# Guidelines for Middle and High School Pre-Service Field Placements 2014-2015

(UTTC Internships)

PST = Pre-Service Teacher  
SP = Supervising Practitioner  
PS = Program Supervisor

## Time Commitment:
Beginning of school through December: PSTs spend 4 days per week in their placements (leaving Friday free)  
From January through early-May: PSTs are full time in their placements, 5 days per week.  
Spring Semester Vacations: The MAT program follows the school vacation calendars. E.g., you will have February and April vacations and attend classes and your practicum during the Tufts spring break in March.

### Sept
- Discussion between PSTs and SPs about goals and expectations, PST roles and responsibilities at the school, and the DESE’s Preservice Performance Assessment form (PPA).
  - PSTs observe the SPs’ classes, keeping running notes about what they notice, what they hear, and what questions they have for the SPs.
  - PSTs begin supporting students individually and in small groups where/when possible.
  - SPs and PSTs arrange for regularly scheduled (at least one hour a week) in-person conversations to debrief the PST’s experience: What are they noticing? What questions do they have?
  - PSTs meet with an administrator in order to discuss their role as PSTs in the school. (Where there are multiple PSTs in the same school, this should be arranged as a group meeting.)
  - SPs acclimate the PSTs to the school culture - the people, the place, the beliefs and practices - and introduce the PST (through a letter/in person) to parents.

### Oct/Nov
- PSTs observe different classrooms and teachers, keeping running notes about what they notice, what they hear, and what questions they have for the SPs.
| Dec   | PSTs continue observation work, increasing instructional work with the students, and weekly meetings with the SPs. |
|       | Discussion between PSTs and SPs about the spring semester - roles and responsibilities, a plan for teaching different topics/subjects, take-over of teaching duties, etc. (From January until the beginning of May, PSTs are expected to take over the teaching of two courses; often PSTs will co-teach or continue to assist in a third course.) |
|       | PSTs hosts practice partners from ED 101/103 at the school site, introduces the practice partner to the PS and school administration, and shares all that the PST has learned about his/her school during the fall. |

| Jan/Feb | PSTs follow the school’s daily schedule and calendar, including school vacations and holidays (which means returning to the school at the beginning of January). PSTs are expected to follow guidelines for teachers in terms of attendance, parent-teacher conferences, exhibitions of student work, etc. |

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| **Tufts University**  
| **Graduate School of Arts and Sciences**  
| **Department of Education**  

- SPs and PSTs continue to meet for regularly scheduled (at least one hour a week) in-person conversations to debrief the PST’s experience: What’s working? What needs improvement? Where does the PST need work?

- PSTs participate in regular staff meetings and exhibitions, parent conferences, and other events.

- PS continues observations (six total observations are required over the course of the year), provides oral and written feedback to the PST, and meets with both the SP and the PST on three of those visits to review the PPA together and note the PST’s strengths and areas for growth.

| **Feb-Apr** | PST continues to take a significant role in teaching, assessment, and support for students in his/her classroom. This is the time to explore and experiment with teaching practice, and to embrace the challenges, uncertainties, and failures knowing they are part of becoming a stronger teacher.

- PST should consider teaching some lessons without the SP in the room. This is up to the discretion of the PST and SP, where it is determined that solo teaching would be good for PST’s development.

- PS continues observations, wrapping up the 6th observation by the end of April.

| **May** | The PST and SP will negotiate a finishing date and say good bye.

- The PST facilitates a final meeting where the SP and PS review the PPA, reflect on the year, and sign all required documents.

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