

***Mount Saint Mary's University***  
***Education Department***

**EDU 364 D & E: *Supervised Teaching: Secondary Intern***

**Instructor:** Kelli Agner, Education Fieldwork Coordinator

**Time:** Full day

**Place:** Employment school site

**Office Hours:** Call for an appointment

**Phone:** (213) 477-2988

**E-mail:** kagner@MSMU.la.edu

**Fax:** (213) 477-2629

**Course Description:**

Supervised teaching for interns is designed to support candidates teaching with an intern credential while completing the teacher preparation program and provides opportunities for the candidate to integrate and refine the many competencies acquired throughout the program. The goal of supervised teaching is to ensure that the candidate is prepared to assume the full-time responsibilities of a classroom. Intern teachers complete their supervised teaching experience in their own classroom under the supervision of their site support providers and a University supervisor.

**Student Outcomes/ Course Objectives:**

*Assessment of Student Learning Outcomes:*

Student learning is at the core of the MSMU mission. MSMU faculty developed a plan to assess the student learning outcomes that represent the knowledge, skills, and attitudes expected of a student in our credentialing and masters programs. In this class, one or more student learning outcomes will be assessed. Some of the course assignments may be used to evaluate overall student learning and to improve teaching and learning in this course, this Department, and throughout the University.

*Credential candidate in supervised teaching will demonstrate competency in the following Teaching Performance Expectations:*

1. Engaging and supporting all students in learning
2. Creating and maintaining effective environments for student learning
3. Understanding and organizing subject matter for student learning
4. Planning Instruction and Designing Learning Experiences for All Students
5. Assessing Student Learning
6. Developing as a professional educator

**Field Experiences:**

Intern teachers complete their supervised teaching experience in their own classroom. As the teacher of record, she/he is responsible for all duties and responsibilities of a teacher

on her/his campus. Employment information must be provided to the Fieldwork Coordinator on the Application for Supervised Teaching before EDU 364D or E. If employment or the teaching assignment changes, the candidate must inform the Fieldwork Coordinator immediately.

**Course Requirements:**

1. In-service candidates are responsible for instruction in the content area appropriate for the credential preparation they are completing. The University Supervisor will observe instruction in this content area only.
2. All candidates are expected to maintain open communication with their University Supervisor. It is the candidates' responsibility, in collaboration with their University Supervisor, to arrange and confirm six visits to the classroom by the University Supervisor.
3. Candidates must prepare written plans, using the MSMU lesson plan format from the curriculum course or a similarly comprehensive planning format used at the school site, for each visit by the University Supervisor.
4. All candidates are expected to maintain open communication with their On-site Supervisor. It is the candidates' responsibility to arrange classroom observations and completion of the MSMU Supervised Teaching Feedback Form by the On-site Supervisor or his/her designee.
5. Candidates must maintain contact logs documenting communication and support from MSMU Support Provider and District Support Provider; track email, phone, in-person in increments of .25 hours. **These documents must be turned into the Program Director/Advisor for review at the end of each month.** Notify MSMU Program Director/Advisor immediately if weekly required hours with District Support Provider or MSMU Support Provider are not being fulfilled.

**Attendance:**

Teachers are expected to be at the school as indicated by the school's academic calendar. In the case of an absence on a day that a classroom visit is scheduled, in addition to contacting the school, you must contact the University Supervisor to reschedule the classroom visit. Excessive rescheduling of more than two visits during the semester will result in a "no credit" grade for the course. If you wish to contest the policy for any reason (i.e.-illness) you would need to file an academic petition, gain support from the Fieldwork Coordinator, and contact the Department Chair.

**Grading:**

This course is taken for "credit." Competencies on the Teaching Performance Expectations (TPE's) are assessed using the Supervised Teaching Feedback Form completed by the University Supervisor. Candidates fulfilling the course requirements in

a competent manner and demonstrating satisfactory or better performance on the TPE's will receive credit for the course.

### **University and Education Department Policies:**

**Incompletes:** Applying for an incomplete grade is not a solution to poor attendance and must be filed no later than 1 week prior to finals. Incompletes are meant to provide support for students who have experienced an emergency in their lives and need special consideration on a case-by-case basis. An application for an Incomplete may be granted **only** if the student:

- has completed the majority of assignments
- on the basis of the work completed, has a passing grade in the class (C or better). This is not necessarily the same as the default grade. In other words, although the student may have a B grade for the completed work, if they fail the missing assignment or do not complete it, their final grade might be a D.
- is prevented from completing the final assignment for serious medical/personal reasons
- can complete the work within one semester

**Academic Integrity:** Students are expected to adhere to the MSMU statements on Academic Integrity in the MSMU catalog and Student Handbook. This includes avoiding plagiarism and constructing your best work on each assignment. Papers and other work including images, should not be copied from the Internet. Infractions may be addressed by the MSMU administration and possibly include an AI Board review

**Academic Freedom:** Students' and faculty's freedom of speech is constitutionally protected, so they are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion—and allow the same freedom for others. See MSMU's Student Handbook for further discussion.

**Candidate Dispositions:** The Education Department has adopted a Dispositions Statement that outlines expectations of all credential and graduate students. (See the Education Department Student Handbook.) Students who do not meet expectations will receive a Notice of Concern as part of the Department's formative feedback assessment process.

**Technology Policy:** Candidates are expected to adhere to the MSMU technology policy as stated in the MSMU Student Handbook.

**Accommodation Policy:** Students with disabilities should consult the MSMU policies regarding commitment to equal educational opportunities for disabled students in the MSMU catalog.

**Students with Disabilities:** Mount Saint Mary's University Los Angeles is committed to ensuring the full participation of all students in its programs. If you have a documented disability (chronic, medical, physical, learning, psychological, or temporary), or think you may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University's programs or services; contact Disability Services (DS) as soon as possible. To receive an accommodation, you must register with DS. DS works with students confidentially and does not disclose any disability-related information without student consent. DS coordinates and promotes disability accommodations and awareness and works in partnership with faculty and all other student service offices. For further information about services for students with disabilities, contact DS at the Chalon Academic Support Center, H207, (310) 954-4142, or at the Doheny Student Resource Center, Building 3, (213) 477-2690. You can also email for more information at [disability@msmu.edu](mailto:disability@msmu.edu).

**Student credit hour policy:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out- of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

**MSMU Office Information:**

- Please call Hanae Jonas, the Education Department Administrative Assistant, to make an advisement appointment: (213) 477-2620.
- The fax number for the Education Department is (213) 477-2629.

*Keep in mind that this is a working syllabus, subject to change, and should not be construed as a contract.*