

## Supplemental Instructions for doing the final SUBMIT of your field experience binders

Once you have completed all of your work, you need to submit your work in order to complete the entire process.

Click on the Artifact Wizard, and bring up the summary page that shows all of your assignments

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**Field Experience**

**Field Experience**  
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### SED - Second Placement - Fall 2010

Your task type is a field experience. Field Experience allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select where you would like to attach this artifact from the list below. If a tab has artifacts attached already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

**Select Artifact location**

**Site Summary**  
Please create your Student's Field Placement Summary Form artifact.

Attachment	Status	Title	Reflection	Standards
STUDENT'S FIELD PLACEMENT SUMMARY FORM	Attached	<a href="#">Site Summary - Second Placement</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>

**Mini Lesson Plans**  
WEEKLY MINI-LESSON PLANS:

You are required to prepare written lesson plans for each lesson which you know in advance that you will teach. A well organized plan increases the chances of a successful learning experience for classroom students. It offers organization and direction for your teaching. Written plans allow you to consult with your clinical supervisor and cooperating teacher about the likelihood of a successful learning experience for your students. Lesson plans are guides that document the teaching plan. The plans should be detailed enough that you or another person qualified to teach your grade or subject can teach them with ease, yet brief enough that they are not cumbersome and laborious to produce. Plans are not checked in stone, and it is permissible to change a plan during a lesson if there is a teachable moment to capture or if students are not responding. The documentation of a well thought-out lesson plan that has been taught effectively is an excellent resource worth saving as part of the body of evidence that a student teacher has met program exit goals.

These weekly plans need to be submitted to your cooperating teacher in advance of teaching. Your cooperating teacher will provide feedback on your lesson plans and approve them for teaching. These weekly lesson plans are to be kept in a binder and brought to seminar class each week and shown to the university supervisor during each site visit. They become the basis for class discussions and feedback from your cohort of student teachers as well as your clinical supervisor.

Your clinical supervisor will provide you with a format for your weekly mini lesson plans. During the last week of the student teaching placement you are required to aggregate all your weekly mini lesson plans for the placement into a single document and post it to the TK20 site as an artifact.

1. Assume increasing teaching responsibilities as professional growth indicates.
2. Discuss general professional problems with the cooperating teacher, other members of the faculty and university supervisor.
3. Have a written plan with specific questions and relevant engaging materials for every lesson taught.
4. Collect data, and reflectively analyze the lesson.
5. Confer regularly with the cooperating teacher.
6. Provide the university supervisor with a seating chart (secondary level classrooms), lesson plan, specific questions and relevant engaging materials each time the supervisor visits.
7. Be prepared to critically analyze, reflect on, and discuss one's plan and performance.
8. Demonstrate increasing independence as a teacher.
9. Become progressively familiar with students—their needs, backgrounds, experiences, strengths, weaknesses, and interests.
10. Become increasingly more effective in self-evaluation.
11. Attend scheduled seminars.

Attachment	Status	Title	Reflection	Standards
File	Attached	<a href="#">Lesson Plans - Second Placement</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>

**Mini Lesson Plan Reflections**  
WEEKLY REFLECTIONS:

You are required to prepare weekly written reflections of your teaching experiences. Reflections are thoughtful self-analysis of your actions, incidents and decisions in the classroom as these relate to effective instructional practices. The process of reflecting should lead to changes and modifications in teaching practices as you process incidents, problems or issues that concern you. Self-reflection is essential for the continued growth and development of your professional expertise.

These weekly reflections need to be submitted to supervisor. They are to be kept in a binder and brought to seminar class each week and shown to the university supervisor during each site visit. They become the basis for class discussions and feedback from your cohort of student teachers as well as your clinical supervisor.

Your clinical supervisor will provide you with a format for your weekly reflections. During the last week of each student teaching placement you are required to aggregate all your weekly reflections for the placement into a single document and post it to the TK20 site as an artifact.

Attachment	Status	Title	Reflection	Standards
File	Unattached	<a href="#">Click here to Attach</a>		<a href="#">Click here to Attach</a>

**Formal Lesson Plans and Reflections**  
Please attach two formal lesson plans and two formal reflections. You will create a total of 4 file artifacts for this section of your binder.

Attachment	Status	Title	Reflection	Standards
File	Attached	<a href="#">Formal Lesson Plan # 2 - Money Management</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>
File	Attached	<a href="#">Reflection # 2 - Money Management</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>
File	Attached	<a href="#">Formal Lesson Plan # 4 - Money Management</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>
File	Attached	<a href="#">Reflection # 4 - Money Management</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>

**Evaluation of Clinical Supervision Experience**  
Hofstra University uses a method of clinical supervision that we believe promotes the development of professional judgment, reflection and encourages the development of teacher candidates as self-actualizing individuals. We ask that you complete the attached evaluation of the clinical supervision experience so we can assess the effectiveness of the model.

Attachment	Status	Title	Reflection	Standards
Evaluation of the Clinical Supervision Experience	Attached	<a href="#">Evaluation of Clinical Supervision Experience - Second Placement</a> <input checked="" type="checkbox"/>		<a href="#">Click here to Attach</a>

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this field experience, click **Submit**.

To Exit without saving, click **Cancel**.

At the bottom of the page, you will see a SUBMIT button. Click on that.

If you have not filled all of the “slots,” though, you will get a message that you still have materials to submit. This will happen most likely in two situations:

- a. You had two of your formal observations and reflections in one binder (using up four slots) but then your remaining observation and reflection in the other binder (using up only two of the four slots). If that is your situation, create a blank document in Word, give it a title of something like “dummy document,” and then upload that to the remaining slots.
- b. You are a business education student with the same cooperating teacher for both placements. In this situation, you only need one site summary and one evaluation of clinical supervision experience, but you still need to fill all of the blanks. When you click on the links to upload those two documents, simply attach the one you already have in your artifacts folder, that you used for the first binder.