacksonville State University. Conference with the student regarding the disposition.
9. Coordinate a meeting with a student who receives a disposition from the cooperating teacher.
10. Grade all journals and other assignments.

APPEARANCE IN PRACTICUM COURSES

Many times in life situations a person is judged upon how well dressed they appear. The same holds true for our tutors. Tutors should dress for success every day. Dressing for success and following the established dress code policy will help you obtain the respect and credibility necessary from students and parents. Making a good impression upon parents will help to foster a productive relationship to help the child excel.

- Dressing for success has three main effects for teachers:
- Maintain respect
- Establish credibility
- Establish yourself as an authority figure

Men:

- Dress slacks or khaki pants (no rips, holes, fading, or stains)
- Button down shirt. A polo-style shirt is acceptable only on casual Fridays.
- All belts should be worn appropriately
- Dress shoes or clean tennis shoes
- Cologne should be used sparingly
- No flip-flops, t-shirts, or athletic clothing should be worn at any time

Women:

- Dress slacks OR khaki pants (no rips, holes, fading, or stains)
- Pants must be worn high enough to not expose underwear, thongs, or any part of buttocks and/or belly.
- Dresses and skirts should not be form fitting and should fall at or below the knee
- Tops/blouses should not be low-cut, tight, or see-through or show the mid-section or cleavage at any time.
- No tube tops, camisole tops, or tops with straps or strings
- No flip-flops, t-shirts, or athletic clothing should be worn at any time

- Perfume should be used sparingly

PART 1: IN-SCHOOL PRACTICUM EXPERIENCE

PLACEMENTS FOR PART 1

School placement is based upon the section of the course for which the student is registered.

All students:

- Students will begin attending practicum on the date assigned by the university supervisor.
- Students are required to be in the schools in the morning/early afternoon during the time slot noted on their schedule.
- Each student will attend on the two days per week he or she is scheduled to attend, Monday & Wednesday OR Tuesday & Thursday.
- These days may not be rescheduled by the student and may only be changed and/or altered with the approval of appropriate school personnel and the university supervisor.
- Students cannot receive more than 1 hour per day for the 2 days per week they are assigned to the school.
- Each student should arrive at the school 10 minutes before the time for the class to begin, so that they can begin their tutoring at the appropriate time.
- Teachers and/or supervisors at the schools are asked to please note students who arrive right as the class is beginning or late and/or who leave early.
- Students must sign in using the appropriate sign in procedure for the school.
- Students must wear their JSU name tag that includes their JSU I.D. at all times, even if the school requires an additional form of visitor I.D.

Note: Keep this name badge holder. You will use it in your Practicum II experiences also.

ATTENDANCE POLICY

Students must attend their assigned practicum location two days of the week – either Monday/Wednesday or Tuesday/Thursday for the entire time assigned.

If a student must be absent from Practicum, he or she must:

- 1) Contact the school to inform them of the absence prior to the time she/he is to be at the school,
- 2) Contact the cooperating teacher by phone or e-mail according to the teacher's instructions, and
- 3) Contact the university supervisor by phone or e-mail according to the supervisor's instructions.

The student must present his/her excuse documentation to the University Supervisor at the first possible opportunity (this will usually be during your next class meeting on campus). **Students are allowed one excused absence in the course.** This time will be made up prior to the end of the semester.

Unexcused absences are not permitted in Practicum. Students with one unexcused absence will receive a written warning and the completion of a disposition form. Any student who has a second unexcused absence will not be pass Practicum and will need to either drop the course or receive a failing grade due to excessive unexcused absences.

Students must attend on the days they are scheduled attend and at the school where he or she is scheduled to attend. Changes may not be made to the schedule or placement without the consent of the university supervisor, department head, and school administration(s).

PART 1 COURSE REQUIREMENTS

The following items must be completed appropriately and completed by the deadline posted by your instructor. Students must complete and satisfactorily submit each of the following in order to receive a passing grade:

- Attend Orientation Session prior to beginning public school tutoring.
- Successfully complete a quiz on the orientation PowerPoint with at least 90% correct answers.
- Time Sheet from the student handbook [this must match the attendance log kept by the cooperating teacher]. Be sure that you complete your Attendance Verification Sheet each day and that this sheet matches any sign-in sheet that the school has in place. Form is available in Appendix 4.
- Absence report form even if you were not absent from your practicum experience.
- Complete the tutoring sessions with small groups or individual students and complete all related assignments and activities.
- Four journal entries completed at an acceptable level and submitted as the university supervisor has instructed. These journal entries will be completed based on various aspects of your practicum experience. Be sure to review the journal requirements, due dates, and submission requirements posted by your university supervisor.
- Observation of one class period each in two teachers' classrooms. For each observation that you complete, you will submit a Field Placement Observation Form (available in Appendix 5) *[Note: Occasionally additional observation is required as a result of testing or other circumstances, When this occurs students should discuss the situation with the university supervisor.]*
- Complete a comparative reflection of the two observations you did for the Field Placement Observations.

APPENDIXES

APPENDIX 1

DISPOSITION FORM AND THE DISCIPLINARY ACTION COMMITTEE

DISPOSITION FORM

Students in the College of Education are expected to exhibit the dispositions appropriate to a teacher candidate as expressed in the Dispositions Form for the departments of Secondary Education, Family and Consumer Sciences, or Curriculum and Instruction, located on the College of Education and Professional Studies website. Students can also find this form and procedures related to this form in the offices of their respective departments.

If a student fails to exhibit appropriate dispositions, the professor, instructor, or university supervisor may choose to complete a Dispositions Form which could lead to additional disciplinary action if the problem continues.

DISCIPLINARY ACTION COMMITTEE

In the event that a student exhibits severe disciplinary problems, encounters legal problems that are likely to result in an inability to become a certified teacher, has ongoing and uncorrected dispositional problems or other problems of a very serious nature, the student will be referred to the Disciplinary Action Committee:

- Comprised of one member from each CEPS department;
- Referrals can come from cooperating teachers, school administrators, JSU faculty;
- Referrals may be made for many reasons including failure to meet expected disposition
- Violation of laws (misdemeanor/felony) are usually handled by the DAC because these often result in an inability for the student to become a certified teacher, making it necessary for the College of Education and Professional Studies to step in and take action as soon as we find out that there is a problem.

APPENDIX 2

PRACTICUM STUDENTS ATTENDANCE VERIFICATION SHEET

ESE 305 AND ESE 510 – PART 1: IN-SCHOOL PRACTICUM EXPERIENCE

Your cooperating teacher will use a time sheet to document your attendance at Practicum. You are to ensure that you are at your Practicum site on time and prepared to work for the entire time you are there. Use this sheet to keep up with your attendance.

Candidate Name _____ Student Number _____

Course Number ESE305 ESE505 University Supervisor's Name _____

Cooperating Teacher's Name _____ School _____

Monday/Wednesday Practicum Times

Tuesday/Thursday Practicum Times

Week	Monday	Wednesday
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

Week	Tuesday	Thursday
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

_____ Student Signature

_____ Cooperating Teacher Signature

Date of Completion _____