



August 31, 2018

Dear Mentor Teacher:

Thank you for hosting a Teacher Candidate for the Chapman University Master of Arts in Teaching (MAT) Program this Fall 2018 semester. In this letter, we hope to provide Mentor Teachers with more clarity as to the Chapman University expectations for Teacher Candidates in their practicum fieldwork in the MAT Program. As you begin this new semester with a Teacher Candidate, here are the important guidelines that will help lend clarity to the process.

### **Teacher Candidate Coursework**

Teacher Candidates will be taking Chapman University coursework during the fall semester. Typically, they will be taking 3 courses in addition to this fieldwork course. These courses may include assignments that require Teacher Candidates to implement the teaching strategies introduced in coursework with individual or small groups in your classroom. Teacher Candidates are expected to provide their Mentor Teacher with information regarding their course schedules and course requirements.

### **Weekly Hour Requirements**

Teacher Candidates are expected to be present in classrooms 15 hours per week. This can be either 5 days per week for 3 hours per day OR 3 days per week for 5 hours per day. Teacher candidates are expected to discuss the appropriate hours based on the Mentor Teacher's classroom schedule.

### **University Faculty Support**

A faculty member from the university will observe the Teacher Candidate throughout the semester. The observations will be scheduled with your input and the Teacher Candidates will provide you with the faculty member's name and contact information. In addition, a few dates during the fall semester, Teacher Candidates will participate in LAB experiences with their practicum course professors so will not be present in your classroom on those dates. Your Teacher Candidate will communicate those dates to you in a timely manner so you may anticipate those in your schedule. Thank you for your support of the practicum nature of this learning process for your Teacher Candidate.

### **Schedule & Timeline for the Fall Semester**

The expectations for the practicum will change throughout the semester as the Teacher Candidate gains more experience with planning and instruction. Below is a general description of possible experiences and responsibilities for the candidate throughout the semester.

#### **Weeks 1-4**

Possibilities Include:

- Observing and taking notes about your practices and what students are doing
- Circulating in class to provide individual assistance or answer student questions
- As appropriate and with your guidance, providing behavioral reminders and reinforcements
- Plan and implement a mini lesson with a small group or whole class

### **Weeks 5-9**

Possibilities include:

- Providing instructional support as agreed upon by you both, including whole class, small group, and one-on-one instruction

### **Weeks 10-15**

Possibilities Include:

- Continued co-planning, co-teaching, and co-assessing

### **Possibilities for Fall Semester Pacing Structure**

<b>Phase 1 (weeks 1-5)</b>	<b>Phase 2 (weeks 6-9)</b>	<b>Phase 3 (weeks 11-15)</b>
One Teach, One Observe	Alternative Teaching	Parallel Teaching
One Teach, One Assist	Mirror Teaching	Station Teaching
Supplemental Teaching	50/50 Teaching	Team Teaching

\*\*Pacing may vary depending on specific class situation

### **Calendar Logistics**

Teacher Candidates will take the same Thanksgiving Break dates off as the district, as well as other school district holidays. Teacher Candidates will create a schedule for the semester in collaboration with their Mentor Teachers and will give a copy of this schedule to their university practicum professor.

In closing, thank you so very much for your amazing support of these Teacher Candidates. Your efforts are shaping the future of our profession. Should you have any questions pertaining to the practicum fieldwork expectations, please contact Robin Blauvelt (Blauvelt@chapman.edu; 714-628-7267).

With gratitude for all you do,

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Ms. Robin Blauvelt (Fieldwork Administrator - blauvelt@chapman.edu)

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