

ARE 6944: Internship Teaching Art

SEMESTER AND YEAR: Spring 2021

MEETING TIMES AND LOCATION: Zoom Meeting TBD see course calendar

CREDIT HOURS: 3 SECTION: 23130/ 2201

INSTRUCTOR: Dr. Michelle Tillander

INSTRUCTOR OFFICE LOCATION & HOURS: Walker 217 TH: 3:00-6:00PM EST. Zoom Meeting <https://ufl.zoom.us/j/5963121892> email for additional times & appointment.

INSTRUCTOR CONTACT INFORMATION: 352-273-3079. E-MAIL: mtilland@ufl.edu

DESCRIPTION OF THE COURSE

This course addresses various problems and issues associated with student teaching with an emphasis on teaching methods, classroom management and assessment as they arise from actual classroom practice. In addition to attending periodic seminar meetings, students are expected to compile a teaching portfolio that demonstrates accomplishment of the six (6) Florida Educator Accomplished Practices.

PURPOSE AND OBJECTIVES OF THE COURSE

This course is taught in conjunction with ARE 4940 Student Teaching. The practical problems and immediate concerns of the students determine to a large extent the actual topical content of the course. Emphasis is placed on sharing, constructive criticism, and mutual support during the student teaching experience.

In addition to dealing with practical issues and problems associated with student teaching, this course also involves preparation for seeking employment as an art teacher in the public schools. This aspect of the course covers such matters as writing a resume, letter of application, and preparing for the FTCE exam as well as the job interview experience. At the completion of the course, students will be able to:

- Demonstrate the six (6) Educator Accomplished Practices at the pre-professional level as indicated in a personal teaching portfolio. (**FEAPS 1 Instructional Design and Lesson Planning; FEAPS 2 The Learning Environment; FEAPS 3 Instructional Delivery and Facilitation; FEAPS 4 Assessment; FEAPS 5 Continuous Professional Improvement; and FEAPS 6 Professional Responsibility & Ethical Conduct**)
- Reflect on the successes of his/her instructional decisions based on assessments of individual and group performance (**FEAP 4 Assessment**).
- Prepare a letter of application and resume for seeking employment as a public school art teacher (**FEAP 5 Continuous Professional Improvement**).
- Document and assess student work and achievements through written records as well as with photographic and digital devices (**FEAP 1 Instructional Design and Lesson Planning**).
- Reflect on a field experience in teaching through an electronic weekly log/journal (**FEAPS 5 Continuous Professional Improvement**)
- Construct a resume generic letter of application (**FEAPS 5 Continuous Professional Improvement**)

For any face-to-face instructional sessions to accomplish the student learning objectives of this course in response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our face-to-face interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)

- o Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

SCHEDULE FOR THE COURSE

Students planning to student teach must attend an orientation seminar during the last week of the semester preceding their student teaching semester. Approximately four meetings are scheduled during the student teaching period in which all student teachers return to campus for group seminar. Following student teaching, weekly seminar sessions focus on resume construction, job-seeking strategies, preparation for the FTCE exam, and portfolio construction.

REQUIREMENTS OF THE COURSE

Students enrolled in this course are required to:

- (1) Successfully complete student teaching (ARE 4940);
- (2) Attend all seminar meetings;
- (3) Complete a student-teaching orientation module;
- (4) keep a weekly electronic log/journal during student teaching ,
- (5) Document their students' work and performance through photographic and digital means;
- (6) Maintain an archive of self-generated lesson plans;
- (7) Construct a resume generic letter of application; and
- (8) Construct a teaching portfolio that demonstrates their accomplishment of the six (6) Florida Educator Accomplished Practices (FEAPs).

REQUIRED TEXT: There is a required course package. Any additional course resources and handout are available through the course eLearning site.

EVALUATION AND GRADING:

Final grades will be based on the timely completion of all requirements for the course. Final grades will be determined according to the following scale:

GRADING SCALE: 95-100 A; 92-94 A-; 88-91 B+; 85-87 B; 80-84 B-; 77-79 C+; 74-76 C; 70-73 C-; 67-69 D+; 63-66 D; 60-62 D-; 0-59 E. To determine the impact of grades on GPAs: www.registrar.ufl.edu/catalog/policies/regulationgrades.html. See <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> for additional information on UF grading policies.

Please Note: A grade of C- or below will not count toward major requirements.

Students must successfully pass a review of their teaching portfolios to receive a passing grade for the course.

ATTENDANCE: Students are responsible for satisfying all academic objectives as defined by the requirements to be eligible for certification. Attendance is mandatory and a full 11 weeks of student teaching must be completed to be eligible for teaching certification in Florida. Please refer to the UF policy on attendance.

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx#absences>

INCOMPLETE POLICY:

School policy dictates that an incomplete grade (or "I") should only be given in situations in which a student is in "good standing" in a course but is unable to complete the course requirements because of mitigating circumstances. In cases where an "I" is given, the student and faculty member must write out a contract that clearly defines what the student must do to remove the "I" grade. If the work is not completed by the end of the next term, and the "I" grade is not changed via a grade-change form, the "I" grade is automatically converted to an "E" grade.

POLICY RELATED TO LATE WORK: Other than medical or personal emergencies, no extensions will be given for class requirements due to the nature of the internship. Students should inform the instructor beforehand, if circumstances prevent course requirements from being completed an agreement in writing for any extensions must be made in consultation with UF and School Placement Supervisor. Work turned in beyond a deadline will lose 10% of its full point value and MUST be submitted within one week of deadline for any credit. Students should inform the instructor beforehand, if circumstances prevent work from being turned in on time and reach an agreement in writing for any extensions. Late work will lose 10% of its points and will not be accepted beyond 1 week of deadline without prior permissions in writing or extenuating circumstances.

PROFESSIONALISM: Teacher professionalism contains three essential characteristics; competence, performance, and conduct—all of which directly impact the teacher’s effectiveness. You will receive a grade on *professionalism* in this class based on your engagement in class discussions and project work, as well as your demonstrated interest in learning, preparedness each lesson, completion of all class assignments, dependability, consideration of others, and contributions to our learning community.

Professionalism is the expectation to demonstrate behaviors that reflect a commitment to continuous professional abilities and development, ethical practice, and a responsible attitude toward recipients, the profession, and society. It becomes especially critical in the internship context, and it includes respect, compassion, integrity and altruism in relationships with students, colleagues and other stakeholders. Professionalism includes a sensitivity and responsiveness to gender, age, culture, religion, sexual preference, socioeconomic status, and beliefs. With teaching comes responsibility to adhere to principles of confidentiality, scientific/academic integrity, and accountability. Finally, no one has all the answers, so it is important to recognize and identify limitations as well as possibilities in deficiencies in personal and peer performance and assist when possible.

ACADEMIC HONESTY POLICY: Students are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as “the act of lying, cheating, or stealing academic information so that one gains academic advantage.” In the context of this class, this includes properly citing sources for any materials (both printed and online) used in completing course assignments. UF Academic Honesty <http://www.dso.ufl.edu/judicial/academic.php>.

STUDENT CONDUCT AND HONESTY CODES:: Students are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as "the act of lying, cheating, or stealing academic information so that one gains academic advantage." In the context of this class, this includes properly citing sources for any materials (both printed and online) used in completing course assignments. <https://sccr.dso.ufl.edu/students/student-conduct-code/>

Proper citation formats of APA or MLA. All images and text from the Internet, journals, or books must have full APA citation to be used in your work. APA Style | Electronic References <http://www.apastyle.org/electref.html>

STUDENTS WITH DISABILITIES: Individuals with disabilities must register with the Office for Students with Disabilities and submit to this instructor the memorandum from that office concerning necessary accommodations. The ADA office is located in Room 232 Stadium (phone: 392-7056). All course materials are available in alternative format upon request. UF Disabilities Resource Center <http://www.dso.ufl.edu/drc/>

COUNSELING SERVICES: The Counseling and Wellness Center <http://www.counseling.ufl.edu/cwc/> provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university. ***Furthermore, I would like your support to create a learning environment that supports a diversity of thoughts, perspectives and experiences, and honors identities (including race, gender, class, sexuality, religion, ability, etc.).***

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress including Sexual Assault Recovery Services (SARS): Student Health Care Center

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

Academic Resources:

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

On-Line Students Complaints: [View the Distance Learning Student Complaint Process.](#)

ONLINE COURSE EVALUATION PROCESS: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Faculty does not receive the results until after the grades have been finalized. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summary results of these assessments are available to students at <https://gatorevals.aa.ufl.edu/public-results/>

REMOTELY WITH RECORDED CLASS SESSIONS:

There will be no recording of class meeting without permission of the instructor and entire class. If for some reasons there is a decision and agreement to audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live for extenuating circumstances. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

METHOD FOR RESOLVING TECHNICAL ISSUES:

While I feel that we should never sweat the tech it is important to set up a good working environment where you can be fully engaged in the course synchronous sessions. Often a simple ask can be easily resolved by a class peer. In addition UF has one of the best technical support systems with very knowledgeable staff(e.g. [visit the helpdesk website](#) or call 352-392-4357).

KEY TASK

The State of Florida requires all entry-level educators to demonstrate mastery of six (6) Florida Educator Accomplished Practices (FEAPs) at the pre-professional level. In this course, we will pay particular attention to the following Accomplished Practices and indicators of your mastery of those practices.

FLORIDA EDUCATOR ACCOMPLISHED PRACTICES (FEAPS)

The six(6) Florida Educator Accomplished Practices (FEAPs) are identified below; each Indicator has associated language to promote a common language and statewide understanding of the expectations for the quality of instruction and professional

responsibility. For more information, please visit the Educator Assessment System Student Portal at: <https://my.education.ufl.edu/>.

1. Instruction Design and Lesson Planning

- Critical Thinking: Uses appropriate techniques and strategies which promote and enhance critical, creative, and evaluative thinking capabilities of students.
- Diversity: Uses teaching and learning strategies that reflect each student's culture, learning styles, special needs, and socio-economic backgrounds.

2. The Learning Environment

- Learning Environments: Creates and maintains positive learning environments in which students are actively engaged in learning, social interaction, cooperative learning and self-motivation.
- Technology: Uses appropriate technology in teaching and learning processes.

3. Instructional Delivery and Facilitation

- Human Development and Learning: Uses an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal, and social development of all students.
- Communication: Uses effective communication techniques with students and all other stakeholders.

4. Assessment

- Assessment: Uses assessment strategies (traditional and alternate) to assist the continuous development of the learner.
- Planning: Plans, implements, and evaluates effective instruction in a variety of learning environments..

5. Continuous Professional Improvement

- Continuous Improvement: Engages in continuous professional quality improvement for self, students and school.
- Knowledge of Subject Matter: Demonstrates knowledge and understanding of the subject matter.
- Role of the Teacher: Works with various education professionals, parents, and other stakeholders in the continuous improvement of the educational experiences of students.

6. Professional Responsibility and Ethical Conduct

- Ethics: Adheres to Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

Your completion and overall "Accomplished," of each indicator will be measured by your work on one key task--developing a teaching portfolio. To pass this course, you must successfully complete all Key Tasks and receive a rating of "Developing," "Accomplished," or "Exceptional." No exceptions will be made to this rule, even if you do not plan to practice in Florida after graduation or do not apply for state certification. Students who receive a "Unsatisfactory" rating will be offered a chance to redo the Key Task(s) or, in some cases, to complete a comparable task(s) assigned by the instructor. Students who do not complete their makeup work satisfactorily will receive a failing grade at the instructor's discretion.

Key Task	Accomplished Practice	Indicator
Electronic Journal	FEAPS 4 Assesment: To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative	1c). Uses a variety of assessment tools to monitor student progress, achievement and learning gains.
	FEAPS 4 Assesment:	4a). Analyzes and applies data from multiple assessments and measure to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process.
	FEAPS 5 Continuos Professional Improvement: To continually strives and demonstrate improvement to instruction and student achievement.	5b). Examines and uses data-informed research to improve instruction and student achievement; Can explain why reflection is important to continuous professional improvement.
Student Teaching Orientation Module		Information on the state system of school improvement, accountability and school structure
Teaching Portfolio	FEAPS 1-6	See Rubric

**UNIVERSITY OF FLORIDA ART EDUCATION PROGRAM
TEACHING PORTFOLIO RATING FORM**

Directions: Each of the following Accomplished Practices is followed by a list of indicators. Check any and all indicators that you find evident in the student’s portfolio to help you decide if the student is demonstrating competency in each practice. When determining the student’s rating in each category, consider the overall consistency and quality of the indicators found, rather than the total number of indicators checked.

Use the following scale to rate the candidate’s evidence of overall competence in each area: 0 - No evidence provided. Unable to evaluate competence; 1 -Evidence of competence is inconclusive and unsatisfactory; 2 - Evidence of developing competence. Needs improvement; 3 - Evidence demonstrates an accomplished level of competence; 4 - Evidence demonstrates exceptional performance and competence.

1. INSTRUCTION DESIGN & LESSON PLANNING	Unsatisfactory	Developing	Accomplished	Exceptional
1a. Aligns instruction with state-adopted standards at the appropriate level of rigor.				
1b. Sequences lessons and concepts to ensure coherence and required prior knowledge				
1c. Designs instruction for students to achieve mastery;				
1d. Selects appropriate formative assessments to monitor learning				
1e. Uses diagnostic student data to plan lessons				
1f. Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.				
2. THE LEARNING ENVIRONMENT	Unsatisfactory	Developing	Accomplished	Exceptional
2a. Organizes, allocates, and manages the resources of time, space, and attention.				
2b. Manages individual and class behaviors through a well-planned management system				
2c. Conveys high expectations to all students				
2d. Respects students’ cultural linguistic and family background				
2e. Models clear, acceptable oral and written communication skills				
2f. Maintains a climate of openness, inquiry, fairness and support;				
2g. Integrates current information and communication technologies				
2h. Adapts the learning environment to accommodate the differing needs and diversity of students				
2i. Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.				
3. INSTRUCTIONAL DELIVERY & FACILITATION	Unsatisfactory	Developing	Accomplished	Exceptional
3a. Deliver engaging and challenging lessons				
3b. Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter				
3c. Identify gaps in students’ subject matter knowledge				
3d. Modify instruction to respond to preconceptions or misconceptions				
3e. Relate and integrate the subject matter with other disciplines and life experiences				
3f. Employ higher-order questioning techniques				
3g. Apply varied instructional strategies and resources, including appropriate technology to provide comprehensible instruction, and to teach for student understanding				

3h. Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students				
3i. Support, encourage, and provide immediate and specific feedback to students to promote student achievement				
3j. Utilize student feedback to monitor instructional needs and to adjust instruction				
4. ASSESSMENT	Unsatisfactory	Developing	Accomplished	Exceptional
4a. Analyzes and applies data from multiple assessments and measures to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process				
4b. Designs and aligns formative and summative assessments that match learning objectives and lead to mastery				
4c. Uses a variety of assessment tools to monitor student progress, achievement and learning gains				
4d. Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge;				
4e. Shares the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s)				
4f. Applies technology to organize and integrate assessment information				
5. CONTINUOUS PROFESSIONAL IMPROVEMENT	Unsatisfactory	Developing	Accomplished	Exceptional
5a. Designs purposeful professional goals to strengthen the effectiveness of instruction based on students' needs				
5b. Examines and uses data-informed research to improve instruction and student achievement				
5c. Uses a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons				
5d. Collaborates with the home, school and larger communities to foster communication and to support student learning and continuous improvement;				
5e. Engages in targeted professional growth opportunities and reflective practices; and				
5f. Implements knowledge and skills learned in professional development in the teaching and learning process.				
6. PROFESSIONAL RESPONSIBILITY & ETHICAL CONDUCT	Unsatisfactory	Developing	Accomplished	Exceptional
6a. Adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida and fulfills the expected obligations to students, the public and the education profession.				

Blue is the UF course deadlines

WEEK 0 January-11-15 (UF classes start) Look at the course syllabus and canvas site for critical deadlines. Begin working with your mentor teacher to develop lesson plans and your teaching tasks. Begin the **ORIENTATION TO INTERNSHIP MODULE ASSIGNMENT** in canvas to be completed by week 2 of interning.

Week 1 January 18-22

Week 1 of Internship observe and assist your cooperating teacher, learn students' names, assume some classroom duties, and begin planning for the coming weeks. *Submit your weekly blog journal entry before Monday, Week 2. —Don't forget to be documenting your teaching and student work for your portfolio!*

Week 2 January 25-29

Schedule a 30 minute coffee/tea break check-in with Michelle.

Second week of internship, you should begin to assume some teaching responsibilities. Complete orientation module in canvas. Try co-teaching a lesson or presentation, one of your cooperating teacher's lessons to a class. Continue to work on learning students' names and planning for coming weeks. Put your philosophy into Sakai Dropbox. *Submit your weekly blog journal entry before Monday, Week 3. (schedule a coffee/tea break with Michelle for week 4)*

Week 2 February 1-5

Please schedule an observation #1 by Michelle Tillander for week 4/5.

Week 3 on internship, you should be teaching two classes with your cooperating teacher assisting you. Share something from orientation module activity. *Submit your weekly blog journal entry before Monday, Week 4. Don't forget to be documenting your teaching!*

Week 4 February 8- February 12

Schedule a 15 minute coffee/tea break check-in with Michelle

Observation #1

Week 4, you should be teaching three classes with your cooperating teacher assisting you. 2/6 FEAPS pages due in CANVAS (4 pages). *Submit your weekly blog journal entry before Monday, Week 5. —Don't forget to be documenting your teaching!*

Week 5 February 15-19

We will have our first Student Teaching Seminar meeting on Thursday, February 11 at 4:30PM TBD

Observation #1

Week 5, you should be teaching four classes with your cooperating teacher assisting you. *Submit your weekly blog journal entry before Monday, February 10.* Also, by the end of this week, your cooperating teacher should fill out a mid-term evaluation and provide you with feedback on improving your teaching performance in the coming weeks.

Week 6 February 22-26

Please schedule an observation #2 by Michelle Tillander for week 8/9.

By the end of week 6, you should be teaching the majority of the classes. Your cooperating teacher should be in the background and available for assistance if necessary. *Submit your weekly blog journal entry before Monday, February 17. —Don't forget to be documenting your teaching and student work for your portfolio!*

Week 7 March 1- March 5

Please schedule an observation by Michelle Tillander for week 8/9 of your internship.

2/6 FEAPS pages due in CANVAS (4 pages).

You should be teaching the majority of the classes by week 7. *Submit your weekly blog journal entry before Monday, Week 8. —Don't forget to be documenting your teaching and student work for your portfolio!*

Week 8 March 8- March 12

Observation #2. We will have our second Seminar meeting on Thursday, March 4 at 4:30 PM TBD. Please bring samples of student work to the seminar.

You should be teaching the majority (or all) of the classes by Week 8. Please schedule an observation by Michelle this week or next. Put your philosophy into Sakai Dropbox. *Submit your weekly blog journal entry before Monday, Week 9.*

Week 9 March 15- March 19

You should be teaching the majority (or all) of the classes by week 9. *Submit your weekly blog journal entry before Monday, Week 10.*

3.22-3.26 (spring break)

Week 10 March 29- April 2

We will have our third Seminar meeting on Thursday, March 11 at 4:30PM on campus (see syllabus for room). Bring sample portfolio pages.

You should be teaching the majority (or all) of the classes by week 10. Make plans to begin handing off classes back to your cooperating teacher (and assume a co-teaching role). *Submit your weekly blog journal entry before Monday Week 11.*

Week 11 April 5-April 9

Schedule a 30 minute coffee/tea break check-in with Michelle to look at your portfolio

Week 11 Last Official Week of Student Teaching. You should be finishing up lessons, handing back the classes to your cooperating teacher this week, assuming a co-teaching role, coordinate any missed days or return visits. *Submit your final journal entry before Monday, March 23.*

Week 12 March 29-April 2

We will have our **fourth** Seminar meeting on Wednesday March 18 at 4:30PM TBD to share and discuss preparing your teaching portfolio.

Work on preparing your teaching portfolio. 2/6 FEAPS pages due in CANVAS(4 pages). Focus on getting anything you need for your portfolio.

Week 13 April 5 April-9

Portfolio Check in with Michelle

Work on preparing your teaching portfolio. **Make a 30 minute appointment with Michelle this week/next to discuss any issues or questions regarding your portfolio prior to the next seminar meeting.** Put a corrected draft copy #1 of your portfolio into CANVAS.

Week 14 April 12-16

We will have our **fifth** Seminar meeting on Wednesday, April 14 at 4:30PM on campus (see syllabus for room) to discuss preparing your teaching portfolio. Bring paper B/W draft copy #2 of portfolio for peer reviewing and feedback.

Consider week that may be used to make-up absences during the past weeks. Your final black & white paper portfolio 100% complete for review (2 evaluators and me) is due on Wednesday April 21 at 4 pm (PDF online and paper black and white).

Week 15 April 19-21 (last class)

Your final black & white paper portfolio 100% complete for review (2 evaluators and me) is due on Wednesday April 21 at 4 pm (PDF online and paper black and white). Portfolios will be returned by reviewers April 24 and ALL required revisions must be made and final color copy is due on campus (see syllabus for Art Ed office room number) and in CANVAS by WED. , April 30, 2021 noon so grades can be submitted for graduation.