

# **ECE 575B Field Orientation Information**

**Spring 2012**

# Orientation Purpose

- Webinar does NOT replace the Town Meeting!
- Orientation is only on placements
  - Complete a Request for Placement
  - GC will arrange placements before
    - Town Meeting and start of GC semester
  - You will be contacted via your GC email on approved placements prior to the Town Meeting

# Spring Registration

- ECE 575B enrollment is only by LBD Program approval
  - We MUST have your Request for Placement to process this s  
AND
  - You MUST have read and reviewed the orientation power  
point
  - There is NO online registration for field courses

# Town Meeting

## The course session with your instructor will:

- Go over the course syllabus
- Review course assignments, due dates and instructions
- Confirm your field placement, local mentor and college supervisor (processed before the semester)

# ECE 575B Practicum

## Focus

- Provide you with more intense experience and feedback to grow and develop as a special educator in an LBD setting
- Provide you with more responsibilities and additional experiences in the instructional AND the non-instructional aspects of an LBD teacher's job
- Provide individual feedback from the mentor teacher, the college observer/supervisor, AND the instructor
- Develop a professional growth plan and start self-initiating improvements in your own teaching to impact student learning

# Differences with 575A

## ECE 575A – Initial Experiences

- Teaches basic lesson planning and classroom expectations
- Initial feedback, coaching and observations
- Initial skill assessment based on input from mentor and college supervisor

## ECE 575B – Increasing Intensity

- Must have successfully completed ECE 501-502 and ECE 575A
- Assumes you have the ECE 575A basic lesson planning skills
  - May involve remedial work on these
- Extends on lesson planning, lesson follow-up analysis, and other topics in more depth (e.g., formative assessment, assistive technology, explicit instruction and strategies)
- Develops and begins implementing a professional growth plan

# As a Prerequisite

## **ECE 575A + ECE 575B are needed to pass Checkpoint 2**

- To begin your EDU classes
- To take ECE 576, the culminating clinical experience for LBD candidates
- For Checkpoint 2 and eligibility for ECE 576, you must also:
  - Complete ECE 500-504 successfully
  - Pass at least one LBD Praxis test
  - **If you are not registered to take an LBD Praxis test, do that now!**

# Mentored Teaching

- **LBD field courses are mentored experiences in schools**
  - **Coaching and support from a qualified local teacher (mentor)**
  - **Focus on instruction with LBD students**
  - **Learning to teach a consistent “caseload”**
  - **Learning all the aspects of the job**
  - **Coaching and feedback from a college field supervisor**

# Time Requirements

## DOES NOT REQUIRE BEING AN LBD TEACHER

- Minimum of 60 hours of successful field experience at a school, with an approved local mentor teacher
- ▣ **Of your minimum 60 school contact hours:**
  - Most of your time is hands-on directly serving/teaching students on an LBD caseload
  - **Other LBD-related activities at the school**

# Reminder: LBD Students

Children in KINDERGARTEN through GRADE 12 on an LBD teacher's caseload (yours or your mentor's)

- specific learning disabilities (LD),
- emotional/behavioral disabilities (EBD),
- mild mental/cognitive disabilities (MMD),
- developmental delays (children under age 9 years), and

For GC LBD practicum, children with other disabilities are included ONLY IF the student has normal or mild cognitive disabilities

- May include:
  - autism,
  - traumatic brain injury (TBI),
  - orthopedic impairments (physical disabilities),
  - other health impairments, and
  - multiple disabilities.

Does NOT include functional mental disabilities (FMD: moderate and severe cognitive disabilities)<sup>10</sup>

# Instructional Location

Teaching experiences with LBD students may occur:

- in an LBD resource room
- in an EBD or other self-contained room
- in a collaboration classroom as LBD co-teaching
  - Includes only what LBD teachers are responsible for teaching in this setting
  - Does not generally include whole class instruction

# Instructional Activities

- Most of time (at least 50 hrs) providing instruction hands-on
- Consistency in the experience and students, not just counting up hours
  - Planning and conducting multiple lessons
    - More than just the two that will be formally observed by your mentor and college supervisor
  - Small group work
  - 1-1 instruction and tutoring
  - Other

# Rest of Field Time: Other Related Activities

## Can include:

- Attend ARC's (with parent permission)
- Develop or assist in IEP development
- Prepare or assist in ARC paperwork (referrals, ARC meeting records, etc.)
- Monitoring progress/assessing individual students
- Implementing professional growth activities on your personal GC professional growth plan
- Meeting/consulting with other teachers
  - NOT general staff meetings
  - Focused on special education topics/students

# Local LBD Mentor Teacher

## Qualifications

- Must hold full LBD certification
- Must hold a masters degree
- Must have 2+ years teaching experience as an LBD teacher
  - Be in the school
  - Preferably is currently teaching LBD
  
- While you may recommend a mentor, G-town will review and make final decision in conjunction with the school district

# Mentoring/Coaching

Total of 15+ mentoring hours with your local LBD mentor teacher

Mentoring is time the teacher focuses on you and developing your skills

...it is NOT all of the time that you spend in your placement

- 5 hours: with children present to demonstrate strategies or coach you with feedback
- 10 hours: to discuss teaching without children present

# In-Class Coaching Time

- 5 hours in the classroom
  - Children are present
  - May be in your class or the mentor's classroom
    - The mentor observes you informally in such areas as:
      - behavior management,
      - classroom routines, and
      - Instruction including various lessons;
    - You can assist in the mentor's classroom; and
    - The mentor will formally observe you teach at least one specific lesson.

# Outside Coaching Time

10 hours coaching you individually outside the classroom

- Activities you can do together:
  - discuss LBD and faculty procedures;
  - attend ARC meetings for training;
  - coach you for your ARC meetings;
  - train or assist you in conducting and scoring individual assessments;
  - train or assist you in reviewing data and developing IEP's;
  - discuss topics posed during the content component of ECE 575B;
  - train or review classroom materials, programs, assistive or other technology;
  - attend professional development together (only if there is individual follow-up discussion between you and your mentor); and/or
  - meet with you for feedback and evaluation purposes.<sup>17</sup>

# LBD Mentor Agreement

- Georgetown pays the LBD local mentor
- When you receive the instructions (via email), YOU
  - Are responsible for giving the mentor their materials
  - Mailing in the W-9 , mentor agreement (“Mentor Responsibilities”) and field placement agreement
- At the end of the semester, YOU
  - Are responsible for mailing in the mentor’s materials (their log of hours, their evaluation of you which you review together and jointly sign)

# Placements: LBD Teachers

- If you are employed in an LBD teaching position:
  - We use your school and setting
  - We work with your principal and director of special education (DoSE)
  - You need to talk with your principal and DoSE to recommend a mentor for you
  - We review and approve the mentor as part of the requirements for your temporary provisional LBD certificate
  - Your principal, your mentor and Georgetown sign a **school mentoring agreement**

# KTIP

- If you have taken ECE 575A and passed BOTH LBD Praxis tests, G-town may recommend you for KTIP
- To KTIP, you must be employed as an LBD teacher
- KTIP is handled by your school/district, not G-town
- If you are on a Temp Provisional LBD certificate, you MUST KTIP by your 3<sup>rd</sup> year
- **KTIP is intensive, and we do NOT recommend taking it with ECE 575B**
  - However, one mentor observation can be an overlap IF your KTIP mentor is also LBD-certified

# Substitute Teachers

## If you are employed as a substitute teacher

-- If you are assigned day-by day to different schools, we will find a practicum placement for you for a consistent mentored experience

■ Substitute teaching in LBD is NOT a “placement”

-- Only if you are employed in a long-term LBD substitute position and you are at the building where your mentor teaches –

--- then we may use that setting as your LBD placement

# Placements: Other Teachers

## If you are another type of salaried teacher (not a substitute):

- Regular education, preschool, etc. -- We use your school and setting
  
- To count ANY practicum hours in your regular classroom:
  - You are NOT responsible for the whole class during your LBD hours (you would reverse roles with an LBD collaboration teacher in the room)
- AND
- You must be working directly on academic activities planned specifically for LBD-caseload students
  
- **IMPORTANT:** You must also have other consistent instructional experiences with LBD caseload students outside the general education classroom
  - During planning or lunch
  - After school
  - Other
  
- You contact your principal /DoSE to recommend a mentor  
We must approve the arrangement and mentor
  - Requires a signed agreement with us and your principal to allow **this**

# Placements: Other School Employees

- If you are employed by a school but NOT as an LBD teacher:
  - Para-educator, family resource center, other
  - We use your school
  - You must arrange for additional experiences outside your current responsibilities
    - Instructional LBD activities and non-instructional activities
      - During planning or lunch
      - After school
      - Other

You contact your principal /DoSE to recommend a mentor

We must approve the arrangement and mentor

- Requires a signed agreement with us and your principal to allow this

# NOTICE

- **Delays or failure to submit mentor paperwork on time cannot be tolerated**
  - You have no Georgetown “placement” without a mentor
  - Affects mentor payment
  - Affects your grade
  - Is a dispositions issue
  
- **Delays or failure to submit journal and other assignments on time to the college field supervisor cannot be tolerated**
  - College observers are considered adjunct faculty
  - They recommend points on certain assignments
  - Affects your grade
  
- **This is a dispositions issue which can affect your progress in the program**

# Request for Placement

- Complete the form, providing the requested information
- You may suggest a mentor, but if you don't have this information right now, go ahead and submit the form now anyway
  - We can finalize mentors with schools later
- If you are not employed in a school, you may suggest a placement/mentor ... BUT
  - GC has to go through the district central office and school for permission for a placement, so please let us work with the school

# Liability Insurance

- If you are employed in a district
  - District provides coverage
  
- If not completing through district employment:
  - YOU must hold your own coverage
  - Cheapest:
    - KEA-SP (KY Ed Association Student Program)
    - Is set up for student coverage through National (NEA-SP)
    - \$21 membership includes coverage
    - <http://www.kea.org/studentprog/>

# Criminal Records Check

- If you are employed in a district:
  - You already have a criminal records check on file
  
- If not employed in the district:
  - All volunteers in schools, including parents, must have an FBI name check on file with the district
  
  - YOU need to contact the local school/district where you are placed (do this in August)
  
  - Complete a form to request a criminal name check (requires picture ID)
    - There is a nominal fee
  
  - Allow time (1-2 wks) for results to come back BEFORE you start your practicum!

# Next Steps

- Email your Request for Placement after the webinar
  - Any changes after that should be emailed when known
  - TO: [Debbie\\_Schumacher@georgetowncollege.edu](mailto:Debbie_Schumacher@georgetowncollege.edu)
- Get liability insurance, if needed (see earlier slide for KEA website)
- Watch your Georgetown email for information BEFORE Town Meeting
- After receiving placement approval, get your criminal records name check in the district if you are not a school employee