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Revised June, 2018
WELCOME TO THE BRANDEIS TEACHER EDUCATION PROGRAM

The Brandeis Teacher Education Program includes both Undergraduate (UDG) and Master of Arts in Teaching (MAT) pathways to licensure, in both elementary and secondary education, public schools and Jewish Day schools. It is a personalized, cohort-based program, wholly integrated with a full-year, student-teaching Internship. Brandeis instructors model the same pedagogy and practices that the program strives to inspire in future k-12 teachers. Whether in the university or in schools, at the core of the work of teaching are the students – who they are, what they bring, and how they think. The program prepares teachers to scaffold and support student learning so that, ultimately, it is the students who generate and own the intellectual work of the classroom. This is teaching not merely in service of social justice, but teaching that empowers students to act upon issues of equity and justice. These priorities are grounded in the central themes of the Teacher Education Program: Teaching for Social Justice, Teaching for Understanding, Teaching All Learners, and Teaching as Inquiry.
TEACHER EDUCATION PROGRAM THEMES

Teaching for Social Justice
The Teacher Education Program attends to social justice at both the systemic (macro) and interpersonal (micro) levels. Teachers must understand the ways in which issues of justice and injustice affect schools, schooling, and policy. At the same time, teachers must be cognizant of the daily work of teaching for social justice – in their everyday interactions with individuals and groups of students, in addressing status inequities in the classroom, and in ensuring that each student is challenged and supported. Teachers need to work toward greater equity and access to knowledge for all students, while creating classrooms that are not just culturally relevant and responsive, but culturally sustaining. This work can reach beyond the classroom, when teachers empower the students themselves to act upon issues of equity and justice.

Teaching for Understanding
Teaching for understanding means moving beyond rote memorization and toward students’ own meaning-making. Teaching for understanding requires that teachers leverage students’ ‘funds of knowledge,’ that is, teachers value and build upon students’ prior knowledge, experiences, and interests. It means coupling high expectations with strong support so that all students can reach mastery. In order to achieve this, teachers must engage their students in explorations of rich content; they must draw on a wide repertoire of instructional approaches and strategies to make knowledge accessible and meaningful for their students. In teaching for understanding, teachers extend students’ ideas, monitor students’ learning and intellectual engagement, and take steps to challenge or re-engage each student in learning.

Teaching All Learners
In order to teach all learners, teachers must work actively to know their students as individuals who bring diverse intellectual, social, and emotional needs. Teachers must apply their knowledge of child/adolescent development and learning theory, but continually refine this understanding through interactions with students. Teachers’ knowledge of their students, their content, and their context shapes their planning, instruction, and assessment in ways that help them teach for understanding. Teaching for understanding and teaching all learners can further the social justice mission if teachers honor the knowledge and experience that students bring to the classroom and ground their teaching in these assets.

Teaching as Inquiry
Taking an inquiry stance refers to the way teachers approach their own and their students’ learning. Taking an inquiry stance means continually and systematically assessing and reflecting on one’s teaching practice in order to improve. To do this effectively, teachers need to draw on current resources and research – including teacher research drawn from their own and others’ classrooms. A firm grounding in educational research and an understanding of the relationship between theory and practice enables teachers to locate the particulars of their classrooms in a broader framework and ultimately shed light on teaching and learning more generally.
TEACHER EDUCATION PROGRAM LEARNING TARGETS

The Teacher Education Program includes coursework as well as a pre-practicum and practicum (student-teaching Internship) in schools. During the Internship, fieldwork becomes the central text for coursework. The fieldwork component of the Internship is largely assessed by the Department of Elementary and Secondary Education [DESE], using the Teacher Candidate Assessment of Performance [CAP]. Thus, the learning goals of the Teacher Education Program are directly linked, but not limited to, those articulated in the CAP (included below). The Teacher Education Program is also shaped by the mission and themes of the Education Studies major and the Education Program as a whole: Teaching as Inquiry, Teaching for Understanding, Teaching all Learners, and Teaching for Social Justice.

Upon Graduation, Student-Teaching Interns will demonstrate the ability to:

Plan, Sequence, and Scaffold Instruction and Assessment in ways that . . .

- emphasize enduring understanding, transferrable skills, and authentic experience.
- meet the needs of a diverse student population.
- challenge students intellectually and facilitate students’ independence and mastery.
- engage students’ prior knowledge, experience, culture, and stage of development.
- give students the support they need to meet high expectations.

Create a Safe Learning Environment for Intellectual and Emotional Development:

- give students ownership over the intellectual work
- maintain rituals, routines, and responses that support learning
- empower students to act upon issues of equity and social justice
- integrate students’ identity and experience

Engage in Reflective Practice:

- approach their own and others’ teaching from an inquiry stance
- integrate theory and practice
- seek out, engage, and integrate feedback
- analyze observation and assessment data to inform teaching practice

Enter a Professional Culture:

- engage professionally with others across contexts - in schools, with families, and with the community
- locate themselves and their teaching in the broader culture of schools and schooling
<table>
<thead>
<tr>
<th>Standard</th>
<th>Element</th>
<th>Proficient Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Curriculum, Planning and Assessment</td>
<td>1.A.4: Well-Structured Lessons</td>
<td>Develops well-structured lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping.</td>
</tr>
<tr>
<td></td>
<td>1.B.2: Adjustment to Practice</td>
<td>Organizes and analyzes results from a variety of assessments to determine progress toward intended outcomes and uses these findings to adjust practice and identify and/or implement appropriate differentiated interventions and enhancements for students.</td>
</tr>
<tr>
<td>2: Teaching All Students</td>
<td>2.A.3: Meeting Diverse Needs</td>
<td>Uses appropriate practices, including tiered instruction and scaffolds, to accommodate differences in learning styles, needs, interests, and levels of readiness, including those of students with disabilities and English language learners.</td>
</tr>
<tr>
<td></td>
<td>2.B.1: Safe Learning Environment</td>
<td>Uses rituals, routines, and appropriate responses that create and maintain a safe physical and intellectual environment where students take academic risks and most behaviors that interfere with learning are prevented.</td>
</tr>
<tr>
<td></td>
<td>2.D.2: High Expectations</td>
<td>Effectively models and reinforces ways that students can master challenging material through effective effort, rather than having to depend on innate ability.</td>
</tr>
<tr>
<td>4: Professional Culture</td>
<td>4.A.1: Reflective Practice</td>
<td>Regularly reflects on the effectiveness of lessons, units, and interactions with students, both individually and with colleagues, and uses insights gained to improve practice and student learning.</td>
</tr>
</tbody>
</table>
**TEACHER EDUCATION PROGRAM PATHWAYS TO LICENSURE & DEGREES**

The Teacher Education Program offers three degree pathways, each of which fulfills the requirements for the Initial Teaching Licensure in Massachusetts. Each pathway includes the option to specialize in elementary (grades 1-6) or secondary (grades 5-12) education and to student-teach in either public schools or Jewish day schools. All of the pathways include a full-academic year student-teaching Internship under the guidance of a Mentor Teacher (i.e., supervising practitioner) and a Field Instructor (i.e., program supervisor). All pathways include Sheltered English Instruction endorsement for teaching students who are English learners.

I. Undergraduate Program – Minor in Teacher Education

Undergraduates can complete a minor in Teacher Education as part of their Bachelor’s degree. However, Teacher Education Program is a professional preparation program with an Internship to which students need to apply for admission rather than simply ‘declare’ as a minor. Indeed, the responsibility is even greater than in many professional preparation programs like law, because teacher education students work directly with children as preparation to be *in loco parentis* (legally responsible for minors).

See the undergraduate program requirements and planning guides for further details.

II. Master of Arts in Teaching (MAT)

The MAT is an intensive 13-month (June-July) program. It includes not only a year-long internship, but also a supplemental field placement in a different context, during which students have the option of pursuing additional certification in teaching students who have moderate disabilities or who are English learners. MAT students spend more time in their field placements in the fall than do undergraduates. The MAT includes additional courses, and each course explores topics in further depth than in the undergraduate program. The MAT also includes teacher research, an opportunity for students to systematically study and report on an aspect of their teaching. The MAT program also includes additional subject-specific content electives at the secondary level and additional work with content specialists at the elementary level.

See the MAT year at a glance for further details.

III. Dual Degree Program BA/BS + MAT

During the fall of junior year, undergraduates can apply to the BA/MAT dual degree program. BA/MAT students begin their graduate level coursework in the summer after their junior year, and complete the MAT in the summer after their senior year, earning two degrees in a total of 10 semesters at Brandeis. To apply for the BAMAT students must be able to complete their undergraduate major and university general education requirements by the end of their junior year.

See the BA/MAT guide for further details.
## Undergraduate Requirements & Planning Matrix: Elementary Education

The Brandeis Elem Ed Program is a Massachusetts & NASDTEC approved program leading to the Initial license to teach grades 1-6 in MA.

Student Name __________________________ SID # 2 __  __  __  __  __  __  __  MEPID __ __ __ __ __ __ __ __ DOB ____________

GRAD (anticipated) ___________________________ Major ________ Advising sessions ___________ ____________ ___________ ___________term/year

Declaration of TEACHER EDUCATION minor: ____________________________ (date) Student signature: ____________________________________

Consult the Elementary Faculty Leader to approve substitutions and/or AP or IB credits.

### Subject Matter Knowledge Requirements

#### Recommended Courses

This is a partial list of courses which satisfy subject area requirements. Consult Elem Ed advisor for additional options. Some courses may be double-counted. One course may be taken Pass/Fail.

#### Notes

Some requirements may be met by AP score of 3 or better (send official score reports to Elem Ed Advisor).

Consult Psych Dept for exemption.

#### Plan for Completion

BRANDEIS COURSE or approved substitution. TERM/YEAR COMPLETION DATE

<table>
<thead>
<tr>
<th>SUBJECT MATTER KNOWLEDGE REQUIREMENTS</th>
<th>RECOMMENDED COURSES</th>
<th>NOTES</th>
<th>PLAN FOR COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>UWS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 2A or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American history</td>
<td>HIST 51a, HIS 50b</td>
<td>HIS 51a can be taken to fulfill both US history/government SMKs.</td>
<td></td>
</tr>
<tr>
<td>American government</td>
<td>HIST 50B, 51A, POL 14B, HIS 161b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World history</td>
<td>HIST 52b (Europe 1789-present), 56b (to 1960), 71Aa (Latin Am/Caribbean), 80a (East Asian), CLAS 115 (Ancient Greek), 112b (medieval), 126 (early mod. Europe), ANTH 1a (intro. comp. human studies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American literature</td>
<td>ENG 7A (1900-2000), 10b (poetry), 30a (graphic novels), ENVS 43b (North Am. Environ. Writing), 147b (Bestsellers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World literature</td>
<td>ENG 1A (Literary Studies), 33A (Shakespeare), 80b (The Tale)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 3A (Math for Educators), 5a (precalculus)</td>
<td>3A usually offered every other year, in spring.</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>PHSC 2b (astronomy), BIO – 17b, 15b, 18a/b (lab); PHYS - 10 a/b, 23a, CHEM 11a/b, EBIO 33b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 10A (Intro)</td>
<td>10A is prerequisite for PSYC 33A (required) Consult Psych Dept for exemption.</td>
<td></td>
</tr>
</tbody>
</table>
# REQUIREMENTS & PLANNING MATRIX: ELEMENTARY EDUCATION (UNDERGRADUATE)

<table>
<thead>
<tr>
<th>PROFESSIONAL &amp; PEDAGOGICAL REQUIREMENTS</th>
<th>REQUIRED COURSES</th>
<th>NOTES</th>
<th>PLAN FOR COMPLETION (term/year)</th>
<th>COMPLETION DATE (term/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIELD EXPERIENCE?</strong></td>
<td>The Education Program arranges appropriate elementary school field placements. Students are responsible for their own transportation (carpooling or public transportation may be possible).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development (Developmental Psych)</td>
<td>PSYC 33A na</td>
<td>Prerequisite: PSYC 10A. Usually offered fall only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exploring Teaching: Elementary</td>
<td>ED 100A</td>
<td>Usually: First or sophomore year. Offered fall only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exploring Teaching Pre-practicum</td>
<td>ED 100A 3 hrs/wk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching &amp; Learning Reading in Elementary &amp; Preschools</td>
<td>ED 107A 3 hrs/wk</td>
<td>Prerequisite: ED 100A. Sophomore or junior year. Offered spring only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching English Language Learners</td>
<td>ED 175a 3 hrs/wk</td>
<td>Offered spring only. May be taken concurrently with ED 175a.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary School Curriculum &amp; Teaching: Mathematics &amp; other topics (including special ed.)</td>
<td>ED 105A na</td>
<td>Prerequisite: ED 100A, 107A. Junior year fall.</td>
<td></td>
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</tr>
<tr>
<td><strong>Senior Year sequence. Students are assigned to one elementary school classroom and Mentor Teacher for late Aug. – May. This is the student teaching placement.</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Elementary School Curriculum &amp; Teaching: Literacy &amp; Social Studies</td>
<td>ED 101A</td>
<td>Prerequisite: ED 100A, 107A. Senior year fall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Internship &amp; Professional Seminar Pre-practicum</td>
<td>ED 265a 2 days/wk</td>
<td>Senior year fall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary School Curriculum &amp; Teaching: Science, Arts &amp; other topics</td>
<td>ED 101B</td>
<td>Co-requisite: ED 111E. Ed. Program permission required. Senior year spring.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Teaching: Seminar (2 hours/wk)</td>
<td>ED 111E</td>
<td>Co-requisite: ED 101B. Ed. Program permission required. Senior year spring. (January – May).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Teaching: Practicum Field Instructor assigned to each student</strong></td>
<td>ED 111E 5 days/wk (330 hours)</td>
<td>Notes: Take only ED 101B, 111E (total: 12 credits) during spring. Students responsible for own transportation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER REQUIREMENTS</strong></td>
<td></td>
<td>SCHEDULE</td>
<td>PLAN FOR COMPLETION</td>
<td>COMPLETION DATE</td>
</tr>
<tr>
<td>MTEL MA Tests for Educator Licensure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 Communication &amp; Literacy</td>
<td>Does not depend on college coursework.</td>
<td>Must pass prior to student teaching.</td>
<td></td>
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</tr>
<tr>
<td>90 Foundations of Reading</td>
<td>Take immediately following ED 107A.</td>
<td>Must attempt prior to student teaching.</td>
<td></td>
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</tr>
<tr>
<td>03 General Curriculum</td>
<td>Includes math &amp; multi-subject.</td>
<td>Must attempt prior to student teaching.</td>
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</tr>
</tbody>
</table>
# Undergraduate Requirements & Planning Matrix: Secondary Education

Candidates for a secondary school teaching license must have completed the equivalent of a major in the subject in which they plan to be licensed. See Subject Matter Knowledge requirements on the next page.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>1st Year</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 36</td>
<td>Adolescence and the Transition to Maturity (pre-req PSYC 10)</td>
<td>spring</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>ED 100b</td>
<td>Exploring Teaching Secondary 3hr/week in school field placement</td>
<td>spring</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED 102</td>
<td>Secondary Curriculum, Instruction, and Assessment 3hr/week in school field placement</td>
<td>fall</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED 175</td>
<td>Teaching English Language Learners 3hr/week in school field placement</td>
<td>fall or spring</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED 2__</td>
<td>Subject Specific Pedagogy in . . .</td>
<td>fall</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED 265a</td>
<td>Professional Seminar for Field Internship 12-14 hr/week in school placement</td>
<td>fall</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ED 265b (ED110e)</td>
<td>Reflective Seminar for Field Internship 5 FULL days/week in school placement</td>
<td>spring</td>
<td>Not Applicable</td>
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<td></td>
</tr>
</tbody>
</table>
## UNDERGRADUATE REQUIREMENTS & PLANNING MATRIX: SECONDARY EDUCATION

Candidates for a secondary school teaching license must have completed the equivalent of a major in the subject in which they plan to be licensed.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massachusetts Subject Matter Knowledge (SMK) Requirements for Teacher Licensure (link) doe.mass.edu/edprep/toolkit/smk.html</td>
<td>If the course fulfills an SMK, write which of the requirements it fulfills.</td>
<td>NON-Education Courses may ONLY be taken in the FALL, Senior Year. Only THREE non-education courses may be taken at this time.</td>
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<table>
<thead>
<tr>
<th>Major Requirements</th>
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<tbody>
<tr>
<td>CA</td>
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<td>FL</td>
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<td>HUM</td>
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<td>NW/CS</td>
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<tr>
<td>PE1</td>
<td></td>
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<tr>
<td>PE2</td>
<td></td>
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<td>QR</td>
<td></td>
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<td>SN</td>
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<td>UWS</td>
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<td>WI/OC</td>
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<table>
<thead>
<tr>
<th>General University Requirements</th>
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<tbody>
<tr>
<td>CA</td>
<td></td>
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<tr>
<td>FL</td>
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<td>HUM</td>
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<td>PE1</td>
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<td>PE2</td>
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<td>WI</td>
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<td>WI/OC</td>
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</tbody>
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Brandeis Teacher Education Program

D

Revised: June, 2018
FIELD EXPERIENCE

The Teacher Education Program has cultivated strong partnerships with a variety of area schools. We are committed to finding the best possible fit between Mentors and Interns. Because many factors go into building a successful teaching partnership, we follow a thoughtful process in which all stakeholders participate.

Early Undergraduate Field Placement (pre-practica)

Even before their senior year, undergraduates have opportunities to observe and assist in Preschool, Elementary, or Secondary school settings in conjunction with the following required courses:

- Exploring Teaching: Elementary and Preschool (ED100a) or Secondary (100b)
- Secondary Curriculum, Instruction, and Assessment (ED101b)
- Teaching and Learning Reading in Elementary and Preschools (ED107a)
- The Teaching of English Learners: Pre-K-12 (ED175)

These field experiences offer undergraduates the opportunity to explore a variety of school settings during their early pre-practica. Placements are often set before the semester begins so that students can enter the schools in the first few weeks of the semester. The placement decision is based on the following:

- The student’s availability and schedule
- The fit between students’ interest and experience and Mentor expertise
- Transportation considerations (when applicable)
- The availability of teachers in partner schools

Full-Year Student-Teaching Internship (fall pre-practicum; spring full practicum)

- The Internship takes place from August/September - May of the senior year or the MAT year.
- Undergraduate Seniors spend 12-14 hours in their classrooms in their fall pre-practicum, and 5 full days a week in the spring full practicum.
- MATs spend 18-21 hours in their classrooms fall pre-practicum, and 5 full days a week in the spring full practicum.
- Over the course of the year, the Intern gradually assumes an increased level of responsibility; ultimately taking on full responsibility for 100 hours of teaching.

Further detail can be found in the Internship sections of the handbook.

Internship Placement Process

- Interns complete a survey to express their learning and teaching styles, interests, and preferences.
- Interns meet with Annie Grover, Assistant Director for Field Experience, to further discuss their options for the full-year internship.
- Interns are matched with area partner schools and Mentor Teachers to begin the interviewing process.
- After the interview, Interns and Mentors (separately) consider what partnership would make for the best fit.
- After Interns and Mentor Teachers agree upon a partnership, it must be confirmed by the Program.

MAT supplementary practicum (‘mini’-placement)

At the end of the school year, MATs explore a new teaching context for several weeks. This includes an opportunity to pursue additional certification in teaching students who have moderate disabilities or who are English learners. Further detail can be found in the supplemental placement section of the handbook.
STUDENT-TEACHING INTERNSHIP

The year-long student-teaching Internship is completed during the senior year of the undergraduate program or during the academic year of the Master of Arts in Teaching program.

Over time, the Mentor gradually releases responsibility to the Intern, as the Intern gradually assumes responsibility for the classroom. Details about this release and assumption of responsibilities can be found below and in the elementary and secondary “ramp” documents.

August – December “Pre-Practicum”

The Internship begins on the first day that the Mentor returns to school for faculty development or classroom preparation.

MAT Interns are in schools the 18-21 hours per week. Undergraduates are in schools 12-14 hours per week. More important than the exact number of hours Interns spend at school, is the opportunity for Interns to get to know their students deeply and develop a sense of continuity and context.

During the pre-practicum, Interns gradually increase responsibility moving from: observing, to assisting, to teaching small groups or mini-lessons, to teaching lessons modeled by the Mentor, to solo planning and teaching individual lessons and/or a short series of lessons. During this time, Interns participate in teacher meetings and other faculty duties when their schedules permit.

Note: In the fall, Interns take a full load of university courses; thus, they must focus on their coursework as much as, or even more than, their Internships. Whenever possible, Interns take courses that meet at 2pm or later.

January – May “Full Practicum”

MAT Interns return to their placements when school starts in January. Undergraduates return the week that Brandeis courses resume. During this semester, Interns are in their school placements 5 full days a week, from before school starts until the school-day/contract-day ends (including, when possible, participation in any department/school/district-based professional development meetings).

During this time, Interns take a lighter load of university courses. This allows them to focus on the Internship. Interns are expected to return on time for afternoon classes (starting at 3:30 or later) 2-3 times per week.

Massachusetts licensure requires that the Full Practicum include at least 300 hours in the classroom and that, of those 300 hours, Interns “shall assume full responsibility of the classroom for a minimum 100 hours” (MA, 603 CMR 7.04). The Educator Preparation Review Guidelines state the following:

For classroom-based practitioners, full responsibility [100 hours minimum ]requires that candidates:
  o assume full control of all control of all classroom duties regularly fulfilled by the Supervising Practitioner [Mentor]; and
  o oversee responsibilities related to the education of all students on the classroom roster.

Full responsibility (also called: “take-over,” “solo,” “lead,” or “independent” teaching) means taking on all planning, instruction, and assessment:

Secondary School “Full Responsibility”: By the end of January, secondary school Interns take full responsibility for one class period. By the end of February, they should have taken full responsibility for an additional class period.

Elementary School “Full Responsibility”: In the spring, elementary school Interns lead-teach for 1 (undergraduates) or 2 (MATs) weeks. Leading up to this take-over period, Interns teach an increasing number of consecutive full days and/or subjects per week.
GENERAL POLICIES AND PRACTICES FOR THE INTERNSHIP

Internship Attendance & Absences
- Interns must contact mentors and related school personnel well in advance, and in writing when there is even a small possibility that the Intern will be late or absent.
- In the fall, if Interns miss an internship day, they must reschedule it and make up missed time.
- In the spring, Interns may have no more than 5 excused absences.
- Interns follow the k-12 school calendar during Brandeis breaks; that means, they must be in their Internship classrooms even when Brandeis courses are not in session.
- Interns must arrange their schedules so that they can return to Brandeis on time to attend university courses and still fulfill their Internship responsibilities.
- Teachers are expected to model punctuality for students; they also have a legal responsibility to be in their classrooms when students are present. For better or worse, teachers live by the clock.

Instructional Decisions & Lesson Planning
- The Mentor remains the “teacher of record,” even when the Intern assumes responsibility for the classroom. Thus, the Intern must obtain approval for all activities and lessons. Mentors have the right and responsibility to make decisions that they believe are in the best interest of the students.
- For formal observations, Interns must use the Brandeis elaborated lesson planning template and submit plans at least 48 hours in advance.
- For daily teaching, the Mentor should make explicit how far in advance and in how much detail an Intern’s lesson plans should be submitted for feedback and approval. Mentors may adjust expectations as the Intern develops competence.
- Field Instructors will help Mentors determine when and whether Interns should use an elaborated or streamlined lesson plan template and when these lessons should be submitted.
- As a requirement for the program and licensure, Interns must demonstrate their ability to independently plan, instruct, and assess one or more coherent unit/sequence of instruction. This means that Mentors must make space in the curriculum for this opportunity and make parameters explicit (e.g., standards that must be met, timelines that must be accommodated, texts that must be included). Interns must give Mentors sufficient time to review and give feedback on their unit plans.

Substitute Teaching
- Interns should ask their school administrators about the school’s substitute teaching policy.
- As Interns gain proficiency, they may be asked to provide coverage for their Mentors for part of a day, or even an occasional full day. Such arrangements are at the discretion of the school.
- The Mentor remains the teacher of record throughout the internship, even when the Intern substitutes for the Mentor.
- In the event that Interns are asked to substitute for consecutive days and/or long term, the school must:
  - Contact the Director of Teacher Education to discuss the Intern’s readiness for this responsibility.
o Ensure that the substituting does not interfere with responsibilities at Brandeis or in the Internship
o Ensure that the Intern is compensated in accordance with school/district policies.
o Ensure that the Intern continues to receive appropriate supervision and mentoring.
o Verify that the Intern meets the criteria for substitute teaching set by districts, schools, and DESE.
THE STUDENT-TEACHING INTERNSHIP TRIAD

During the Brandeis Student Teaching Internship, Mentor Teachers and Field Instructors work together with Interns to create a fulfilling teaching and learning experience for all.

**Mentor Teachers** (also known as Supervising Practitioners or Cooperating Teachers) are the inspirational and practical heart of the Internship experience. Their wisdom and modeling builds the foundation for new teachers’ entire educational career. Mentor Teachers are experienced, principled practitioners who are able to make explicit the - often unseen - complexities of daily teaching.

**Field Instructors** (also known as Program Supervisors) are the theory-to-practice liaisons between Brandeis and the schools in which Interns are teaching. As experienced K-12 teachers/administrators and members of the broader Brandeis community, Field Instructors help Interns locate their own and their Mentors’ teaching in a broader context. They also guide and oversee the Massachusetts Teacher Candidate Assessment of Performance (CAP).

**Interns** (also known as Teacher Candidates or Student Teachers) gradually assume increased responsibility for the classroom, under the guidance of their Mentors and Field Instructors. *(Details about this release and assumption of responsibilities can be found in the “ramp” document.)*
MENTOR TEACHER PRACTICES AND RESPONSIBILITIES

Mentor Teachers (also known as Supervising Practitioners or Cooperating Teachers) are the inspirational and practical heart of the Internship experience. Their wisdom and modeling builds the foundation for new teachers’ entire educational careers. Mentor Teachers are experienced, principled practitioners who are able to make explicit the often-unseen complexities of daily teaching.

PRACTICES

- Model thoughtful reflection and deep analysis of teaching and learning.
- Model collegiality, collaboration, and professionalism.
- Model the MA Professional Teaching Standards, particularly: meeting the needs of all students, and maintaining high expectations coupled with strong support for all students.
- Welcome Interns as thought-partners in planning and instruction – learning with and from them.
- Explicitly model and unpack how to build classroom culture and relationships.
- Explicitly model and unpack all aspects of planning and assessment, including: determining objectives, measurable outcomes, and assessment tools; sequencing, pacing, and scaffolding lessons; predicting potential pitfalls or misconceptions; using resources effectively; and sustaining engagement.
- Frame feedback as inquiry, that is, as an opportunity to open up genuine conversation that helps Interns learn from their own and others’ teaching.
- Facilitate the Intern’s introduction to the school community: administrators, colleagues, staff, and parents.

RESPONSIBILITIES

- Guide Intern’s planning, instruction, and assessment, as well as the Intern’s cultivation of classroom community.
- Designate a regularly scheduled, weekly meeting time to plan, debrief, and reflect with the Intern (1 hour per week, minimum).
- Introduce the Intern as a teaching partner and, over time, gradually release responsibility to the Intern.
- Determine the timeline of graduated responsibility for teaching all grade level responsibilities (see “ramp” document for guidance).
- In Fall, participate in the Field Instructor’s “pre-cycle” CAP observation of the Intern and support the Intern’s observation of you as a Mentor.
- In the spring, complete two formal CAP observations of the Intern and participate in three formal CAP assessment conversations with the Field Instructor and Intern.
- In fall and spring, complete the Brandeis Professionalism Assessment of the Intern.
- Attend at least two Brandeis Mentor Professional Development workshops. (Contact the Teacher Ed. program if you have a conflict.)
- Immediately communicate any questions or concerns that arise by contacting the Field Instructor and/or the members of the Teacher Education Program Leadership Team.
- Write a letter of recommendation for the Intern by April 1.
FIELD INSTRUCTOR PRACTICES AND RESPONSIBILITIES

Field Instructors (also known as Program Supervisors) are the theory-to-practice liaisons between Brandeis and the schools in which Interns are teaching. As experienced K-12 teachers/administrators and members of the broader Brandeis community, Field Instructors help Interns locate their own and their Mentor’s teaching in a broader context. They also guide and oversee the Massachusetts Teacher Candidate Assessment of Performance (CAP).

**Practices**

- Facilitate productive, respectful communication between the Intern and the Mentor.
- Model thoughtful reflection and deep analysis of teaching and learning.
- Model collegiality, collaboration, and professionalism.
- Guide the Intern to meet the MA Professional Teaching Standards, particularly: meeting the needs of all students and maintaining high expectations coupled with strong support for all students.
- Make visible and accessible for the Intern the complexities of the Mentor’s practice so that the Intern can more readily learn from these.
- Guide the Intern to connect classroom practice to university coursework, particularly in taking an inquiry stance.
- Facilitate the Intern’s socialization into the profession of teaching.
- Guide the Intern to locate particular classroom practice in the broader context of schools and education.
- Frame feedback as inquiry - to open up genuine conversation that helps Interns learn from their own and others’ teaching.

**Responsibilities**

- Maintain weekly communication/check-ins with the Intern and regular communication with the Mentor (email, phone, or in-person).
- Oversee the Massachusetts Candidate Assessment of Performance (CAP) process.
- In Fall, complete one “co-observation” of the Mentor, one informal observation of the Intern, and one formal “pre-cycle” CAP observation.
- In the spring, complete four formal CAP observations in the full practicum.
- During the supplementary placement (‘mini’-placement), conduct and document one (informal) observation.
- Conduct three formal CAP assessment conversations with the Mentor and Intern – one in fall; two in spring.
- In fall and spring, complete the Brandeis Professionalism Assessment of the Intern.
- Attend 2-3 Brandeis Professional Development workshops in order to continually strengthen field instruction. (Contact the program if there is a conflict.)
- Immediately communicate any questions or concerns that arise by contacting the Field Instructor and/or the members of the Teacher Education Program Leadership Team.
- Provide input on the Field Experience grade for the Internship.
- Write a letter of recommendation for the Intern by April 1.
**INTERN PRACTICES AND RESPONSIBILITIES**

_**Interns** (also known as Teacher Candidates or Student Teachers) gradually assume increased responsibility for the classroom, under the guidance of their Mentors and Field Instructors. (Details about this release and assumption of responsibilities can be found in the “ramp” document.)_

**PRACTICES**

- Take responsibility for and initiative in developing as a teacher.
- Engage in thoughtful reflection and deep analysis of teaching and learning.
- Practice collegiality, collaboration, and professionalism at all times.
- Cultivate an inquiry stance toward your own and others’ teaching and learning.
- Connect micro and macro issues, locating particular teaching practices and instances in the broader context of teaching and learning, and of policy and society.
- Honor the knowledge and experience that students bring to the classroom and ground teaching in these assets.
- Honor the knowledge and experience that Mentors and all other educators bring to the profession.
- Strive to meet the MA Professional Teaching Standards, particularly: meeting the needs of all students and maintaining both high expectations and strong support for all students.
- Seek out, reflect on, and integrate feedback as part of an inquiry cycle.
- Represent Brandeis University and the teaching profession with utmost integrity.

**RESPONSIBILITIES**

- Gradually and systematically assume increased responsibility for the classroom (see “ramp” document for guidance).
- Maintain professional, prompt, and respectful communication with all parties.
- Maintain ongoing, structured, written reflections and analysis of teaching and learning – not only as assigned in coursework, but also for personal and professional growth.
- Maintain weekly communication/ check-ins with Field Instructor (email, phone, or in-person).
- Plan, debrief, and reflect with the Mentor during a regularly scheduled, weekly meeting time (1 hour per week minimum). Informally debrief with the Mentor as well.
- Initiate conversations that unpack all aspects of planning, instruction, assessment, classroom culture, and student relationships.
- Seek out opportunities to participate in and learn from teacher meetings and other duties.
- Maintain the lesson planning expectations set forth by Brandeis and by the Mentor and Field Instructor.
- Uphold and the standards of professionalism outlined by Brandeis. Complete the Professionalism Assessment in fall and spring.
- Complete the Massachusetts Candidate Assessment of Performance (CAP) process. Make sure all documentation is up to date.
- Immediately communicate any questions or concerns that arise by contacting the Field Instructor and/or the members of the Teacher Education Program Leadership Team.
- By March 1, formally request a letter of recommendation from the Mentor and Field Instructor. (Recommendations due April 1).
STUDENT TEACHING INTERNSHIP GRADUAL INCREASE/RELEASE OF RESPONSIBILITY

Over the course of the year, student-teaching Interns gradually increase their teaching responsibility, as Mentors release responsibility to their Interns. The Mentor, Intern, and Field Instructor work together to create a “ramp-up” of responsibilities for the Intern, a ramp that best fits the needs of all concerned. The following pages give graphic overviews and suggested activities for this “graduated responsibility” process throughout the year. Items on the ramp are cumulative; that is, over time, the Intern should build on previous items and add new ones.

PLANNING & DESIGNATED PLANNING TIME: Throughout the year, the Mentor and Intern meet at a regularly designated time (at least one hour per week) to discuss: planning, assessment, student learning, classroom culture, and the Intern’s progress. Over time, the roles reverse: moving from the Intern inquiring into the Mentor’s practice to the Mentor inquiring into the Intern’s practice. Early in the year, the Mentor is the primary architect of unit and lesson plans. Over time, the Intern takes on increased responsibility for this work, designing shorter then longer lesson segments. Ultimately, the Intern becomes the primary curriculum architect (within the confines of school, district, and state standards and expectations). For formal observations, Interns must use the Brandeis elaborated lesson planning template and submit plans at least 48 hours in advance. For daily teaching, as the Intern develops competency, Mentors and Field Instructors will determine when and whether Interns should use an elaborated or streamlined lesson plan template, and how far in advance those plans should be submitted for feedback.

OBSERVATION TIME: The Intern should be actively engaged with students most of the time. However, each week, the Intern and Mentor should agree upon and designate observation time as well. Often, the Intern’s observation time will involve completing a specific course assignment. Often, the Intern will be observing to collect examples of particular teaching standards (e.g., CAP) or instructional moves. During these periods of observation, the Intern should focus intently on that task rather than trying to split his/her attention between observation and engagement.

INSTRUCTION: Early on, the Intern actively participates in classroom routines - managing logistics and working with small groups or individual students. Soon, the Intern takes on short lesson segments, such as introducing a task, giving instructions, or facilitating short discussions. The Intern should also “Watch one; Teach one,” that is, observe the Mentor’s instruction with one group of students as a model and then enact that same lesson with a different group of students. Over time, the Intern takes on longer segments and more complex aspects of instruction. Eventually, the Intern takes “full responsibility” for planning, instruction and assessment; and, the Mentor observes and enquires into the Intern’s practice.

ASSESSMENT: Early on, the Mentor explicitly models how to: respond to student work; develop and administer formal and informal, summative and formative assessments; interpret assessment data; and adjust teaching practice accordingly. Over time Mentor continues to guide the Intern on assessment and feedback. Eventually, the Intern takes “full responsibility” for assessment. However, because the Mentor remains the “teacher of record” for the entire year, assessments must always be discussed with the Mentor.

COMMUNICATION WITH FAMILIES: Early on, the Intern should attend Back to School Night or related functions and observe conferences as appropriate. Interns are often expected co-write a letter of introduction at the beginning of the year and an announcement about when they will take “full responsibility” for teaching. Interns should assist in parent communication (e.g., newsletters, websites, email, positive phone calls). As the Intern takes on increased responsibility, this would include increased contact with families – including those of struggling students. Again, because the Mentor is the teacher of record, all family communication must be discussed with the Mentor.
STUDENT TEACHING INTERNSHIP “RAMP” OF GRADUAL INCREASE/RELEASE OF RESPONSIBILITY

Elementary Education

SEPTEMBER - OCTOBER
- During designated planning time, Mentor leads; Intern inquires.
- Intern observes and assists instruction and management.
- Intern completes observations for course assignments.
- Intern teaches individuals and small groups.
- Intern leads 1-2 “other classroom activities” (e.g., morning meeting, read-aloud, etc.).

NOVEMBER-DECEMBER
All previous activities PLUS
- Intern and Mentor co-plan and co-teach in each subject at least 2x per week.
- Intern takes charge of classroom for short periods of time (planned and unplanned).
- Intern solo teaches a series of lessons over 2-3 days in one subject area.

JANUARY- FEBRUARY
- During designated planning time, Intern and Mentor co-plan.
- Choose a path for increasing responsibility:
  - Intensive focus on teaching 1-2 subjects at a time; assist in other subjects.
  - Intern teaches 3-5 lessons/week for ALL subjects & assist in other lessons.
- Intern leads 3-4 “other classroom activities” (e.g., morning meeting, read-aloud).

MARCH – MAY
- During designated planning times, Intern leads; Mentor inquires.
- Before lead teaching week(s), all Interns teach 1-3 full days per week.
- Intern lead teaches without Mentor (except in mandated co-teaching circumstances).

Mentor gradually releases responsibility from modeling, to joint practice, to guiding practice, to side coaching and observation.

Intern gradually increases responsibility from observation, to joint practice, to guided practice, to independent practice.
STUDENT TEACHING INTERNSHIP “RAMP” OF GRADUAL INCREASE/RELEASE OF RESPONSIBILITY

Secondary Education

OCTOBER-NOVEMBER
All previous activities PLUS
- During designated planning time, Mentor mostly leads; Intern contributes & inquires.
- With Mentor guidance, Intern plans and implements some of his/her own lessons.
- Intern often co-teaches Mentor’s lessons.
- Mentor models assessment practices & guides Intern’s development of pre-assessments.

SEPTEMBER - OCTOBER
- During designated planning time, Mentor leads; Intern inquires.
- Intern completes observation assignments for coursework.
- Intern works with small groups & individuals.
- Intern assists with classroom routines.
- Intern introduces/ give instructions for tasks designed by Mentor.
- “Watch-one; Teach one” Intern observes/debriefs mentor teaching a lesson & teaches that lesson during another class period.

DECEMBER-JANUARY
- During designated planning time, Intern and Mentor co-plan.
- Intern implements co-planned lessons and independently planned for the two designated class periods for which Intern will eventually take full responsibility.
- Intern co-designs and responds to student assessments (with guidance).

FEBRUARY – MAY
- Intern takes “full responsibility” for one class period by the end of January, including: planning, instruction, and assessment.
- Intern takes full responsibility for an additional class period by the end of February.
- During designated planning times, Intern leads; Mentor inquires.

Mentor gradually releases responsibility from modeling, to joint practice, to guiding practice, to side coaching and observation.

Intern gradually increases responsibility from observation, to joint practice, to guided practice, to independent practice.
# Master of Arts in Teaching Program
## Year at a Glance

### Elementary Education: Public Schools

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<th>Spring</th>
<th>May-June 2019</th>
<th>Summer II</th>
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<tbody>
<tr>
<td><strong>Foundations of Education</strong>&lt;br&gt;Ed 264A -1</td>
<td><strong>Fundamentals of Teaching</strong>&lt;br&gt;ED 267a</td>
<td><strong>Teacher Research</strong> (13 sessions )&lt;br&gt;ED 266A -3</td>
<td><strong>Special Education: Teaching Students who have Moderate Disabilities</strong> (modules)&lt;br&gt;ED 260a</td>
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<tr>
<td><strong>Teaching and Learning Reading</strong>&lt;br&gt;ED 107a</td>
<td><strong>Psychology of Student Learning</strong>&lt;br&gt;ED 157b</td>
<td><strong>Fundamentals of Teaching</strong>&lt;br&gt;ED 267b</td>
<td><strong>Supplementary Practicum</strong>&lt;br&gt; <strong>Additional Certification</strong> teaching students who have Moderate Disabilities OR are English Learners OR Alternative Subject-Specific ‘mini-placement’&lt;br&gt;ED 221b</td>
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<tr>
<td>(field experience)</td>
<td><strong>Teaching English Learners</strong>&lt;br&gt;ED 175A</td>
<td><strong>Inquiry Based Science</strong> ED261a</td>
<td><strong>Readings in Education: Classroom Culture, Teaching with Art</strong>&lt;br&gt;ED211b</td>
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<td><strong>Pedagogy &amp; Curriculum of Literacy and Social Studies</strong>&lt;br&gt;ED101a</td>
<td><strong>Professional Seminar for Field Internship</strong>&lt;br&gt;ED 265A -1</td>
<td><strong>Reflective Seminar</strong>&lt;br&gt;Ed 263b</td>
<td><strong>Field Internship</strong>&lt;br&gt;ED 265b</td>
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<td><strong>Teaching Mathematics</strong>&lt;br&gt;ED 262a</td>
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<td><strong>Practicum Internship in Elementary School</strong>&lt;br&gt;ED 265b</td>
<td><strong>Subject-Specific</strong></td>
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<td><strong>Field Experience in Waltham Public Schools</strong>&lt;br&gt;(ED 107a)</td>
<td><strong>Pre-Practicum Internship in Elementary School</strong>&lt;br&gt;</td>
<td><strong>Practicum Internship in Elementary School</strong>&lt;br&gt;</td>
<td><strong>5 full days/week</strong></td>
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<tr>
<td></td>
<td>18-21 hours/week</td>
<td>5 Full days/week</td>
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</table>
# Master of Arts in Teaching Program

## Year at a Glance

### Secondary Education: Public Schools

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<thead>
<tr>
<th>Summer I</th>
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</thead>
</table>

**Foundations of Education**
- Ed 264A

**Teacher Research (13 sessions)**
- Ed 266A

**Special Education: Teaching Students who have Moderate Disabilities (modules)**
- Ed 260

**Subject Specific I**

- Pedagogy (Subject Specific)

  - Subject Specific II
    - Content Elective
  
- Teaching English Learners
  - Ed 175

**Subject Specific III**

- Content Elective

**Subject Specific IV**

- Supplementary Practicum
  - Additional Certification
    - teaching students who have Moderate Disabilities
    - OR
    - are English Learners
    - OR
    - Alternative Subject-Specific ‘mini-placement’

**Psychology of Student Learning**
- Ed 157B

**Professional Seminar & Field Internship**
- Ed 265A

**Field Internship**
- Ed 265B

**Pre-Practicum Internship in Secondary Public School**
- 18-21 hours/week

**Practicum Internship in Secondary Public School**
- 5 Full days/week

**Reflective Seminar**
- Ed 263B

**Field Internship**
- Ed 265B

**Practicum Internship in Secondary Public School**
- 5 full days/week
# Master of Arts in Teaching Program

## Year at a Glance

### Elementary Education: Jewish Day Schools

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<th>May - June 2019</th>
<th>Summer II</th>
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<td>June – July 2018</td>
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<td><strong>Teaching in Jewish Day Schools Seminar (4 sessions)</strong></td>
<td>Jewish Education (elective either fall or spring) Teaching in Jewish Day Schools Seminar (monthly)</td>
<td>Teacher Research (13 sessions) ED 266A</td>
<td>Teaching in Jewish Day Schools Seminar (4 sessions)</td>
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<td><strong>Foundations of Education Ed 264A</strong></td>
<td><strong>Fundamentals of Teaching ED 267a</strong></td>
<td><strong>Supplementary Practicum</strong></td>
<td><strong>Readings in Education: Classroom Culture ED221b</strong></td>
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<td><strong>Psychology of Student Learning ED 157b</strong></td>
<td><strong>Fundamentals of Teaching ED 267b</strong></td>
<td><strong>Additional Certification teaching students who have Moderate Disabilities OR are English Learners OR Alternative Subject-Specific ‘mini-placement’</strong></td>
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<tr>
<td><strong>Teaching English Language Learners ED 175A</strong></td>
<td><strong>Inquiry Based Science ED261a</strong></td>
<td><strong>Professional Seminar for Field Internship Ed 265a -1</strong></td>
<td><strong>Pre-Practicum Internship in Elementary Jewish Day School</strong></td>
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<td><strong>Pedagogy &amp; Curriculum of Literacy and Social Studies ED101a</strong></td>
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<td><strong>Professional Seminar for Field Internship ED 265A -1</strong></td>
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<td><strong>Teaching Mathematics ED 262a</strong></td>
<td><strong>Field Internship ED 265b</strong></td>
<td><strong>Professional Seminar for Field Internship ED 265A -1</strong></td>
<td><strong>Professional Seminar for Field Internship ED 265A -1</strong></td>
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### Teaching and Learning Reading ED 107a (field experience)

- Teaching Mathematics ED 262a
- Field Experience in Waltham Public Schools (ED 107a)
| Summer I  
| June – July 2018 | Fall  
| Aug - Dec 2018 | Spring  
| January - May 2019 | May- June 2019 | Summer II  
| June - July 2019 |
|---|---|---|---|---|
| 18-21 hours/week | 5 Full days/ week | 5 full days/week |
# Master of Arts in Teaching Program

## Jewish Day Schools

### Year at a Glance

#### Secondary Education: Jewish Day Schools

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<td>Special Education: Teaching Students who have Moderate Disabilities (modules) ED 260</td>
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<td>Subject Specific Content Elective (either fall or spring)</td>
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<td>Supplementary Practicum</td>
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<td>Psychology of Student Learning ED 157B</td>
<td>Professional Seminar &amp; Field Internship ED 265A</td>
<td>Field Internship ED 265B</td>
<td>Additional Certification teaching students who have Moderate Disabilities OR are English Learners OR Alternative Subject-Specific ‘mini-placement’</td>
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<td>Pre-Practicum Internship in Secondary Jewish Day School</td>
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<td>18-21 hours/week</td>
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Brandeis Teacher Education Program

Revised: June, 2018
FEATURES OF THE JEWISH DAY SCHOOL CONCENTRATION IN THE MAT

The Brandeis Teacher Education Program has reaffirmed its commitment to preparing Jewish day school teachers by integrating both public school and JDS teacher-preparation into the Master of Arts in Teaching (MAT) - despite the sunsetting of the generous outside funding for the DeLeT program. In the past few years, public school and JDS student-teaching Interns have mutually enriched each other’s experience and preparation. Conversations about community and culture and student identity are enlivened by these interchanges. Some of our public school prepared teachers have taken positions in JDS and vice versa. All of our JDS general studies and subject specific student-teaching Interns earn Massachusetts licensure without following an “alternative preparation” route. This means that they are guided through the Massachusetts Candidate Assessment of Performance. Ultimately, the integration is strengthening teaching and learning across settings.

- Participation in a study group with other day school MAT candidates that meets across the program to explore personal and professional Jewish expression and identity; day school policy and politics; and the relationship between secular and Jewish studies.
- Opportunity to study with one of Brandeis’ outstanding professors of Jewish education (Prof. Jon Levisohn, Prof. Jonathan Krasner, Prof. Sharon Feiman-Nemser, Prof. Joe Reimer) in the Fall semester.
- Opportunity to take Jewish studies courses with outstanding faculty in Brandeis’ Near Eastern and Jewish Studies Dept.
- Year-long internship in a local day school that has been partnering with Brandeis for many years.
- Guidance and support from experienced Field Instructors with longstanding experience in the DeLeT program and trained Mentor Teachers who are alumni of the DeLeT program.
- Core assignments in selected courses tailored to day school teaching (e.g., child study incorporates the spiritual life of children; unit design focuses on teaching Jewish holidays).
- Induction into the DeLeT Alumni Network (DAN), a large and active national network of DeLeT alumni, including a large concentration in the Boston area. DAN provides support during the MAT, in the early years of teaching, and throughout a teacher’s career.
- Job placement connections at Jewish day schools around the country.
- Opportunities to attend special events hosted by the Mandel Center for Studies in Jewish Education.
ACADEMICS & COURSEWORK POLICIES FOR TEACHER EDUCATION

Preparation for Class Participation

On-time completion submission of all coursework is both a requirement for successfully completing a course and a core professional skill for teaching. Coursework often must be completed in conjunction with daily teaching, and so is time sensitive. For example, assignments will often require Interns to implement a strategy learned in one course session and then come prepared to reflect on that implementation in the following session.

In many courses, discussions will center on the “texts” that Interns bring from their classrooms, that is: videos, cases, and analyses of Interns’ work and that of their students. Many Teacher Education courses include written assignments but not formal papers. Instead, Interns analyze data from their own and their peers’ classrooms. Thus, the purpose of completing the assignments is to have sufficient preparation to actively engage in discussion and activities. Not doing the preparatory work depletes one’s own and one’s peers’ learning. Failure to complete assignments or to notify instructors of extenuating circumstances is cause for calling an advisory intervention meeting.

Attendance

Teacher Education courses are participatory. In such a constructivist context, meaning is created collectively, collaboratively, and in conversation. There is no way to “make up” that missed moment of class. Indeed, because so much of the work required for courses happens during class, missing or being late for class is akin to not completing an assignment and may result in a lowered grade.

- Attendance is required for every class session.
- Students are expected to be ready to begin class at the designated start time. Late entry also disrupts the learning of everyone in class and suggests a lack of professionalism.
- Genuine illness or emergency are acceptable reasons for absence.
- In the case of illness or emergency, the student must contact the instructor directly, in writing via email, prior to the start of class, as soon as the issue arises.
- The email should explain the reason for the absence and make arrangements to meet with the instructor.
- If you have even an inkling that there is a small chance that you might possibly be late or absent, let the instructor know about that possibility. If, in the end, you are able to attend, all the better.
- Students who were absent from a class may be asked to complete other assignments to demonstrate their understanding of ideas. In class activities are nearly impossible to “make up.”
Late Work

- All work must be turned in on time unless there is prior agreement between the instructor and the student regarding extenuating circumstances or extensions. In cases where turning in late-work is an option, Interns should observe the following protocol:
  - If an Intern foresees that there is *even a small chance* than an assignment will not be completed on time, the Intern can request an extension in writing, in advance.
  - *Even if an Intern has been granted an extension*, the Intern should **hand in whatever work has been completed on the due date**. Even if it’s a very ‘drafty’ draft, it will give the instructor some insight into what’s going smoothly for the Intern and what is not.
- Assignments that are required for in-class participation are not useful if late and so may not be granted extensions.
- Late work is subject to grade penalty.
- Readings and assignments should be completed far enough in advance of class to allow time to ask clarifying questions if necessary.
- Interns should *bring* readings to class. Hard copies of readings are required in some classes.
- When submitting assignments online, interns upload *before* class starts, by the due date. Hard copies may be required in addition to uploads.

Grades

_In a professional preparation program (e.g., medicine, law, clinical psychology), coursework takes on a different meaning than in a traditional academic program (e.g., arts and sciences). This is, in part, because the professional works in service of stakeholders (e.g., patients, clients, or students). Thus, the motivation for learning and completing assignments in Teacher Education goes far beyond grades or public recognition; it is in service of future students._

_In Teacher Education courses, much of the feedback is given in real time - in the moment, during in class activities, from peers and instructors – rather than in the form of written comments or grades. Work that is not graded may also be noted on a scale such as: ‘Missing, Incomplete, Complete, Exceptional;’ or ‘Exceeds Standards, Meets Standards, Revise/Resubmit.’_

Teacher Education Students . . .

- must complete all courses with a B- or higher to earn the degree and to be considered a “Program Completer,” which in turn enables students to apply for a Massachusetts teaching license.
- should engage deeply with all activities and assignments, regardless of whether they are graded.
- are expected to work toward a “mastery” of the skills in the assignments rather than toward a grade.
- will have the opportunity to revise assignments when appropriate.
- should treat their grades as far less important than their mastery and development of skills.
- who are fully present and engaged in courses and who complete all work on time and to the best of their ability, generally earn full credit for their work.

**Brandeis credit guideline:** “Success in each four-credit course is based on the expectation that students will spend a minimum of 9 hours of study time per week in preparation for class (readings, papers, discussion sections, etc.).”
Technology Use

- Laptops or tablets are often required for course activities; however, turning on a device during class is an implicit agreement to use it only for class purposes (e.g., no social media, email, messaging, gaming, etc.).

- In general, turn off and stow phones, computers, and other technology as a matter of professionalism and courtesy.

- Instructors and students who have children or other responsibilities at home sometimes need to keep phones on to receive urgent messages; it is best to step outside to take those calls or texts.

- Teachers soon discover how distracting and disruptive students' non-academic use of technology can be. Here are some tips to mitigate the distraction (and addiction) of technology:
  
  - Turn off all notifications in your settings. Research suggests that this makes people more focused and present – not only during class-time but in social or work settings.
  
  - Download and/or print readings and documents so that you don’t need to access them online. Then, turn off wifi or switch to airplane mode when using a screen for reading.
  
  - Schedule your devices to “sleep” during class or worktime.
  
  - If engaging with readings on your device distracts you, your peers, or your instructor during class in any way, you will need to print the readings.

Academic Difficulties

Students experiencing academic difficulties should immediately contact the instructor of the course for support and then the Director of Teacher Education (secondary students) or Faculty Leader (elementary students) for additional guidance. When a student begins to struggle in a class, the course instructor will work with that student directly and employ other supports as necessary. (See Advising section for details.)
Disability Resources at Brandeis

At Brandeis University, a diverse body of people come together to form a cohesive community. Brandeis welcomes all qualified individuals into the University community as students, faculty, or staff members. Brandeis is committed to providing “reasonable accommodation/s” to individuals with appropriately documented physical, learning, and psychological disabilities.

A “reasonable accommodation” is defined as any change in the work or educational environment or the way thing are customarily done which will allow an individual with a known documented disability to perform the essential functions of a position or let an otherwise qualified student receive a reasonable modification or adjustment for his/her documented disability. All accommodations are made on a case-by-case basis. Students, faculty, and staff must follow well-established procedures to obtain accommodations.

If you are a student who needs academic accommodations because of a documented disability you should contact me at the beginning of the semester, and present your letter of accommodation, as soon as possible. If you have questions about documenting a disability or requesting academic accommodations you should contact the Assistant Director for Financial Aid and Student Services. Letters of accommodations should be presented at the start of the semester to ensure provision of accommodations. Accommodations cannot be granted retroactively.

Academic Integrity

Academic integrity is central to the mission of educational excellence at Brandeis University. Each student is expected to turn in work completed independently, except when assignments specifically authorize collaborative effort. It is not acceptable to use the words or ideas of another person be it a world-class philosopher or your lab partner without proper acknowledgment of the source. This means that you must use footnotes and quotation marks to indicate the source of any phrases, sentences, paragraphs, or ideas in published volumes, on the Internet, or created by another student. Violations of University policies on academic integrity, described in Section 3 of Rights and Responsibilities, may result in failure in the course or on the assignment, and could end in suspension from the University. If you are in doubt about the instructions for any assignment in this course, you must ask for clarification.

Also see http://lts.brandeis.edu/teachlearn/support/academic-integrity/index.html

BRANDEIS CREDIT GUIDELINE

Success in each four-credit course is based on the expectation that students will spend a minimum of 9 hours of study time per week in preparation for class (readings, papers, discussion sections, etc.).
The Professionalism Assessment

The Professionalism Assessment is a tool that the Teacher Education Program uses to guide Interns in developing their professional skills and engaging in professional socialization – both in field placement and in courses.

Course Instructors and pre-practicum Mentors complete the Professionalism Assessment as requested by the program.

During the student-teaching year, Interns, Mentors, and Field Instructors individually complete the Intern’s Professionalism Assessment in both fall and spring, noting areas for reinforcement and refinement. Assessments are reviewed at each of the three-way meetings for CAP.

The online version of the assessment should be used, if possible. Contact Manuel Tuan tuan@brandeis.edu for the current link.

The Professionalism Assessment includes three overarching categories: Professional Interactions; Professional Practices; and Professional Stance as a Teacher and Learner.
Professionalism Assessment (sample)

This is a sample form. Please use the online version of the professionalism assessment whenever possible. Contact Manuel Tuan tuan@brandeis.edu for the updated link.

Intern’s Name _________________________________ Date ___________
Name of Person Completing this Form ______________________________ Date ___________
Role: ☐ Intern ☐ Mentor ☐ Field Instructor ☐ Course Instructor

<table>
<thead>
<tr>
<th>The Intern . . .</th>
<th>Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Disagree</th>
<th>No Basis for Judgment</th>
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Summary of Professionalism Assessment or Additional Commentary:

"Areas of Reinforcement" (i.e., what the Intern is doing well):

"Areas of Refinement" (i.e., where the Intern can improve):

Plans for addressing the items above:
**Professional Interactions & Communication**

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*Communication is key to all participants’ success in the Teacher Education Program. See the advising section for additional information about whom to contact with questions and concerns.*

**General Guidelines for Communication & Email**

- Communicate early and often, and with respect, professionalism, and patience.
- Reliably read your Brandeis email, and respond promptly.
- Brandeis email (not text) is the primary mode of communication in the Teacher Education Program.
- Use email for basic information; follow up face to face for further discussion.
- If you don’t get a reply from faculty, staff, or school personnel within two business days, your email has probably fallen off the edge of the inbox. Resend it with a gentle reminder.
- Use a proper salutation and closing line, until your correspondent models otherwise in email to you.
- When you get an informational email, respond, just to acknowledge that you’ve received it.
- Use specific and attention-getting subject lines: For example instead of “Thursday” or “absence” use: “I will be absent on Sept 7.” Instead of “meeting,” try “Can we meet on Sept 7 btwn 1-4pm?”

**Communication about Coursework**

- Contact or visit your instructors whenever you have questions, concerns, or curiosity (or even compliments) about anything related to the course or material. Your instructors love to hear from you.
- Give course feedback (positive or negative) early enough so that it can actually make a difference – don’t wait until course evaluations come out.
- When you give course feedback, be mindful that you are communicating with administrators and instructors, who are, for the most part, human.
- Course professors/instructors will be in communication with the Director of Teacher Education & Elementary Faculty Leader on an as-needed-basis regarding student progress in courses.
- In the event of questions or concerns about a course, FIRST get in touch with the instructor. If the matter is not resolved within a week, contact the members of the Program Leadership.
- Save non-class-related questions until after class rather than during set up or break so that you can have your instructor’s full attention.
- Don’t expect your instructors to read emails in the hour or two before class; this is often a prep-period for instructors.
Communication in/about Field Placements

- Most of the coursework communication guidelines also apply in k-12 schools.
- Any questions or concerns that arise in the triad (Intern, Mentor, Field Instructor) should FIRST be addressed within the triad.
- If the triad cannot address the issue at hand, any member of the triad may contact the Assistant Director for Field Experience.
- The Assistant Director for Field Experience may refer the query to other members of the Program Leadership.
- An Intern’s communication with students’ families or the community should be vetted with the Mentor, because the Mentor remains the teacher of record throughout the Internship.
- The advising section provides additional detail about procedures for addressing Internship concerns.

Communication & Social Media:

- Your online presence and use of social media are an extension of being a professional.
- When communicating and networking online – both within and outside the cohort – maintain professional language and content, particularly in reference to the program, school sites, and related topics.
- Interns should expect that any online content related to them can be viewed by professionals and families in k-12 schools and should therefore make sure that all content is sufficiently professional.

Professional Practices

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Taking Initiative

Teachers are expected to go above and beyond the minimum expectations. They are expected to manage a complex set of responsibilities in a timely manner. Interns should seek out opportunities to extend their learning and deepen their engagement with coursework material and in their schools. Interns should find respectful ways to offer ideas and take on additional tasks in the classroom.
Keeping a Journal, Maintaining a Teaching Binder

Teacher journals or Internship binders are tools that help the Intern document critical information ranging from complex student data to a simple to-do list for an upcoming unit of instruction. Such journals and binders are used by teachers throughout their careers and serve as a physical reference for all aspects of teaching including parent-teacher conferences, professional development meetings, and for daily lesson planning. Keeping a journal or binder is also a way in which Interns demonstrate the Teaching as Inquiry strand and Reflective Practice learning target of the Brandeis Teacher Education Program, as well as the CAP standard 4.A.1 Reflective Practice.

The elementary and secondary education programs use journals differently in class, but certain guidelines are common to both programs:

- Journaling topics and questions will often be assigned during the Fall Professional Seminar and Spring Reflective Seminar courses.
- Both the journal and binder can be electronic as long as the journal is clearly legible and easily shared with the appropriate course instructors.
- All students’ names must be abbreviated and/or use pseudonyms to protect privacy.
- All content should be written using an “inquiry stance.” (see, Teacher Education Program Themes and Learning Targets.)
- All content should be legible and neatly organized into subsections.
- All content should be specific, i.e. “students took notes about X topic in Y format” vs. “students wrote in notebooks”.
- Keep all content organized into sections in order to maximize efficiency.
- Keep your journal/binder confidential unless asked to share for a course assignment.
- A teaching binder generally includes the following sections:
  - Class schedule (for the year)
  - Weekly schedule – with your role, overview of week in each subject, notes for any items needed (i.e. specialists’ roles, kids being tested/dismissed, assemblies, etc.)
  - Daily teaching plans (using templates and other planning tools; “streamlined” Brandeis Lesson Plan Template for lessons that are NOT observed, and “elaborated” template for CAP observations and some course assignments).
  - Handouts and lesson materials for daily instruction.

Secondary Education students maintain the journal primarily for their own reference and class discussion.

Elementary Education students have regular binder/journal submission dates and checks including the following:

- Fall – includes topics from assignments.
- Spring – contains 1-2 reflections/week (choice format, e.g., paragraph/bulleted list, about a ½-full page per entry), notes from meetings with Mentors and Field Instructors regarding supervision, and use for expanded information regarding anything you need to teach on a daily basis.
Professional Decorum & Dress

Professional dress and decorum are two ways in which one develops one’s reputation and upon which trust is built among colleagues and with families and students. Positive first impressions are long lasting; it can take a good deal of work to reconstruct those that are marred in any way. Respectful language and behavior are essential elements of professionalism. Professional attire can be perceived with one’s level respect for a context. At stake is an individual’s reputation as well as that of Brandeis as an institution. Below, please find basic expectations which may be elaborated in Professional and Reflective Seminars.

Guidelines for Decorum

- Full respect of all professionals in the program is expected (see communication section for how to address concerns/questions arise).
- Confidentiality is of utmost importance and therefore we expect that you DO NOT talk about your students or Mentor Teachers in public.
- When concerned about a teacher, administrator, Mentor, or Field Instructor’s choices or words, ask questions to help clarify your understanding.
- Find out and follow the school’s policy about teacher/student interactions. As a general rule, teachers should not touch students.
- Use respectful language and behavior with regard to race, gender, sexual orientation, ability, and any other distinguishing characteristics of all individuals involved in the school or University.

Guidelines for Dress

- When in doubt about expectations for professional dress, ask!
- Interns are expected to dress “a step above” what Mentors wear to work each day.
- Jeans and shorts are discouraged as well as “weekend clothes,” such as sweatpants and other more “relaxed” articles of clothing.
- Interns should limit low necklines, exposure to mid- and lower back.
- All clothes should cover undergarments.
- As a rule of thumb, attire for secondary school Interns is such that it would not be confused with secondary students’ attire.
- Button-down shirts and ties are expected at some schools, for those identifying as male.
- Interns must maintain personal hygiene - students will notice and comment on unkempt appearances.
- Interns should observe colleagues at the school to understand how hair coloring, tattoos, and piercings might be perceived in the professional environment.
**Professional Stance as a Teacher and Learner**

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</table>

Many aspects of teaching can be taught as strategies and honed with practice: lesson planning, classroom management, instructional moves. However, some of the most important work that teachers do is developed as a disposition or stance. The difference between teachers who survive and teachers who thrive is often their stance as learners. Teachers who continually seek to improve, who seek out and are able reflect upon and integrate feedback, are energized even by the most challenging teaching environments. Teachers who see themselves as learners also expect to learn from their students. They put students’ ideas and students’ experiences at the center of their work and use these as the foundation or springboard for developing and deepening students’ understanding. These principles are elaborated in the description of the Brandeis Teacher Education themes and learning targets.
ADVISING, GUIDANCE, AND INTERVENTION

General Advising and Guidance

The Teacher Education Program provides a number of support systems and advising structures for both routine matters and more serious concerns. All Teacher Education Program students work closely with an advisor throughout their year/s of study and field experience. An advisor meets with students at scheduled times and as needed. During these regularly scheduled meetings, the advisor confers with each student about a host of elements related to the program. For example, the advisor guides and monitors each student’s experience in academics, as a professional, in student-teaching Internships, and in career planning. While much of this advising and guidance is done face to face, a great deal of it is managed via email correspondence.

Working as a teacher while also enrolled in a full course load can be a heavy lift for even the most successful students. The professional socialization and identity formation of becoming a teacher can add another layer of challenge. The Teacher Education Program encourages Interns to explore all of the additional counseling and advising options available to them, even if they never avail themselves of these services.

- The Director of Teacher Education is the advisor for students in the Secondary Education program.
- The Elementary Faculty Leader is the advisor for those in Elementary and Early Childhood Education.
- The Harry S. Levitan Director of the Education Program, is available for additional support as is the Assistant Director for Field Experience.
- Although students work directly with their advisors; they should turn first to the relevant party when they have questions or concerns.
- For questions or concerns about coursework, students should FIRST consult directly with the course instructor.
- For question or concerns about the Internship, students should FIRST approach the Mentor or Field Instructor directly.
- Sometimes, it can be challenging for Interns to bring their concerns about the Internship directly to their Mentor. In these cases, the Intern should seek guidance from the Field Instructor.
- At any time during in the program, students can also seek advice and support from Graduate Student Affairs or Undergraduate Academic Support.
- Psychological support is provided by the Brandeis Counseling Center.

The Teacher Education program takes the professional and personal development of each student seriously. Interns are expected to work toward meeting the MA Professional Teaching Standards and the requirements for licensure as outlined in CAP. All students are expected to meet academic grade requirements (minimum passing grade is B-). As emerging professionals, Interns are expected to act in a professional manner (e.g., dress, punctuality, demeanor).
Addressing Concerns or Challenges with the Internship Match

When concerns or challenges arise in the Internship, the first step should always be a direct conversation between the members of the triad (i.e., Mentor Teacher, Intern, Field Instructor). It is imperative that concerns be brought to the attention of the appropriate Program personnel as soon as they arise – rather than waiting to see if challenges will escalate. When concerns are addressed early in the placement, there is often a simple and speedy resolution. Many issues are merely matters of miscommunication.

Still, it can be challenging at times to distinguish between difficulties that are the Intern’s responsibility and those that stem from the school placement, the needs of the Mentor Teacher, or the needs of the school. Sometimes there is simply a mismatch between the Intern and the Mentor or the Intern and the school.

As stated above, the first step should be direct conversation between the Mentor Teacher, Field Instructor and/or Intern. If concerns persist, any involved individual should initiate a meeting with the Assistant Director for Field Experience for further support and guidance. The Assistant Director for Field Experience will consult with the Director of Teacher Education or Faculty Leader as needed. Any party can come to the Director/Faculty Leader seeking advice in how to hold sensitive conversations regarding relationships, differing styles of teaching and a variety of other concerns and needs.

All members of the program leadership team are available to discuss how to hold sensitive conversations regarding relationships, differing styles of teaching and a variety of other concerns and needs. However, it is critical that concerns and needs are brought to the Assistant Director of Field Experience first and early in the Fall. As with all advising meetings, communication and documentation will be kept confidential by the Teacher Education Program administration.

When the direct conversations do not improve the situation, some of these subsequent steps may be taken:

- Members of the program leadership team seek detailed feedback from the Field Instructor, Mentor, and Intern to determine next steps.
- Mentor, Intern, and Field Instructor implement a plan for improvement and report back to the appropriate member of the program leadership team within one week of the first meeting.
- If problems persist, a second attempt may be made, including revisions to plan for improvement and an additional period of progress monitoring.
- If problems persist, particularly in the Fall pre-practicum, the program leadership may end a Mentor/Intern match and begin the process for finding a new one.
- Upon securing the new Intern/Mentor match, the program leadership team determines how to assess whether this new partnership is more productive than the previous placement, and establishes a short timeline for reporting on the status of the new partnership.
- The Field Instructor makes an additional visit and speaks individually with Mentor and Intern to assess appropriateness of the new match and then reports to members of the program leadership team to assure that the match is secure.

It takes time and patience to find a new field placement after the school year has begun. During this transition time, all parties work together for the good of the K-12 students. In rare cases, it may not be possible to secure another placement in a timely manner. In that event, the Intern may have to extend the Internship, take a leave of absence, or withdraw from the program.
Advisory Intervention

The Teacher Education Program, particularly the Internship year, is short and intense, and the demands on students are many. In addition, all of the Intern’s learning is enacted in a public venue where administrators, parents, supervisors, students and colleagues are watching. Given the rigors and demands of the program, it is not unusual for problems to arise. An Advisory Intervention is called when the usual channels for problem solving (e.g., talking with one’s Mentor, Course Instructor, Field Instructor) are not sufficient.

What is an Advisory Intervention?

An Advisory Intervention provides a structure for dealing with issues or problems that prevent a student from making adequate progress in the program and that cannot be addressed through the usual means. It should be seen as a form of support rather than as a punitive action. Intervention meetings may be called in order to head-off or respond to challenges that arise in during the program. Concerns and challenges arise when a student is not meeting the expectations in academic coursework, in the Internship, on CAP standards, and/or professionalism.

The Advisory Intervention is a process of addressing issues that allows all stakeholders to share their perspectives. The Advisory Intervention helps mobilize multiple perspectives, clarify issues and common understandings, develop concrete plans with benchmarks, and create accountability structures to support and monitor the Intern’s progress.

Who can initiate an Advisory Intervention?

An Advisory Intervention may be called by any member of the program: Student/Intern, Mentor Teacher, Field Instructor, School Principal or Department Chair, Course Instructor, Assistant Director for Field Experience, Elementary Faculty Leader, Director of Teacher Education, or the Harry S. Levitan Director of the Education Program. The process is facilitated by the Director of Teacher Education or the Elementary Faculty Leader.

When might an Advisory Intervention be called?

A number of challenges and concerns might warrant and Advisory Intervention, including challenges or concerns with coursework, in the Internship, with Mentors or Field Instructors, with professionalism, or in progress toward CAP standards. An Advisory Intervention may be called when students have not made satisfactory progress toward benchmarks including the following:

<table>
<thead>
<tr>
<th>Program Requirement</th>
<th>Benchmarks/Evaluators</th>
<th>Assessed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of all program courses.</td>
<td>- Grades of B- or better</td>
<td>Course Instructors and Program Leaders</td>
</tr>
<tr>
<td></td>
<td>- Satisfactory and on time completion of course content</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Professional interactions with peers and instructors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Consistent attendance in courses.</td>
<td></td>
</tr>
<tr>
<td>Professionalism Standards</td>
<td>- Satisfactory ratings in fall and spring</td>
<td>All Stakeholders</td>
</tr>
<tr>
<td>Candidate Assessment of Performance (CAP)</td>
<td>- Pre-cycle, Formative and Summative Ratings, and ongoing observations throughout the year</td>
<td>Mentor, Field Instructor, and Assistant Director for Field Experience</td>
</tr>
<tr>
<td></td>
<td>- Observations must show steady progress toward meeting CAP requirements. By the end of internship, Interns must meet the CAP standards at the following levels:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Quality: Proficient</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Scope &amp; Consistency: Need Improvement</td>
<td></td>
</tr>
</tbody>
</table>
How does the Advisory Intervention Proceed?

The following outlines the general procedure for an intervention. Most interventions do not require the full procedure but can be resolved through the initial steps.

<table>
<thead>
<tr>
<th>Initial Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. In case of a challenge or concern in any part of the student/Intern’s program participation, involved participants must first consult with each other to resolve the issue.</td>
</tr>
<tr>
<td>II. If the problem persists, course instructors contact the Director of Teacher Education (for secondary Interns) or Faculty Leader (for elementary Interns). Mentors and Field Instructors contact the Assistant Director for Field Experience.</td>
</tr>
<tr>
<td>III. Program Leaders poll other individuals involved to determine overall concerns and needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Improvement Plan &amp; Probationary Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV. All relevant stakeholders meet to develop a plan of improvement, which may involve outside support such as that provided by Graduate Student Affairs/Undergraduate Academic Support and Brandeis Counseling Center.</td>
</tr>
<tr>
<td>V. Implementation of student improvement plan occurs with a stipulated timeline and according to agreed upon measures of improvement. This includes feedback from concerned individuals which is collected and stored by the Program Leadership.</td>
</tr>
<tr>
<td>VI. If the plan is followed and goals are met satisfactorily, the Intern may proceed in the program / placement.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawal from the Program or Change of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>VII. In the event of failure to meet goals outlined in the improvement plan, the student may be asked to leave the program. These decisions are made in consultation with University administration.</td>
</tr>
</tbody>
</table>

Potential causes for dismissal from the Program include:

- Earning lower than a B- in a required course
- Failure to meet or make adequate progress toward CAP Standards
- Failure to maintain professional expectations in school placement as determined by the Professionalism Assessment and/or administration and faculty at the placement.
- Failure to meet professionalism expectations at the University.
- Failure to complete assignments on time
- Failure to meet conditions set forth in improvement plan

In an ongoing effort to differentiate for our students, Brandeis can determine which of many paths would be appropriate for the situation. For example, the student might:

- change programs (e.g., from BA/MAT to BA, or from a licensure/degree program to an academic degree program only)
- take a leave of absence
- be dismissed
- extend the pre-practicum or practicum period
- take additional coursework
Advisory Intervention Protocol (Sample)

We have called this advisory intervention in response to concerns about (check all that apply):

- Academics/Coursework
- Professionalism
- Internship

When a student/Intern faces challenges with any of these, an advisory intervention is called to:

- address concerns
- share perspectives of all stakeholders
- come to a common understanding
- determine how to support the student’s success
- develop concrete plans with benchmarks and accountability structures

We are going to follow a protocol so that each person’s voice and time will be honored.

I. Areas of Strength to Reinforce (7-10mins, depending on number of stakeholders present)

1. Each stakeholder shares an area of strength to reinforce, citing specific evidence (1-2 mins each)
2. Student/Intern responds and adds to what was said (2-3 mins)

II. Concerns -- areas for Refinement or Growth (10-15mins depending on number of stakeholders)

3. Each stakeholder shares
   a) an area of concern, and
   b) how that concern has been addressed thus far. (2-3 mins each).
4. Student/Intern responds and adds to what was said (2-3 minutes).

III. Improvement Plan (approx. 10-15 mins)

5. Facilitator leads with initial proposal for improvement & timeline
6. Stakeholders add to or refines the proposal
7. Student/Intern adds to or refines the proposal
8. All agree to plan and timeline.

IV. Next Steps & Tasks

9. Facilitator makes a plan for a subsequent meeting, next steps, or tasks to complete. (3-5 minutes)

VI. Closure (3-5 mins)

10. Check-in about how each member is feeling about the outcome (30 seconds each)
CANDIDATE ASSESSMENT OF PERFORMANCE (CAP)

Purpose*

The Candidate Assessment of Performance (CAP) is a requirement for licensure in the state of Massachusetts. The primary goal of CAP is to assess student teaching candidate (Intern) readiness for entry into the teaching profession. During CAP, Interns experience the opportunity for professional growth and development through self-directed analysis and reflection, planning, action steps, and collaboration. Regular constructive feedback from the Mentor Teacher (Supervising Practitioner) and Field Instructor (Program Supervisor) along with opportunities to reflect on and improve practice drive the process from beginning to end.

CAP retains the same core architecture of the cycle included in the evaluation system designed for in-service teachers (Educator Evaluation Framework, while including key modifications designed to support the unique context of preparation, as well as the specific needs of Interns, Field Instructors, and Mentor Teachers.

Process

Over the course of the year, with the support of the Mentor Teacher and Field Instructor, Interns will engage with the following:

- Goal setting and progress tracking
- Three self-assessments of growth as a teacher
- Five formal observations from the Field Instructor
- Three formal observations from the Mentor
- Opportunity to formally reflect upon observations
- Formal formative and summative assessments from your Mentor and Field Instructor

Documentation

Interns will be guided through CAP during the school year by Annie Grover, Assistant Director for Field Instruction. A Google folder will be shared with each Intern, Mentor, and Field Instructor, as well as Annie Grover so that all parties have access to a CAP Checklist and completed documents. On this CAP Checklist, you will have access to the necessary documents and due dates for each step of CAP.

DESE requires all documentation to be uploaded via Word Document or PDF format, therefore you will need to download the document to your desktop in order to type on it. You will then upload the Word Document to your shared folder. All documents must be labeled by number and last name in the brackets. The number will correlate with the CAP Checklist.

See below for an example:

<table>
<thead>
<tr>
<th>Title when Downloaded</th>
<th>Title when Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>[doc #] CAP Form [Last Name]</td>
<td>[1] CAP Form [Jones]</td>
</tr>
</tbody>
</table>

* * Excerpted from Massachusetts Department of Elementary and Secondary Education CAP Handbook
Candidate Assessment of Performance (CAP)
Massachusetts Department of Elementary and Secondary Education

CAP Observation Form

Name: ____________________________  Date: ____________________________

Observation #: ___  Type (Announced/Unannounced):

Observed By: ____________________________

Focus Elements:

☐  1.A.4: Well Structured Lessons (#1 Announced, #1 Unannounced)
☐  1.B.1: Safe Learning Environment (#1 Unannounced)
☐  1.B.2: Adjustments to Practice (#2 Announced, #2 Unannounced)
☐  2.A.3: Meeting Diverse Needs (#2 Announced)
☐  2.B.1: Safe Learning Environment (#1 Announced)
☐  2.D.2: High Expectations (#1 Announced)
☐  4.A.1: Reflective Practice

Date of Lesson: ____________________________  Time (start/end): ____________________________

Content Topic/Lesson Objective:

☐ Whole Group  ☐ Small Group  ☐ One-on-One  ☐ Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

<table>
<thead>
<tr>
<th>Element</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.A.4</td>
<td></td>
</tr>
<tr>
<td>1.B.2</td>
<td></td>
</tr>
<tr>
<td>2.A.3</td>
<td></td>
</tr>
<tr>
<td>2.B.1</td>
<td></td>
</tr>
<tr>
<td>2.D.2</td>
<td></td>
</tr>
<tr>
<td>4.A.1</td>
<td></td>
</tr>
</tbody>
</table>

Focused Feedback

Reinforcement Area/Action:
(strengths)

Refinement Area/Action:
(areas for improvement)
ELABORATED LESSON PLAN FAQ

Why do novice teachers write “elaborated” lesson plans? Why don’t experienced teachers have to do this?

Elaboration allows novices to practice skills and demonstrate understanding. Elaboration demonstrates both conceptual and procedural understanding, just as showing one’s work in a math problem does. When we learn a new skill, we practice it in elaborated ways that only approximate actual use (e.g., Grossman et al., 2009). For example, the drills and practice we do in sports and performing arts look very different than actual game play or performance. In a related way, when we learn to drive, we consciously attend to all of the details of signaling and checking mirrors – until these become automatic. The elaborated lesson plan is a scaffold for novice teachers; with experience, teachers internalize lesson planning structures and metacognitive practice.

What’s a “learning target”?

A learning target (also called learning goal or learning objective) is the transferrable skill or broader knowledge that students will develop as a result of a particular activity.

A learning target is not an activity. Activities are what students do in class; learning targets are what students learn by doing those activities. Activities are how students gain or practice the ability to do something.

Target (what students will learn): “Students will be able to discern and apply mathematical patterns in order to . . .”

Activity (what students will do): “Students will write down the patterns they find . . .”

Target (what students will learn): “Students will be able to use sourcing strategies to detect bias and contextual influence . . .”

Activity (what students will do): “Students will find evidence of Thomas Paine’s biases in his letters . . .”

What does SWBAT stand for?

It is helpful to frame learning targets as Students Will Be Able To... (SWBAT).

It is useful to include “how” or “why” or “to what end” students will be learning:

Students will be able to _________ in order to _________

Students will be able to _________ so that they can _________

Students will be able to _________ in ways that demonstrate ______________

What’s the point of writing what students will do in the lesson; isn’t it enough to say what the teacher is doing? Isn’t this this the teacher’s lesson plan?

This template focuses as much on the students’ experience of the lesson as the teacher’s actions during the lesson. Viewing the lesson from the students’ perspective helps the teacher realize how passive or active students are expected to be and whether students are engaged in knowledge generation and intellectual work. It helps the teacher develop “intellectual empathy” for the students.
**Why do I have to script out exactly what the teacher will do/say?**

Scripting out the lesson in advance frees teachers to focus on what’s happening in the classroom rather than on what we’re going to say next. Scripting out what we will do and say during a lesson helps us make sure our directions are clear and that our examples or analogies are apt. Listing out discussion questions, for example, helps us make sure we’re giving open-ended yet precise prompts for student thinking. In the moment, it’s easy to get tongue-tied, forget a detail, or mangle instructions in ways that cause student confusion or shut down discussion.

**What do I write in the metacognition section? Why do I write this out in advance?**

Writing out the teacher’s metacognition (thinking about thinking) serves multiple purposes. It forces teachers to inquire into why they made particular choices. It gives colleagues and peers a window into a teacher’s thinking. It also illustrates a teacher’s ability to reflect on teaching practice. Instructors and mentors use this section of the template to get a better sense of the Intern’s thought process and rationale. Sometimes teachers will add notes in this space after teaching the lesson so that the lesson can be improved next time.

**What is meant by assessment? Do I have to give a formal assessment at the end of each lesson?**

Assessment gives the teacher information about how and to what extent students have met the learning targets and developed understanding. During a lesson, assessment might be formal or informal, oral or written, group or individual. Even if the lesson continues beyond that particular class period or day, informal or formative assessment will give the teacher a sense of whether/what the students learned that day, that is, the extent to which the students met the learning objectives/targets.

Formative assessments are opportunities for the teacher to check for students’ understanding as a lesson or unit moves along. Summative assessments occur at the end of the lesson or at the end of the larger unit of learning, as a way to evaluate students’ understanding. In reality, no assessment is ever really “summative,” because the students are never done learning, and we continue to use assessments to formulate and adjust the next steps of our teaching.
**ELABORATED LESSON PLAN - CHECKLIST FOR SELF-ASSESSMENT AND PEER RESPONSE**

*As you read through the lesson plan, check to see that these elements are thoughtfully included.*

**Learning Targets** (also called learning objectives, goals, or outcomes)
- Stated as in terms of *transferable* skills, knowledge, or understandings students will be able to demonstrate as a result of this lesson. (e.g., Students Will Be Able To . . .)
- Stated in terms of what students are *learning* rather than what students are doing as an activity.

**Hook** (also called an opener or anticipatory set)
- Builds on & assesses prior knowledge (helps students to feel knowledgeable and successful)
- Engages students; gets their attention
- Foreshadows (links to or hints at) the big ideas of the lesson

**Scaffolding**
- Teachers scaffold instruction over the course of an activity, lesson, unit, or semester. The lesson should be scaffolded in one or more of the following ways:
  
<table>
<thead>
<tr>
<th>from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>More Support/ Guidance</td>
<td>Less Support/ Guidance</td>
</tr>
<tr>
<td>More Modeling by Teacher</td>
<td>Less Teacher Direction</td>
</tr>
<tr>
<td>Teacher Generated Models</td>
<td>Student Ownership</td>
</tr>
<tr>
<td>More Accessible/ Familiar Material</td>
<td>Less Accessible/ Familiar Material</td>
</tr>
<tr>
<td>Application in a Familiar Context</td>
<td>Application in an Unfamiliar Context</td>
</tr>
<tr>
<td>Students Working with Help</td>
<td>Students Working Independently</td>
</tr>
<tr>
<td>Lower Stakes</td>
<td>Higher Stakes</td>
</tr>
</tbody>
</table>

**Closure**
- The lesson ends with more than the bell ringing, and students packing up. Ideally, the lesson closes with a check for understanding, a review of learning, or a preview of next steps.

**Assessment of Learning**
- The lesson includes opportunities for formative and/or summative assessment of student learning.

**Meeting Diverse Needs**
- The lesson structures attend to diverse needs and status differences in the class, including any of the following, as appropriate: social, emotional, cognitive, developmental, linguistic . . .
- **Language Demands** (particularly for those who have taken the English Language Learners course)
  - The lesson attends vocabulary that students will need to understand and use. The lesson supports students’ academic or disciplinary literacy development.

**Intellectual Work**
- The lesson is structured so that the bulk of the intellectual work is being done by the students, rather than the teacher.

**Purpose or Context**
- At some point in the lesson, the teacher makes clear why the topic is important (relevant, interesting, and fun!) – in the big picture, not just for an upcoming test or to complete a task.

**Materials**
- Lesson plan is accompanied by necessary materials (e.g., powerpoints, graphic organizers, handouts ...)

---

*Brandeis Teacher Education Program  Revised: June, 2018*
**ELABORATED LESSON PLAN TEMPLATE: ELEMENTARY**

Intern’s Name:

<table>
<thead>
<tr>
<th>Date/Topic</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Materials (list)</th>
</tr>
</thead>
</table>

| MA State Frameworks Addressed in this Lesson | can be subject specific and/or interdisciplinary; list using MA formatting for numbers, e.g. 2.MD. Measure and estimate lengths in standard units. 1. “Measure the length of an object by selecting and using appropriate tools such as rulers, yardsticks, meter sticks, and measuring tapes.” |
|-------------------------------------------------|

| “The Big Picture” | (i.e. at least 1 Enduring Understanding resulting from this lesson & 1 related Essential Question for the unit for which this lesson is a part) |
|--------------------|

| Fit Within Learning Sequence | (i.e. Briefly list the skills & concepts that precede and follow this lesson in this unit of instruction?) |
|-----------------------------|

(For ALL objectives write as “Students will be able to...” SWBAT or “I will...”)

<table>
<thead>
<tr>
<th>Content Objectives</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Language Objectives</th>
</tr>
</thead>
</table>

| Tiered Vocabulary & Language to Teach | (Tier content AND instructional vocabulary, list key terms/phrases/other language that you expect students to BOTH understand and use; list and embed instruction of/practice with these items in the Instructional Sequence.) |
|--------------------------------------|

| Anticipated Learning Needs & Misconceptions | (In a bulleted list or paragraph describe why and how you will differentiate instruction this lesson according to: students’ needs and misconceptions/challenges of the lesson’s concepts & skills.) |
|----------------------------------------------|

| Assessment | (answer in bulleted form as a “complete” plan for this lesson) |
|------------|

- What are students doing and what evidence will show that they met objectives?
- What “criteria for success” do you have for meeting objectives/student work?
- What Formative Assessment are YOU doing to check for understanding and assess student’s progress toward objectives?
- What questions will you ask and what feedback will you offer to remediate, affirm, and extend progress?
- How might you “adjust practice” according to assessment data you collect?
**Instructional Sequence** (written to describe what both YOU and YOUR STUDENTS will say/do)

Include:

1. a hook to invite learning AND/OR an introduction to begin the lesson
2. grouping & instruction to differentiate
3. placement of both formative and summative assessments (explained above)
4. sharing the “criteria for success” for student tasks
5. what students do when they are finished i.e. to “sponge” up extra time
6. how you will wrap up the lesson

**Debrief & Reflection** (In a paragraph or list, explain 3 plusses/1 wish* about your lesson, questions for MT/FI/others to help you debrief aspects of instruction/management/content within the lesson, and your next steps for teaching this topic/addressing students’ needs.)
# Streamlined Lesson Plan Template: Elementary

## Intern’s Name:

### Date/Topic

### Materials (list)

### MA State Frameworks Addressed in this Lesson
(can be subject specific and/or interdisciplinary; list using MA formatting for numbers, e.g. 2.MD. Measure and estimate lengths in standard units. 1. “Measure the length of an object by selecting and using appropriate tools such as rulers, yardsticks, meter sticks, and measuring tapes.”)

### “The Big Picture” (i.e. at least 1 Enduring Understanding resulting from this lesson & 1 related Essential Question for the unit for which this lesson is a part)

### Fit Within Learning Sequence (i.e. Briefly list the skills & concepts that precede and follow this lesson in this unit of instruction?)

(For ALL objectives write as “Students will be able to...” SWBAT or “I will...”)

### Content Objectives

### Language Objectives

### Tiered Vocabulary & Language to Teach and/or Emphasize
(Tier content AND instructional vocabulary, list key terms/phrases/other language that you expect students to BOTH understand and use; list and embed instruction of/practice with these items in the Instructional Sequence.)

- 
- 
- 

### Instructional Sequence & Assessment
(embed assessment, instructional sequence and anticipated learning needs and misconceptions prompts listed on elaborated template)

### Debrief & Reflection
(In a paragraph or list, explain 3 plusses/1 wish* about your lesson, questions for MT/FI/others to help you debrief aspects of instruction/management/content within the lesson, and your next steps for teaching this topic/addressing students’ needs.)
## ELABORATED LESSON PLAN TEMPLATE: SECONDARY

<table>
<thead>
<tr>
<th>LEARNING TARGETS (ALSO CALLED OBJECTIVES OR GOALS)</th>
<th>STANDARDS (CCSS, SCHOOL, OR DISTRICT)</th>
<th>LANGUAGE DEMANDS (IF TAKEN ED175)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(optional) Connection to previous lessons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME</th>
<th>STUDENTS DO/SAY</th>
<th>TEACHER DOES/SAYS</th>
<th>TEACHER’S META-COGNITION</th>
</tr>
</thead>
</table>
|      | In this column, script out **exactly** what your **students** will be doing or how you think they will respond to a prompt.  
- Not just “Students take notes.” (Be specific: Are they using a graphic organizer? What kind of notes?)  
- Not just “Students discuss” (Be specific: What does this look like? Whole group? Small group?)  
• In this column, **SCRIPT out exactly** what you think you will say and do.  
Not just “teacher lectures about …”  
• What examples will you use?  
• What instructions will you give?  
• What questions will you ask?  
• What prompts or follow up might you offer? | • **Why** are you doing what you’re doing and in this particular way?  
• How do you plan to manage potential diversions and digressions (or mini-disasters)?  
• **What challenges or stumbling blocks might students face?**  
• **Any concerns about the lesson structure itself?** |

<table>
<thead>
<tr>
<th>HOOK</th>
<th></th>
</tr>
</thead>
</table>

| SCAFFOLDED INSTRUCTIONAL ACTIVITIES | |
|------------------------------------| |

| CLOSURE | |
|---------| |

Brandeis Teacher Education Program

Revised: June, 2018
**STREAMLINED LESSON PLAN TEMPLATE: SECONDARY**

<table>
<thead>
<tr>
<th>LEARNING TARGETS (ALSO CALLED OBJECTIVES OR GOALS)</th>
<th>STANDARDS (CCSS, SCHOOL, OR DISTRICT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>MEETING DIVERSE NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LANGUAGE DEMANDS (IF TAKEN ED175)</th>
<th>CONNECTION TO PREVIOUS LESSONS (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME</th>
<th>INSTRUCTIONAL SEQUENCE</th>
<th>TEACHER’S METACOGNITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOOK</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCAFFOLDED ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOSURE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MASSACHUSETTS TESTS FOR EDUCATION LICENSURE (MTELs)

Overview:

The Commonwealth of Massachusetts requires candidates for Initial Licensure as an Academic Teacher to hold a bachelor’s degree from an accredited college or university with an arts and sciences or interdisciplinary major appropriate to the instructional field. Elementary teachers are required to have subject matter knowledge in American and world literature, U.S. and world history, geography, economics, child development, science and mathematics as well as knowledge about the teaching of reading. In most cases, middle and high school teachers major in the subject area for which they will be licensed. All candidates for licensure must pass the Massachusetts Tests for Educator Licensure (MTEL) specific to their subject area and level.

Elementary Educator Candidates must take and pass:

<table>
<thead>
<tr>
<th>Test Number/Name</th>
<th>Content</th>
<th>Take Test By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications &amp; Literacy</td>
<td>Reading- passages and multiple choice questions</td>
<td>August 1</td>
</tr>
<tr>
<td></td>
<td>Writing- multiple choice, short answer, and open response questions</td>
<td></td>
</tr>
<tr>
<td>General Curriculum (03)</td>
<td>Math- multiple choice and open response questions</td>
<td>December 1</td>
</tr>
<tr>
<td>(two sections included in this test)</td>
<td>Language Arts, History/Social Science, Science and Technology/ Engineering multiple choice questions &amp; 1 Integration of Knowledge and Understanding</td>
<td></td>
</tr>
<tr>
<td>Foundations of Reading (90)</td>
<td>Knowledge of reading/language arts required for Early Childhood, Elementary and Moderate Disabilities licenses</td>
<td>December 1</td>
</tr>
</tbody>
</table>

Secondary Educator Candidates must take and pass the subject matter test in the content area they plan to teach:

<table>
<thead>
<tr>
<th>Test Number/Name</th>
<th>Content</th>
<th>Take Test By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications &amp; Literacy</td>
<td>Reading- passages and multiple choice questions</td>
<td>August 1</td>
</tr>
<tr>
<td></td>
<td>Writing- multiple choice, short answer, and open response questions</td>
<td></td>
</tr>
<tr>
<td>Subject &amp; Level Specific</td>
<td>Depending on the content area and/or level of teaching certification sought will determine MTELs to be taken.</td>
<td>December 1</td>
</tr>
</tbody>
</table>

Preparing for MTELs:

Teacher Candidates study either on their own or with cohort members for all MTELs. However, there are some supports of which individuals may want to partake. In the fall, Brandeis Elementary Teacher Candidates are offered a free math MTEL preparation course (TBA by Faculty Leader). Materials for study are online (http://www.mtel.nesinc.com/) and can also be found in the Education Offices for borrowing. As Lesley University and Simmons College offer MTEL preparation courses for a fee.
Applying for Initial License: Undergraduate

From Massachusetts Department of Elementary & Secondary Education (DESE)

- DESE recommends that you create your licensure (ELAR) profile early in your teacher education career.
- Undergraduates, complete steps 1-5 in your junior year.
- You can complete the process of applying online for a Massachusetts teaching license during the final semester of your student-teaching Internship or any time after you have completed the Teacher Education Program.
- The earlier in your Internship that you complete all the steps, the better.

Complete these steps early in your junior year:

Logging into ELAR (Educator Licensure and Renewal) & getting a MEPID (Massachusetts Education Personal Identifier)

1. Go to http://www.mass.gov/edu/gateway/
2. Click the “ELAR” button to get to the login page
3. If you are logging on for the first time, select the “Create ELAR Profile” under the login button.
4. Write down your user name, password, and MEPID for future log ins.
5. Email your MEPID number to the Teacher Education Program (teacher-education@brandeis.edu)

Complete these steps early in the spring of your student-teaching Internship:

1. Follow the “User Registration: directions,” and click “Submit” as you complete each page.
2. You are applying for an Initial license in your subject area & grade level, and you are completing an approved program.
3. Also apply for the SEI endorsement (Sheltered English Immersion) – path 1. No charge (see below).
4. Print and save a copy of your payment receipt.
5. Email the Teacher Education Program (teacher-education@brandeis.edu) confirming the date that you completed your application and paid the application fee.

Your license will be issued only after:

a. You graduate;
b. You have taken and passed required MTELs;
c. The Education Program verifies online, after graduation, that you are a “Program Completer;” and endorses you for SEI;
d. You have an official final transcript with an endorsement† (available after graduation);
e. The official, final, endorsed transcript is sent by the Teacher Education Program DESE. We send transcripts in a batch so they are processed more speedily. This means you may have to wait until there is a batch to send.

DESE no longer issues hard copy licenses. You or a potential employer can verify your license at http://www.doe.mass.edu/educators/lookup/

The earlier you complete the online application and pay the fee, the sooner your application will be processed by DESE.

Good Standing Letter - Undergraduate

In March or April, when you have completed your online license application and have passed all MTELs, but have not yet completed student teaching or received your official license, you should request a letter of from the Teacher Education Program (teacher-education@brandeis.edu). This letter can accompany job applications, and it will let potential employers know that you will be eligible for your initial license as of the May graduation date.

† If you choose to apply for licensure at a later date, you will need to request a copy of your transcript from the Registrar and send it directly to DESE. If you will be applying for licensure in another state using reciprocity, please familiarize yourself thoroughly with that state’s requirements.

‡ An “endorsement” is added to your transcript by the Registrar per request of the Teacher Education Program. It says: This student has completed a State approved and NASDTEC recognized program for licensure in (license field, type, & level) and is endorsed for initial licensure in this field.
APPLYING FOR LICENSURE: MAT
from Massachusetts Department of Elementary & Secondary Education (DESE)

- DESE recommends that you create your licensure (ELAR) profile early in your teacher education career.
- Complete steps 1-5 by September 1.
- You can complete the process of applying online for a Massachusetts teaching license during the final semester of your, student-teaching Internship or any time after you have completed the Teacher Education Program.  
- The earlier in your Internship that you complete all nine steps, the better.

Complete these steps by September 1:
2. Click the “ELAR” button on the right side of the page which opens the “ESE Security Portal.”
3. If you are logging on for the first time, select the “Create ELAR Profile” under the login button.
4. Write down your user name, password, and MEPID for future log ins.
5. Email your MEPID number to the Teacher Education Program (teacher-education@brandeis.edu)

PROVISIONAL LICENSE

You should apply for a provisional license as soon as you are able to do so. This will make you more competitive for the jobs to which you are applying in spring. It will also allow you to apply for substitute teaching positions.

Provisional License for Secondary Education requires:

- A Bachelor’s Degree
- Passing all required MTELs (Comunication and Literacy + all additional required Subject Specific)

BAMATs can only apply for provisional licenses after their BA has been awarded.

ELEMENTARY MATs cannot apply for provisional licenses until after they have officially completed the 10 hours of instruction in supporting students who have moderate disabilities. After the hours are complete you can submit an official letter signed by Prof. Danielle Igra and your special education instructor, Desiree Phillips verifying completion. For details see: [https://gateway.edu.state.ma.us/elar/licensurehelp/LicenseRequirementDetailPageControl.ser](https://gateway.edu.state.ma.us/elar/licensurehelp/LicenseRequirementDetailPageControl.ser)

INITIAL LICENSE

Complete these steps for your initial license in early summer:

1. Follow the “User Registration” directions and click “Submit” as you complete each page.
2. You are applying for an INITIAL license in your subject area & grade level and you are completing an approved program.
3. Also apply for the SEI (Sheltered English Immersion) – Path 1. There is no cost.
4. Print and save a copy of your payment receipt.

§ If you choose to apply for licensure at a later date, you will need to request a copy of your transcript from the Registrar and send it directly to DESE. If you will be applying for licensure in another state using reciprocity, please familiarize yourself thoroughly with that state’s requirements.
5. Email the Teacher Education Program (teacher-education@brandeis.edu) confirming the date that you completed your application and paid the application fee.

Your license will be issued only after:

a. You graduate from the MAT
b. You have taken and passed required MTELs;
c. The Education Program verifies online, after graduation, that you are a “Program Completer;” and endorses you for SEI;
d. You have an official final transcript with an endorsement (available after graduation);

DESE no longer issues hard copy licenses. You or a potential employer can verify your license by any of the steps listed at www.doe.mass.edu/news.aspx?id=6160

Good Standing Letter - MAT

In mid or late May, when you have completed your online license application and have passed all MTELs, but have not yet completed the MAT program and received your initial license, you should request a letter of good standing from the Teacher Education Program (teacher-education@brandeis.edu). This letter can accompany job applications, and it will let potential employers know that you will be eligible for your initial license as of the graduation date.

Program Completion Letter

In the month between the end of the summer classes (late July) and the final transcript date, if you need official confirmation for an employer that you will be completing the MAT program and receiving your initial license, request a Program Completer Letter from the Teacher Education Program (teacher-education@brandeis.edu).

** An “endorsement” is added to your transcript by the Registrar per request of the Teacher Education Program. It says: This student has completed a State approved and NASDTEC recognized program for licensure in (license field, type, & level) and is endorsed for initial licensure in this field
CREATE AND MANAGE YOUR ELAR PROFILE

What is ELAR?

Educator Licensure And Renewal (ELAR) is our comprehensive online application system: https://gateway.edu.state.ma.us/elar provides customized access to your personal profile, a correspondence review section, and up-to-the-minute checks on submitted application statuses. The website and ELAR are accessible 24 hours-per-day.

- Apply or renew online; pay online.
- Check licensure application status/history.
- Print an unofficial copy of your license.
- Upload supporting documents.
- View previous correspondence.

How do I Access / Log-in to ELAR?

There are two ways that ELAR can be accessed:

1. through the ELAR log-in screen
   www.mass.gov/ese/licensure

2. through the MassEdu Gateway (Security Portal)
   www.mass.gov/edu/gateway
Create a Profile:

If this is your first time using the ELAR system, you will need to create a profile. You may find you already have a User Name and Password. That is, if you applied for a Massachusetts Educator’s license before, or have ever worked for a Massachusetts school or school district. If you find this to be true, continue by creating a NEW Profile and you will be directed to your credentials. When creating a Profile, there are a few things that can happen:

1. **You are asked to create a user Profile.** This information is stored for ESE identification and administrative purposes only. Personal information is not shared or sold in any way. The process of creating a Profile consists of 4 pages, each asking for pertinent information that will be used in the ELAR application suite. Your User Name will be assigned automatically and cannot be changed. Your password should be changed to something that you and only you can remember. You will be asked to supply a Password Hint Question and Answer. This is a security feature that helps prevent unauthorized log in.

2. **You are asked for additional information.** A school/district administrator or the ESE may have created a Profile for you while entering license information or adding you to a staff directory. You can complete the Profile setup by supplying a Password Hint Question and Answer. This is a further security feature that helps prevent unauthorized log in. Upon completion of this, you will receive your User Name and Password online.

3. **Your Profile is a partial match.** You have supplied information that matches ESE records, but we are unable to complete the setup due to conflicting data (usually supplied to us by the Directory Administrator of the school system that you work in). Please contact your Directory Administrator to resolve the problem expediently. If they are unable to assist you, contact an ESE Customer Service Representative at (781) 338-6600.

4. **Your Profile is an exact match.** You already have a Profile and you are reminded of your User Name. You are then given a chance to change your password after answering your Password Hint Question and Answer.

Forgot or Lost User Name/Password?
If you are having difficulty entering your proper User Name or Password, please remember Passwords and User Names are “case sensitive”. When re-setting a password please note that passwords should be at least 6 characters long (numbers, letters or a combination of both), can’t be a password that you have used in the past (you will receive an error message), and should not contain symbols.

**Retrieve User Name/Reset Password** (ELAR Members only).

**Massachusetts Educators:**

The Department of Elementary and Secondary Education issues User Names for Massachusetts Educators to view their licensure information and apply for or renew a Massachusetts Educator's License.

**School and district staff, and staff from other organizations:**

The Department also issues User Names for school and district staff, and staff from other organizations, who need access to secure web-based applications available through the Department’s ESE Security Portal.

People who have created or updated their user profile through the Educator Licensure And Renewal (ELAR) application are able to provide more information that allows the Department to securely identify them.

The Retrieve User Name/Reset Password link is for ELAR members. If you use ESE Security Portal Applications on behalf of your school, district, or other organization, please see your organization's Directory Administrator. Your Directory Administrator can reset your password. A listing of District Directory Administrators can be found at: [http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx](http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx)

Often, people who access ESE Security Portal applications for their school, district, or other organization, are also licensed Massachusetts Educators. If this is true for you, you can either use the Retrieve Username/Reset Password tool or contact your organization's Directory Administrator. If you select the Retrieve Username/Reset Password link, **you will find yourself creating what seems to be a 'new' Profile; this is normal.** If a Profile exists with your name and personal information, you will be reminded of your User Name once we receive enough information to make a match. At this time, you will also be able to change your Password.

**Retrieve User Name/Reset Password** [https://gateway.edu.state.ma.us/docs/loginhelp.asp?mode=find](https://gateway.edu.state.ma.us/docs/loginhelp.asp?mode=find)
User Registration

The information you provide on this page will be used if your profile already exists in our system or will help you to create a new profile if necessary.

These credentials are needed to access CED resources such as ELAN.

Do you already have a MEPIEID Number?  
- Yes
- No
- I don’t know

Do you already hold a Massachusetts Educator License?  
- Yes
- No

* Last Name:  
- First Name:  

Note: Do not include any middle names, given names or initials that you may use in the name fields. Your name will display throughout the application and in all correspondence exactly as entered. Please capitalize your name, as appropriate.

* SSN:  

Note: If you do not have a Social Security Number please call the Department of Elementary and Secondary Education at 781-338-6500.

* Date of Birth:  

Massachusetts Educator License #:  

(for current Massachusetts educators)

* First Line of Street Address:

* Required fields are identified by * (asterisk).  

* A MEPIEID or Massachusetts Educator Personal ID is a unique identifier assigned to all educators and to school district staff in Massachusetts. MEPIEIDs were developed as part of the Education Personal Information Management System (EPIMS) and enable the collection of educator and staff data at the individual level from school districts to the Department. For more information on MEPIEIDs and EPIMS, visit the EPIMS homepage on the DESE website.
How to Apply for a License in ELAR: A Step by Step Guide
October 2017
Access ELAR System

A. Go to www.doe.mass.edu/licensure/

B. Click on ELAR Login Image
Log-in to ELAR Portal

A. Input your User Name and Password (please note: these are case sensitive)

Note:

- If you do not have an ELAR account yet, or are not sure, click on the Create ELAR Profile link and create a new profile/account. If you do have a profile the system will locate it and notify you.
- If you do not know if you have an account, or have forgotten your ELAR User Name or Password, click on the Forgot User Name/Password link and follow prompts. Again, if you already have a profile, you will be alerted.
- You will be required to provide an email address in your ELAR account. It is important that you keep your contact information in ELAR up to date. Most especially your email and mailing addresses.
ELAR Welcome Page

A. On your ELAR Welcome page click on the **Apply for a new license, apply for an Endorsement, or advance to the next level license** link

<table>
<thead>
<tr>
<th>Hello Maria - What would you like to do today?</th>
</tr>
</thead>
<tbody>
<tr>
<td>› Apply for a new license, apply for an Endorsement, or advance to the next level license</td>
</tr>
<tr>
<td>› Apply to renew your professional level license formerly standard stage license</td>
</tr>
<tr>
<td>› Request a duplicate license</td>
</tr>
<tr>
<td>› Check license status and history, make a payment</td>
</tr>
<tr>
<td>› Update your educational background</td>
</tr>
<tr>
<td>› Update your professional development plan</td>
</tr>
<tr>
<td>› Update your profile</td>
</tr>
<tr>
<td>› Apply to be a program reviewer</td>
</tr>
<tr>
<td>› Update your affidavit</td>
</tr>
</tbody>
</table>

Apply for Licensure - Introduction Page

A. Review instructions for how to navigate within the ELAR system.
B. Click **Next** button
Step 1: Apply for Licensure

A. Verify profile information.
B. Click Next button

Note:

- The Department of Elementary and Secondary Education will communicate with you regarding your application via email so please ensure that you have provided a current and valid email address.
- You cannot update your name, birth date, or social security number.

To update your name, please follow the instructions on and upload the: Request for Name Change form into your ELAR account.

To update your social security number, please upload a copy of your social security card into your ELAR account.

Step 2: Enter Licenses for Approval
A. Select the License Category in the first Field drop-down list

B. Select the content area of the license in the second Field drop-down list

C. Select the Level in the drop-down list

D. Select the Type in the drop-down list

E. Click on the add... button

Note: When you click on the Add button another window will open up outlining the license requirements
Step 2a: Enter License Requirements

Most licenses have multiple paths and requirement sets that lead to licensure. The path that is most appropriate for you will depend upon your educational background, experience, license(s) already held, if you passed all required Massachusetts Tests for Educator Licensure (MTEL), and whether you hold the Sheltered English Immersion Endorsement, etc.

Shown on this page are examples of some common paths to the license you seek. You can click on any of the requirements that make up a path to learn more about how to satisfy that particular requirement.

A path has already been selected for you; however, you may select a different path, one that you believe best represents your qualifications. Please note that should you choose a path that is not the most appropriate path for you, you will be placed upon the proper path during the evaluation of your license application.

If only one path is available to you, it will already be selected.

A. After reviewing the possible paths and licensure requirements, click on the Next button at the bottom of the page. You will be brought back to the previous screen.
Step 2: Enter Licenses for Approval

A. At this point in the application you can edit the license you are applying for or remove the license that you selected to apply for.
B. Click the Next button when you are ready to move forward with your application.
C. Upon clicking the Next button; a new screen will pop-up - the Recommended Licenses screen.

D. The purpose of this screen is to make you aware of the content areas that are in high demand and to suggest that you consider applying for those licenses as well.
E. Click on the Next button

Step 3: Sign Affidavit
A. Carefully read and affirm that the following statements are true (a check mark indicates the statement is true).

- Click on the box next to any statement to check/uncheck it.
- Please explain any unchecked boxes in the area provided at the bottom of the screen or mail in a separate written explanation pertaining to your “Affidavit” attached to your application.
- If you wish to exit without saving, click CLOSE.
- When finished, click SIGN button to save your changes.

By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.
Step 3: Sign Affidavit

A. You will see a pop-up window confirming that you have successfully signed your affidavit.
B. Click on the OK button

Step 4: Confirm Application

A. You will now be prompted to sign your application.
B. Click on the Sign button
C. A window will pop-up verifying that you have signed your application.
D. Click on the OK button
Step 5: Make Payment

A. You will now be prompted to make a payment. Licensure fees are: $100 for the first licensure application and $25 for each additional application. Please note that if you apply for two licenses at once, but only pay the fee for the “additional” license ($25 fee), neither applications will be evaluated until a total payment of $100 has been received.

Step 5: Make Payment – Credit Card Online

B. Fees can be paid online using a credit card. Select Pay Online with a Credit Card link
C. Click Ok button
**Step 5: Make Payment – Mail in Credit Card Information**

If you have applied online and would rather mail in your credit card payment:

A. Fill in all required information
B. Click on the Next button
C. Print out the page and mail it to the Office of Educator Licensure. Or if you would prefer you may use our Credit Card Authorization form
D. Credit card information and hard copies of licensure applications/renewals should not be uploaded into your ELAR account or faxed to the Office of Educator Licensure.

Credit Card Payment Forms and Hard Copies of Applications can be mailed to:

Massachusetts Department of Elementary and Secondary Education
Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148
Step 5: Make Payment – Mail in Cashier’s Check or Money Order Payment

If you have applied online and would rather mail in your payment by check:

A. Fill in all required information (Note, the check# and institution fields can be left blank as you will be attaching your check to the next page and mailing it in.)

B. Click on the Next button

C. Print out the page and mail it to the Office of Educator Licensure

Massachusetts Department of Elementary and Secondary Education
Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148
How to Apply for the SEI Endorsement in ELAR: A Step by Step Guide

October 2017
Access ELAR System

C. Go to [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/)

D. Click on ELAR Login Image
Log-in to ELAR Portal

B. Input your User Name and Password (please note: these are case sensitive)

Note:

- If you do not have an ELAR account yet, or are not sure, click on the Create ELAR Profile link and create a new profile/account. If you do have a profile the system will locate it and notify you.
- If you do not know if you have an account, or have forgotten your ELAR User Name or Password, click on the Forgot User Name/Password link and follow prompts. Again, if you already have a profile, you will be alerted.
- You will be required to provide an email address in your ELAR account. It is important that you keep your contact information in ELAR up to date. Most especially your email and mailing addresses.
B. On your ELAR Welcome page, click on **Apply for a new license, apply for an Endorsement, or advance to the next level license** link

C. Review instructions for how to navigate within the ELAR system.

D. Click **Next** button
Step 1: Verify Profile

C. Verify profile information.
D. Click Next button

Note:

- The Department of Elementary and Secondary Education will communicate with you regarding your application via email so please ensure that you have provided a current and valid email address.
- You cannot update your name, birth date, or social security number.

To update your name, please follow the instructions on and upload the: Request for Name Change form into your ELAR account.

To update your social security number, please upload a copy of your social security card into your ELAR account.
Step 2: Enter Licenses for Approval

F. Select ‘Endorsements’ in the first Field drop-down list

G. Select the type of Endorsement in the second Field drop-down list

H. Select the Level and Type in the drop-down lists

I. Click on the Add button

Note: When you click on the Add button another window will open up outlining the license requirements
Step 2a: Enter License Requirements

Most licenses/endorsements have multiple paths and requirement sets that lead to the license/endorsement. The path that is most appropriate for you will depend upon your educational background, experience, and license(s) already held.

Shown on this page are examples of some common paths to the license/endorsement you seek. You can click on any of the requirements that make up a path to learn more about how to satisfy that particular requirement.

A. Select the path that best fits how you have or how you plan to earn the SEI endorsement, and click “next”. For Administrators there is one path and for teachers there is either path 1 (for those who have done/will do one of the following: taken the ESE course, have an ESL/ELL license, passed the SEI MTEL) or path 2 (a transcript review based on a related degree or graduate level training).

Please note that should you choose a path that is not the most appropriate path for you, you will be placed upon the proper path during the evaluation of your license application.

B. Click on the Next button
Step 2: Enter Licenses for Approval (cont.)

F. At this point in the application you can edit the endorsement you are applying for or remove the endorsement that you selected to apply for.

G. Click the **Next** button when you are ready to move forward with your application.

Step 3: Sign Affidavit

B. Carefully read and affirm that the following statements are true (a check mark indicates the statement is true).
   - Click on the box next to any statement to check/uncheck it.
   - Please explain any unchecked boxes in the area provided at the bottom of the screen or mail in a separate written explanation pertaining to your “Affidavit” attached to your application.
   - If you wish to exit without saving, click **CLOSE**.
   - When finished, click **SIGN** button to save your changes.

**By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.**
Step 3a: Sign Affidavit

C. You will see a pop-up window confirming that you have successfully signed your affidavit.
D. Click on the OK button

Step 4: Confirm Application

E. You will now be prompted to sign your application.
F. Click on the Sign button
G. A window will pop-up verifying that you have signed your application.
H. Click on the OK button

Applying for Graduate Credit

Applying for graduate credit is up to the individual course participant. To facilitate the acquisition of graduate credit, the Department of Elementary and Secondary Education has gotten pre-approval for credit with a number of colleges and universities. Information on these schools can be found at [http://www.doe.mass.edu/retell/credit.html](http://www.doe.mass.edu/retell/credit.html).

Anyone seeking graduate credit must complete the registration requirements and payment for the college or university.

If additional assistance is required, please contact the Licensure Call Center (Monday-Friday, 9:00am-12:00pm and 2:00pm-5:00 pm) at (781) 338-6600).
JOB SEARCH OVERVIEW

Apply for licensure and finding a job are the “final points” on your journey in the Brandeis Teacher Education Program. Some of this journey will be like your “to do list”; checking things off one by one as they are completed. The other part of your journey is the proverbial “marathon, not a sprint.” Below and on the next pages are what Brandeis offers in terms of programming, supports, and how-tos for obtaining a MA teaching license and getting a job.

Brandeis Jobs Events & Workshops

**Early Fall 2018 & January 2019** Carney Sandoe, Associates Visits to Brandeis (TBA)

**December 12, 2018 4:30-6 pm** “An Overview of the Job Search” – Panel of partner and local school administrators

**February 1*, 2018 5:30-7:30 pm** “Cover Letters & Resumes” – Brandeis Career Services & Teacher Education Staff

*Bring drafts of resumes and cover letters to the workshop.

**March 1**, 2018 5:30-7:30 pm “Mock Interviews” – Brandeis Teacher Education Staff & Partner Schools Administrators

**Formal requests to Mentor Teachers and Field Instructors for letters of recommendation.**

**April 19, 2019** MERC Job Fair (recommended not required)

General Advice & Resources for Job Search

✓ Get registered on [SchoolSpring](#). This is a jobs search clearinghouse and a place to have your information stored for prospective employers to view.

✓ Ask your principal and other teachers in your building watch you teach. Whether it be a formal request for an observation or a “pop in” visit, this is one of the best ways to get YOU on the “hiring radar” in your school/district.

✓ Look within and beyond the Greater Boston Area. It is a tighter job market the closer you are to Boston.

✓ Network, network, network! Be sure your principal, the principal at your mini-placement, and many teachers in your building and beyond know who you are and see you teach!

✓ Use these resources for your search:
  o [Nemnet Minority Recruitment](#)
  o [Carney, Sandoe & Associates](#) (private school jobs)

When in Doubt...

Throughout your search, be in touch with the Teacher Education Leadership Team & Staff to revise your cover letters, adjust your resume, and to hold mock interviews. You will have to revise your “presentation” for each interview. Also ask your professors and anyone in the Education Program including your Field Instructor and Mentor(s) to help you devise a demo lesson.
Do remember that:

- Charter and private schools hire beginning in January each year.
- The further south you go in the US, the earlier the job search (this goes for West as well).
- Most public school positions are NOT posted or confirmed until mid-spring. This is due to a variety of reasons: passing of local budgets, in-district requests for transfers of teachers from one school to another, and for the plain reason that principals are busy people!
- Jobs will be open through the summer and into the fall. Be on the lookout at all times for the one that is “right for you”.
- Depending on a variety of factors, consider taking either a long term sub position and/or an aide position. Questions to consider for both of these positions are:
  - How likely would it be for a transfer beyond the span of the long term sub request?
  - How much co-teaching is possible within an aide position? Remind these prospective employers that you will have your MA Initial license and have experienced lead teaching.
  - What kind of professional development is available for individuals in the position you are seeking (some districts offer trainings for subs/aides, some do not)?
  - Would you have a mentor and/or close support person to shepherd you through this first year in the field?
- Said many times in this document, but please be in touch with Brandeis as you complete the “Job Search Marathon”!

Advice for Interns who have Secured a Job

There are a lot of items to consider when determining whether or not to say “yes” to a job offer and here are a few tips from us. First, ask if you will have 1-1 mentoring and/or if you can meet your prospective mentor. This is the person who should be shepherding your professional experience in your first year of teaching. Next, ask about professional development opportunities in the district. It is critical for you as a new teacher to further develop your skills in a reflective environment. Also, if you have not already met your grade level team, ask to do so and to see them teach. It will help you get to know the individuals with whom you will be working closely to learn a bit about their style, philosophy, etc. Finally, be choosy and seek advice from friends/family on salary and benefits choices; all of these choices will depend on your personal needs.
CORI & FINGERPRINTING

Before permitting an adult to assume responsibility in a school setting, the Commonwealth of Massachusetts requires background checks to determine whether or not a person has a criminal record. Persons found to have a record may be denied access to schools. (Note: If you are denied access to schools on account of information produced during the CORI or Fingerprinting process your standing in the MAT program will be in jeopardy pending further inquiry.)

1. CORI: Criminal Offender Record Information

   For Elementary MATs in Summer I

In conjunction with ED 107a, Teaching and Learning Reading, your reading course this summer, you will have your first field experience (aka “pre-practicum”). You will be working with youngsters in a Waltham School District sponsored academic summer program. In order to participate, you must get your CORI done no later than June 1, 2018.

You can get your CORI done on the Brandeis campus. Go to The Shapiro Campus Center (the green building), room 203, and look for Lucas Malo, Brian Quigley or Kelly Whiffen. Their office is open Monday thru Friday from 9-12pm or 1-5pm. Please identify yourself as “a Brandeis University graduate student who will be working with the Waltham Summer Program at the Plympton Elementary School.” You must bring either a license (with photo) or a passport; this will be copied and returned to you. Please email Manuel Tuan, tuan@brandeis.edu, after you have completed your CORI.

It takes a few weeks to get the CORI processed so if, for any reason, you cannot get this done by June 1, please contact Manuel immediately.

2. Fingerprinting Requirement

In addition to doing the CORI, the Commonwealth of Massachusetts also requires that all school personnel undergo fingerprinting as an additional background check.

Waltham Public Schools must receive the result prior to your first day or you will not be allowed to participate. Because it can take three or more weeks, complete this as soon as possible. If you reside out of state and will not arrive in Massachusetts until June, please schedule an appointment NOW for June. We also ask that you read the registration guide (see link below) and refer to the screen shots on the guide as you register.

Registration Guide
http://www.mass.gov/eopss/docs/safis/safis-registration-guide-ese-fv1-0.pdf

You have a choice to register online or over the phone. When you sign up, you will be asked for a School Provider ID. Please use 03080000 for Waltham Public Schools. You will also be asked to choose a date and location (see link below) and to pay a fee. When you have successfully registered, you will be given a registration confirmation number. Email the confirmation number and your schedule once you have it to Manuel.

Fingerprint Locations
https://www.identogo.com/services/live-scan-fingerprinting

At the time of your appointment, you will need to bring the confirmation number and an acceptable form of identification as stated in the Registration Guide. After you have read this and have any questions, please contact Manuel.

Thank you for your prompt attention to these important matters.
VIDEO-RECORDING RELEASE PROCEDURE FOR STUDENT-TEACHING INTERNS

INTERNS, PLEASE FOLLOW THE STEPS BELOW WELL IN ADVANCE OF YOUR FIRST VIDEO RECORDING – IDEALLY, IN SEPTEMBER

1. Meet with your principal and/or assistant principal to discuss the video release form. Do not rely on your Mentor Teacher to give you this information. Mentor teachers may not be apprised of the most recent district measures and mandates regarding video. Please clear this with an administrator, not just your mentor teacher. This process will also give you an opportunity to meet get to know your administrator.

If there are several Interns at the same school, arrange to meet all together with the administrator.

☐ Explain the purpose of the recording, and make sure that this form letter meets with their approval.

☐ Ask what the district or school policy is about video-recording and whether forms signed for the district or school should be used in lieu of or override this form.

☐ Find out if there are any students who have already opted out of video-recording on school or district level forms. These students may not be recorded in your video.

☐ Walk through the Brandeis form letter (below), explaining the purpose of the recording.

☐ Ask for approval to distribute it.

2. If the administrator has questions or concerns, direct the administrator to contact the Teacher Education Program directly. You do not need to field these questions.

3. When you get approval from the administrator, fill in the date, your name, and your signature on the form letter.

4. Share the information with your Mentor teacher.

5. Make enough copies of the form (not these instructions) and distribute them to the group/s of students whom you will be video recording. For secondary school teachers, this will be the class periods for which you will take full responsibility for teaching in spring.

6. Collect any “NO” responses, and keep these on file in your records.
Dear Parent/Guardian:

I am a student–teaching Intern with ______________________, who is my Mentor teacher. As part of my required Teacher Education coursework at Brandeis University, my teaching will sometimes be video-recorded. The purpose of this recording is to help me analyze and reflect on my developing teaching practice. I will only share and discuss the videos with fellow student-teaching Interns, my Mentor Teacher, my instructors, and other education professionals.

The purpose of the video-recording is to capture what I am doing as the teacher, not what students are doing. Since the subject of the video is my teaching, the camera will mostly be focused on me, recording from behind the students. Still, it is possible that your child will appear on the video, depending on the seating arrangement and activity in the class.

If you ARE comfortable with this use of video recording, NO ACTION IS REQUIRED on your part at this time.

If you are NOT comfortable with this recording and use of video, please complete and return the form below within 7 days, and I will make sure that your child will be seated out of the range of the video-recording. The form will be kept on file for documentation.

If you take no action at all, your consent is assumed. No matter what you decide about video-recording, that choice will have no bearing on your child’s academic standing or participation in class.

Thank you in advance for your time. Please contact the Teacher Education Program at the number above with any comments or questions.

Sincerely,

Intern’s Name ______________________________  Intern’s Signature ______________________________

If you are comfortable with this use of video, NO ACTION IS REQUIRED on your part at this time.

If you do NOT give permission, please check the box below and return the form within 7 days.

☐ I do NOT give permission for my child to be video recorded. I have read and understood the letter above.

Student’s Name ______________________________  Intern’s Name ______________________________

Parent/Guardian’s Name ______________________________ Email or Phone # ______________________________

Parent/Guardian Signature ______________________________ Date ______________________________
Supplemental Practicum (‘mini’-placement)

SUPPLEMENTAL PRACTICUM (‘MINI’ PLACEMENT)  
(exploring a new context)  
COMPLETED FORM DUE TO ASSISTANT DIRECTOR FOR FIELD EXPERIENCE BY __________
DATES OF PRACTICUM ______________

Overview:
The supplemental practicum (‘mini’-placement) is an opportunity for Interns to explore a different teaching context than the placement in which they have taught from September – May. Structurally, the mini-placement resembles the fall semester pre-practicum. Interns primarily assist and observe, following their Mentor’s leadership. One crucial difference is that by May, the Intern has assumed full responsibility for teaching. Thus, the intern is able to take on as large a teaching role in the mini-placement as the Mentor determines appropriate. During the Mini-Placement, Interns are expected to be present 5 days a week, for the full school day, including after-school meetings whenever possible.

Mentor Teacher:
The Mentor’s role is to reflect on classroom practice with the Intern, and should designate a period of time for these discussions each week. The Mentor will determine how involved the Intern should be in the classroom, but the Intern should be working with individual students and/or small groups on a regular basis. The Mentor determines which students the Intern will work with at any given time during the mini-placement.
Mentors will sign off as the Intern completes each assignment on the attached Mini-Placement Requirements and Responsibilities Log.

In recognition of their service, Mentor teachers will be offered a Brandeis course voucher, valued at over $5,000.

Intern:
The Intern’s roles and responsibilities are outlined in the attached log. Interns should log a minimum of 150 hours across all the categories of requirements and responsibilities, though the exact number is less important than the overall learning experience.

The Intern will conduct and debrief three formal observations, using the Candidate Assessment of Performance (CAP) protocol and choose two CAP elements on which to focus for each observation.

The Intern will be observed, by the Field Instructor, while working with a small or whole group at least once during the mini-placement.

The Intern will complete a short reflection comparing and contrasting the experience in the mini-placement with that of the full practicum. The Intern will discuss the reflection with the field instructor.

The Intern will record and submit to Brandeis the log of dates (and approximate hours) for completion of requirements.

Field Instructor:
Field Instructors are experienced teachers who serve as the Brandeis representatives on-site and support the relationship between Interns, Mentors, and Brandeis. The Field Instructor conducts one observation during the mini-placement. The Field Instructor and Intern use the CAP forms for the observation/reflection but are not required to video-record. The field instructor discusses and gives feedback on the Intern’s compare/contrast reflective paper and signs off on the completion of this paper and of the observation protocol.
### Supplemental Practicum LOG (exploring a new context)

**Completed Form Due to Assistant Director for Field Experience by:**

<table>
<thead>
<tr>
<th>Focus</th>
<th>Intern’s Assignments</th>
<th>Date Completed &amp; approx. hours</th>
<th>Mentor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern’s Observations of Mentor</td>
<td>Intern should conduct and debrief <strong>THREE</strong> formal observations with the Mentor, using the Candidate Assessment of Performance (CAP) protocol and focusing on two CAP elements of their choice for each observation. <strong>Upload the CAP Observation Forms to your Google folder.</strong></td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>Well-Structured Lessons</td>
<td>With guidance and approval from the Mentor, write three complete lesson plans that could potentially be implemented during the mini-placement. (May use the abridged lesson plan template.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make revisions on the lesson plans based on Mentor feedback. <strong>Upload these lesson plans to your Google folder.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If feasible, teach some aspect/s of these lessons to a full class or small group.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment to / of Practice</td>
<td>With guidance and approval from the Mentor, analyze data from a formative or summative assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suggest and discuss an action plan for adjusting practice in response to the data. <strong>There is no written component to this.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Diverse Needs</td>
<td>With guidance and approval from the Mentor, work with an individual or small group to meet specific learning needs (e.g., ELL, Moderate disabilities . . .).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>With guidance and approval from Mentor, adapt handouts or lesson materials to meet specific student needs (e.g., add multiple modalities to a lesson, add academic language supports, add ELL support . . . ) <strong>Upload this adapted handout or lesson material to your Google folder.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Learning Environment</td>
<td>With guidance and approval from the Mentor, design or practice using routines, procedures, protocols, or behavior management strategies for small or whole group instruction. <strong>There is no written component to this.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Expectations</td>
<td>Record and transcribe a teacher interaction in whole or small group discussion. Identify moments in which teachers’ responses help students deepen their own thinking. Discuss the transcription with the Mentor. <strong>Upload this transcription to your Google folder.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflective Practice</td>
<td>In a page or two, compare and contrast the experience in the supplemental placement with that of the full practicum and <strong>upload this to your field placement Google folder.</strong></td>
<td></td>
<td>Field Instructor’s Initials</td>
</tr>
<tr>
<td></td>
<td>Topics might include: classroom or schoolwide culture, developmental differences in age groups, data related to your research question, structure and content, perpetual dilemmas of teaching, or other topics of your choosing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Instructor’s Observation of Intern</td>
<td>The Field Instructor will conduct one observation during the mini-placement. The Field Instructor and Intern will use the CAP protocol for the observation but are not required to video-record. <strong>Upload the CAP observation form to your Google folder.</strong></td>
<td></td>
<td>Field Instructor’s Initials</td>
</tr>
</tbody>
</table>
SUPPLEMENTAL PRACTICUM

Teaching Students who have Moderate Disabilities – Additional Certification

Completed Form Due to Assistant Director for Field Experience by:

All Interns must work with a small group or individual on a regular basis. The Mentor will determine which students the Intern will work with at any given time during the Mini-Placement. The Intern’s specific responsibilities and requirements are listed in the attached chart.

Intern:
- Interns must log a minimum of 150 hours across all the categories of requirements and responsibilities.
- The Intern will record and submit to Brandeis the Requirements and Responsibilities Checklist with dates and number of hours for completion of requirements.
- The Intern will submit the completed Log of Practicum Hours form to Brandeis.
- The Intern will also collect, store, and submit the observation documents electronically on Google Drive.
- During the Mini-Placement, from May 7 – June 8, 2018, interns are expected to be present 5 days a week, for the full school day, including after-school meetings.
- Students must also pass the Foundations of Reading MTEL.

Mentor Teacher:
The Mentor teacher will support the Intern in completing the requirements and responsibilities of the Mini-Placement. In recognition of their service, Mentor teachers will be offered a Brandeis course voucher, valued at over $5,000.

Field Instructor:
The field instructor is an experienced teacher who is the Brandeis representative on-site. The Field Instructor will make ONE VISIT during the mini-placement to observe the Intern teaching within the parameters of prescribed special education services. The Field Instructor will use the CAP guidelines for framing feedback and will confer with the Mentor to calibrate feedback before the post-observation conference. The Intern is responsible for completing the regular CAP observation protocol for this visit. The Intern collects, and submits observation documentation along with the log of hours with signatures of the Mentor and Field Instructor.

To be signed PRIOR to beginning the supplemental practicum placement

I have read the supplemental practicum guide and agree to complete the responsibilities detailed therein.

Name of School

Mentor Teacher
Print Name _______________________________ Signature _______________________________ Date________

Intern
Print Name _______________________________ Signature _______________________________ Date________
# Supplemental Practicum (’mini’-placement)

Checklist for Supplemental Practicum: Teaching Students who have Moderate Disabilities

<table>
<thead>
<tr>
<th>Experience / Observe</th>
<th>Demonstrate Competence</th>
<th>Record of Hours &amp; Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IEP / 504 Reviews &amp; Meetings</strong></td>
<td>.dissect at least two IEPs using the graphic organizer distributed in class.</td>
<td></td>
</tr>
<tr>
<td>➢ Prepare for and attend minimum of two IEP or 504 meetings.</td>
<td>.with assistance, interpret assessment data and other evidence for the meetings.</td>
<td></td>
</tr>
<tr>
<td>➢ This includes reading documents and learning routines for reviewing student progress.</td>
<td>.help Mentor sort student work and other recorded data to document progress toward meeting IEP goals.</td>
<td></td>
</tr>
<tr>
<td>➢ help identify “needs” or “next steps” for one student.</td>
<td>.help identify “needs” or “next steps” for one student.</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodations &amp; Modifications</strong></td>
<td>.with guidance and approval from Mentor and classroom teachers, show evidence of at least ten accommodations provided to students with disabilities.</td>
<td></td>
</tr>
<tr>
<td>➢ Observe Mentor modifying content/processes/performance criteria as outlined by a student’s IEP.</td>
<td>.show evidence of at least three modifications you made for students with disabilities (content, methodology, and/or performance criteria).</td>
<td></td>
</tr>
<tr>
<td>➢ Observe the way the Mentor makes accommodations as outlined by a student’s IEP.</td>
<td>.collect examples of assistive technology used by students with disabilities in your school and reflect on their effectiveness.</td>
<td></td>
</tr>
<tr>
<td>➢ With guidance and approval from Mentor and classroom teachers, show evidence of at least ten accommodations provided to students with disabilities.</td>
<td>.show evidence of at least three modifications you made for students with disabilities (content, methodology, and/or performance criteria).</td>
<td></td>
</tr>
<tr>
<td><strong>Specially Designed Instruction</strong></td>
<td>.collect examples of assistive technology used by students with disabilities in your school and reflect on their effectiveness.</td>
<td></td>
</tr>
<tr>
<td>➢ Observe the process by which Mentor uses IEP goals and relevant data to plan SDI.</td>
<td>.show evidence of at least two examples of SDI embedded into a general education lesson plan.</td>
<td></td>
</tr>
<tr>
<td>➢ With guidance and approval from Mentor and classroom teachers, design or practice using behavior management strategies appropriate for a small group.</td>
<td>.show evidence of at least two examples of SDI planned for small group or individual sessions for students with disabilities.</td>
<td></td>
</tr>
<tr>
<td><strong>Management &amp; Record Keeping</strong></td>
<td>.collect examples of data collection tools from special educators in your school.</td>
<td></td>
</tr>
<tr>
<td>➢ Observe behavior management and record keeping processes used during IEP service delivery with the goal of measuring progress toward IEP goal mastery.</td>
<td>.create a data collection tool to track progress for a student or small group of students.</td>
<td></td>
</tr>
<tr>
<td>➢ With guidance and approval from the Mentor and classroom teachers, design or practice using behavior management strategies appropriate for a small group.</td>
<td>.create a data collection tool to track progress for a student or small group of students.</td>
<td></td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>.collect examples of data collection tools from special educators in your school.</td>
<td></td>
</tr>
<tr>
<td>➢ Observe and note components of collaborative instructional models employed in this setting.</td>
<td>.create a data collection tool to track progress for a student or small group of students.</td>
<td></td>
</tr>
<tr>
<td>➢ Identify structures for collaboration amongst special educators, general educators, related service providers, paraprofessionals, administrators, etc. within the school using the graphic organizer distributed in class.</td>
<td>.create a data collection tool to track progress for a student or small group of students.</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>.take notes during the meeting and include: the types of questions brought to the team, details on the discussions, suggestions made, next steps, and “further questions” the Intern has for the team leader. Use observation handout provided.</td>
<td></td>
</tr>
<tr>
<td>➢ Observe two pre-referral meetings and identify structures, read documents, and interpret data or other evidence presented.</td>
<td>.debrief meetings with Mentor to determine how and why the situation might proceed in a particular way.</td>
<td></td>
</tr>
<tr>
<td>➢ Observe the culture of the school related to students with disabilities.</td>
<td>.shadow a student with an IEP for a full day and use the observation form provided in class.</td>
<td></td>
</tr>
</tbody>
</table>
LOG OF PRACTICUM HOURS
Teaching Students who have Moderate Disabilities

Part I – To be completed by the Applicant

Applicant's name: ________________________________________________________

Social Security number: _______________ OR MA Educator License number: __________

Sponsoring organization: Brandeis University

Practicum site: __________________________

License field: Moderate Disabilities  Grade level: _______________________

Supervising teacher: ____________________________________________________

Part II – To be completed by the Director of Teacher Education Program and Program Supervisor

Name: Prof. Danielle Igra  Position/Title: Director of Teacher Education Program

Signature: ____________________________________________________________

Name of Program Supervisor: _______________ Position/Title: Field Instructor (program supervisor)

Signature: ____________________________________________________________

The Applicant completed a practicum/equivalent designed by the sponsoring organization, in preparation for the following license:

Applicant’s License Field: Moderate Disabilities

Grade Level: ________________________________

Part III – To be completed by the Supervising Practitioner (Mentor Teacher)

Name: (print) ________________________________ Position __________________

School System: ______________________________________________________

License Type: Initial (# yrs. experience): ____________ OR Professional: ________

Massachusetts License #: ________________________________

Field(s) and Grade Level: ______________________________________________
## Supplemental Practicum (‘mini’-placement)

### LOG OF PRACTICUM HOURS

**Teaching Students who have Moderate Disabilities**

<table>
<thead>
<tr>
<th>TOPIC/ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation and evaluation of Individualized Education Plans (IEPs)</td>
<td></td>
</tr>
<tr>
<td>Design or modification of curriculum, instructional materials, and general education classroom environments for students with moderate disabilities</td>
<td></td>
</tr>
<tr>
<td>Ways to prepare and maintain students with disabilities for general education classrooms</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS** (at least 150 hours)

**SIGNATURE of Supervising Practitioner (Mentor)**

**SIGNATURE of Brandeis Director of Teacher Education Program**
## Glossary of Terms, Titles, and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abbreviated Lesson Plan</strong></td>
<td>A lesson plan template used by more experienced teachers after they have demonstrated both conceptual and procedural understanding of teaching a lesson or series of lessons. Abbreviated Lesson Plans may replace Elaborated Lesson Plans as the Practicum evolves.</td>
</tr>
<tr>
<td><strong>Advisory Intervention</strong></td>
<td>A meeting or series of meetings between the Intern and all invested partners to bring attention and support to a professional or personal challenge. This advisory intervention is called when the usual channels for problem solving are not sufficient.</td>
</tr>
<tr>
<td><strong>ASAC</strong></td>
<td>Abraham Shapiro Academic Complex; the Teacher Education Program’s main building where many guest speakers and classes are held. Faculty and staff offices are also located here.</td>
</tr>
<tr>
<td><strong>A&amp;S</strong></td>
<td>Arts and Sciences – University division which houses the Undergraduate Teacher Education Minor</td>
</tr>
</tbody>
</table>
| **Assistant Director for Field Experience**| Anne Marie (Annie) Grover, MA  
✓ Spearheads Field Experience, CAP, licensure, and outreach                                                                                                                                              |
| **BA-MAT**                                | Undergraduates who have been exploring teaching in courses for the minor can apply to this dual degree program if they have completed their undergraduate coursework by the end of their junior year.                         |
|                                           | They join the MAT cohort the summer after their junior year, earn their BA by December of their senior year, and graduate the following July with an MAT.                                                                 |
| **Brandeis Monday**                       | Occurs in the event when classes are canceled due to a Monday holiday. A Brandeis Monday will adopt a Monday class schedule.                                                                                     |
| **CAP**                                   | Candidate Assessment of Performance assesses a teacher candidate’s readiness in relation to the Professional Standards of Teaching. It is a requirement for licensure in the state of Massachusetts.                           |
| **Coordinator**                           | Administrative Assistant  
Education Program Coordinator, Eileen Kell — supports all strands of Education: Education Studies and Teacher Leadership as well as Teacher Education  
MAT Coordinator, Manuel Tuan — focused on MAT but also supports other strands of Education Program.                                                                                       |
<p>| <strong>DESE</strong>                                  | Department of Elementary and Secondary Education                                                                                                                                                    |</p>
<table>
<thead>
<tr>
<th>TERM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director of Teacher Education</strong></td>
<td>Danielle Igra, PhD</td>
</tr>
</tbody>
</table>
| (or ‘Director’)                          |  Oversees All Aspects of the Teacher Education Program  
                                               Leads the Secondary strand of Teacher Education                                           |
<p>| <strong>Education Program</strong>                    | Interdisciplinary Program, akin to a department.                                                                                           |
|                                          | Encompasses all three strands of Education at Brandeis                                                                                 |
|                                          |  Teacher Education (undergraduate &amp; graduate)                                                                                           |
|                                          |  Education Studies (undergraduate major)                                                                                                 |
|                                          |  Teacher Leadership (graduate)                                                                                                           |
| <strong>Elaborated Lesson Plan</strong>               | A lesson plan template which allows novice teachers to practice skills and demonstrate understanding of both conceptual and procedural aspects of teaching a lesson. Elaborated Lesson Plans are required until the Mentor Teacher says they are no longer necessary, and for every Announced Observation with a Field Instructor. Elaborated Lesson Plans must be submitted 48 hours prior to the observation. |
| <strong>ELAR</strong>                                 | Educational Licensure and Renewal                                                                                                          |
| <strong>Elementary Faculty Leader</strong>            | Rachel Kramer Theodorou, M.Ed.                                                                                                              |
|                                          |  Leads the Elementary strand of Teacher Education                                                                                         |
| <strong>ELL</strong>                                  | English Language Learners                                                                                                                  |
| <strong>Field Instructor</strong>                     | Program Supervisor                                                                                                                         |
|                                          | This title was adopted to indicate that the role is a vital part of the instructional team and not only a position of evaluation or supervision. |
| <strong>Field Placement</strong>                      | The elementary or secondary school in which Interns work with Mentors and become accustomed to the school’s community.                       |
| <strong>Full Responsibility</strong>                  | A period of time during the Practicum in which the Intern takes on all planning, instruction, and assessment. Also known as “take-over”, “solo”, “lead”, or “independent” teaching. |
| <strong>GSAS</strong>                                 | Graduate School of Arts and Sciences – Graduate School which houses the Master of Arts in Teaching (MAT)                                    |
| <strong>Intern</strong>                               | Candidate                                                                                                                                |
| (or ‘student-teaching Intern’)           | This term was adopted to indicate the year-long gradual assumption of responsibility more akin to an Internship or apprenticeship than candidacy for licensure alone. |</p>
<table>
<thead>
<tr>
<th><strong>TERM</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Henry S. Levitan Director of the Education Program</strong>&lt;br&gt;(or Levitan Chair)</td>
<td>Marya Levenson Ed.D (through 2018)&lt;br&gt;- akin to a Department Chair&lt;br&gt;- Oversees all three strands of the Education Program:&lt;br&gt;  - Teacher Education&lt;br&gt;  - Undergraduate Education Studies Major&lt;br&gt;  - Teacher Leadership</td>
</tr>
<tr>
<td><strong>LATTE</strong></td>
<td>Learning and Teaching Technology Environment; online educational server in which Brandeis professors and instructors can communicate and share materials with the members of their classes.</td>
</tr>
<tr>
<td><strong>MAT</strong></td>
<td>Master of Arts in Teaching, post-baccalaureate program&lt;br&gt;13 month, June – July, intensive cohort-based program including a Teacher Research Project.</td>
</tr>
<tr>
<td><strong>Mentor Teacher</strong>&lt;br&gt;(or ‘Mentor’)</td>
<td>Supervising Practitioner&lt;br&gt;This title was adopted to highlight the guidance and role modeling of the practitioner.</td>
</tr>
<tr>
<td><strong>MEPID</strong></td>
<td>Massachusetts Education Personnel ID</td>
</tr>
<tr>
<td><strong>Moderate Disabilities Licensure</strong></td>
<td>An added optional license which prepares Interns to teach students with moderate learning disabilities.</td>
</tr>
<tr>
<td><strong>MTEL</strong></td>
<td>Massachusetts Tests for Educator Licensure; The tests are designed to ensure that Massachusetts educators can communicate adequately with students, parents/guardians, and other educators and that they are knowledgeable in the subject matter of the license sought.</td>
</tr>
<tr>
<td><strong>SEI Endorsement</strong></td>
<td>Sheltered English Immersion is an approach to teaching academic content in English to ELLs</td>
</tr>
<tr>
<td><strong>Supplementary Placement</strong>&lt;br&gt;(or Mini Placement)</td>
<td>Following the Sept-May internship, MATs explore a different context or student population at a different school for example, switching: urban/suburban; middle/high school; upper/lower elementary school; general education/ special education; native speakers/ English Language Learners.&lt;br&gt;During this time, many Interns choose to complete an additional certification in Teaching Students who have Moderate Disabilities.</td>
</tr>
<tr>
<td><strong>Practicum</strong></td>
<td>January- May; Interns are in their field placement 5 full days per week for full contractual hours. Massachusetts licensure requires that the</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Full Practicum</td>
<td>Include at least 300 hours in the classroom and 100 hours in which Interns assume full responsibility.</td>
</tr>
<tr>
<td>Pre-Practicum</td>
<td>September-December; MAT Interns are in their field placement 18-21 hours per week, and undergraduates are in their field placement 12-14 hours per week. Interns are granted the opportunity to get to know their students deeply and develop a sense of continuity and context while observing and teacher-assisting.</td>
</tr>
<tr>
<td>Program Leadership</td>
<td>Teacher Education Program Leadership, including:</td>
</tr>
<tr>
<td></td>
<td>- Levitan Chair</td>
</tr>
<tr>
<td></td>
<td>- Director of Teacher Education</td>
</tr>
<tr>
<td></td>
<td>- Elementary Faculty Leader</td>
</tr>
<tr>
<td>Ramp</td>
<td>A gradual increase of teaching responsibilities for the Intern over the course of the school year.</td>
</tr>
<tr>
<td>Teacher Education Program</td>
<td>‘The Program’ refers to just the Teacher Education strand of the Education Program.</td>
</tr>
<tr>
<td>(or ‘the Program’)</td>
<td>The Teacher Education Program is responsible for all Ed Prep for Teacher Candidates; undergraduate and graduate.</td>
</tr>
<tr>
<td>Triad</td>
<td>The Intern, Mentor Teacher, and Field Instructor team.</td>
</tr>
<tr>
<td>(or Team)</td>
<td></td>
</tr>
<tr>
<td>UDG</td>
<td>Undergraduate minor in Teacher Education, baccalaureate program.</td>
</tr>
</tbody>
</table>
### CONTACT INFORMATION AND USEFUL WEBSITES

<table>
<thead>
<tr>
<th><strong>Contact Information</strong></th>
<th><strong>Website</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director of Teacher Education</strong></td>
<td><a href="digra@brandeis.edu">Danielle Igra, PhD</a></td>
<td>Directs the Teacher Education program as a whole. Advises and mentors MAT students and undergraduate seniors. Focuses on secondary teacher education.</td>
</tr>
<tr>
<td><strong>Faculty Leader, Elementary Teacher Education</strong></td>
<td><a href="rbkramer@brandeis.edu">Rachel Kramer Theodorou, M.Ed.</a></td>
<td>Leads the Elementary Education program. Advises and mentors students in the MAT and undergraduate elementary &amp; early childhood teacher education programs.</td>
</tr>
<tr>
<td><strong>Assistant Director for Field Experience</strong></td>
<td><a href="agrover@brandeis.edu">Annie Grover</a></td>
<td>Guides the Field Experience component of Teacher Education, including pre/ practicum placements and the Candidate Assessment of Performance (CAP).</td>
</tr>
<tr>
<td><strong>MAT Program Coordinator</strong></td>
<td><a href="tuan@brandeis.edu">Mr. Manuel Tuan</a></td>
<td>Manages academic records. Liaises with GSAS and the registrar. Manages financial questions.</td>
</tr>
<tr>
<td><strong>Senior Coordinator</strong></td>
<td><a href="ekell@brandeis.edu">Ms. Eileen Kell</a></td>
<td>Assists in the Massachusetts licensure process. Supports job placement. Manages scheduling and logistics. Advises undergraduates. Assists the directors and faculty leader.</td>
</tr>
<tr>
<td><strong>Levitan Education Program Director</strong></td>
<td><a href="mleveso@brandeis.edu">Marya Levenson, EdD</a></td>
<td>Oversees the Undergraduate Education Studies Program and serves as Education Program Chair. Advises lower division undergraduates.</td>
</tr>
</tbody>
</table>

- **Teacher Education Program Website** | [https://www.brandeis.edu/programs/education/ugrad/teachered/index.htm](https://www.brandeis.edu/programs/education/ugrad/teachered/index.htm) | Overview of the Teacher Education Program (undergraduate and graduate) |
- **MAT Website** | [http://www.brandeis.edu/programs/education/mat/](http://www.brandeis.edu/programs/education/mat/) | Overview of the MAT Program |
- **MAT Current Students Information** | [http://www.brandeis.edu/programs/education/mat/currentstudents/index.html](http://www.brandeis.edu/programs/education/mat/currentstudents/index.html) | Details, Schedules, and Information for Current Students, including: registration, licensure, job placement, calendars etc. |
- **GSAS Student Guide** | [http://www.brandeis.edu/gsas/current/student-handbook.html](http://www.brandeis.edu/gsas/current/student-handbook.html) | Information about registration and resources for Students |
- **MAT Facebook Page** | [http://www.facebook.com/BrandeisEducationProgram](http://www.facebook.com/BrandeisEducationProgram) | |
- **Candidate Assessment of Performance (CAP)** | [http://www.doe.mass.edu/edprep/cap](http://www.doe.mass.edu/edprep/cap) | CAP is the documentation process required by DESE for licensure. It is used to assess whether a candidate (student teacher) is ready to teach independently. You will be guided through every stage of this process over the course of the year. |
## Brandeis Teacher Education Program Calendar  
### June – August, 2018  
(As of June 16, 2018; Subject to Change)

<table>
<thead>
<tr>
<th>When</th>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18, 2018</td>
<td>MAT Interns (visit Mentors)</td>
<td>8:45am – 3pm Orientation Day (after 3pm Interns Visit Mentors at School Site)</td>
</tr>
<tr>
<td>(July 9)</td>
<td>(MATs taking non-education classes)</td>
<td>(non-education courses begin summer school session II)</td>
</tr>
<tr>
<td>July 20</td>
<td>MAT Interns (and guests)</td>
<td>9am Attend graduating MAT research presentations</td>
</tr>
<tr>
<td>July 20</td>
<td>MAT Interns</td>
<td>Education Program summer courses end</td>
</tr>
<tr>
<td>August 1</td>
<td>ALL Interns</td>
<td>Deadline to complete MTEL in Communication Literacy</td>
</tr>
<tr>
<td>(August 10)</td>
<td>(MATs taking non-education classes)</td>
<td>(non-education courses end summer school session II)</td>
</tr>
<tr>
<td>Late August</td>
<td>ALL Interns</td>
<td>Interns start with teachers for professional days and classroom set-up</td>
</tr>
<tr>
<td>August 23</td>
<td>ALL Interns, Mentors &amp; Field Instructors</td>
<td>8:45am – 1pm Professional Development (Morning Pastries + Lunch)</td>
</tr>
<tr>
<td>August 29</td>
<td>ALL Interns</td>
<td>First day of Brandeis classes</td>
</tr>
</tbody>
</table>