A pair of black-rimmed glasses is resting on a stack of books. A red bookmark is visible in the foreground. The background is blurred, showing more books and a wooden surface.

# Welcome & Online Orientation Overview

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UMBC OFFICE OF FIELD  
EXPERIENCE AND CLINICAL  
PRACTICE

We promise:

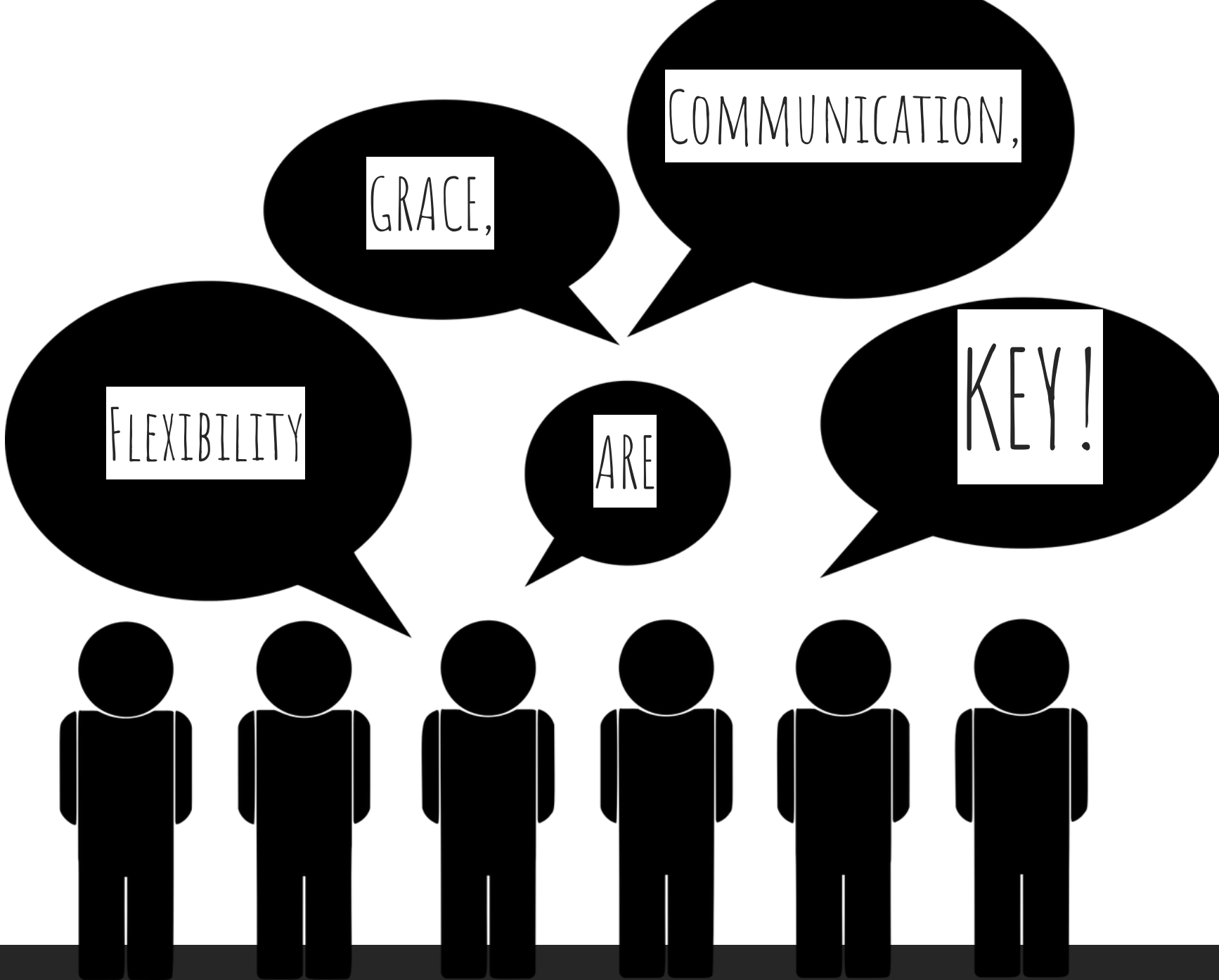
- To consider the unique needs of each placement and to work individually with you and within MSDE guidelines to be sure interns have a Pathway that leads to certification.

We ask:

- for grace and understanding
- for communication (even when it's hard)

## COVID-19 Overview

We know SY20-21 will be a unique year full of opportunities and challenges. The unknown can be scary. We believe if we focus on what we know we can work together to create a cooperative, communicative, and professional environment where we can all learn and grow. Flexibility will be key!



FLEXIBILITY

GRACE,

COMMUNICATION,

ARE

KEY!

# Roles and Expectations (p. 7)

Role	Employed by...	Function
Mentor	School	Provides daily coaching, feedback and support as well as evaluation.
Supervisor	UMBC	Visit 3 times each phase to provide coaching, feedback, and evaluations. Regularly reviews and gives feedback in log.
Site Coordinator	School	Primary point of contact and support for questions about intern opportunities and mentor issues in the building and district. Interns placed outside of PDS network schools do not have a site coordinator unless that school has a partnership with another university.
Liaison	UMBC	Primary point of contact for questions and concerns related to the internship processes and procedures--see notification email for your assigned liaison or email <a href="mailto:pds@umbc.edu">pds@umbc.edu</a> to find out who yours is
Admin, ESOL, Special Ed Teachers	School	Get to know the support people in your building who can provide coaching and resources for supporting all students!

# Phase 1 (p.8)

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## Brick and Mortar (Physically in School)



- 25 day minimum
- 1-2 days a week throughout the semester (even after 25 days is reached)
- Full teacher contract day
- Follow UMBC calendar for holidays

## Virtual School (e-Learning)



- Develop Internship Interaction Plan with mentor, share with supervisor.
- Work the agreed upon hours
- Follow UMBC calendar for holidays



# Phase 2 (p.9-10)

- 75 day minimum (SP21) 80 days (FA20)
- Full teacher contract day every day-virtual **or** brick and mortar do what the teachers are doing!
- Follow district calendar for holiday. SP20 P2 interns start immediately after winter break!
- Gradually take over full teaching responsibilities (p. 10)--flexible based on readiness of interns and demands of mentor schedule
- Mark your time using the Internship Activity Log

**Phase 2 or Conditional Hire Internship Activity Log**

Dates worked each week	Total Days this week	Weekly Reflection	Comments
Ex. Jan 2, 3, 4, 5	4	I co-planned asynchronous course work and helped to facilitate Google Meets. Most students were quiet and didn't participate. I want to look into more ways to get students to interact on Google Meets.	
At the end of Phase 2 count your total number of days here:			

# Visit & Observation Timeline (pg. 17)

- Virtual Meetings
- Observe Google Meets
- Lesson Plans
- Tour Virtual Classrooms
- Review of Log & Reflections
- Provide Feedback

	Phase 1			Phase 2		
	Visit 1 <i>All 3 stakeholders meet together</i>	Visit 2	Visit 3 <i>All 3 stakeholders meet together</i>	Visit 1	Visit 2 <i>All 3 stakeholders meet together.</i>	Visit 3 <i>All 3 stakeholders meet together</i>
Fall Start Spring Start	September Jan	October Feb	Dec April-May	Jan-Feb Sep	Feb-Mar Oct	April-May Dec
Supervisor	Visit 1.1 + approve and upload Intern Interaction Plan  Review of assessment tools and expectations	Google Meet observation 1.2 + feedback  <i>Split rotation: Meet with both mentors</i>	Full observation 1.3*** + feedback (upload to STAR 1.34)  <b>Phase 1 Summative</b> <ul style="list-style-type: none"> <li>● STAR 1.3</li> <li>● SPA 1.3*</li> <li>● Phase 1 Exit Survey</li> </ul>	Google Meet observation 2.1 + feedback  Disposition Survey	Full Observation 2.2*** + feedback (upload to STAR 2.2)  <b>Phase 2 Benchmark</b> <ul style="list-style-type: none"> <li>● STAR 2.2</li> <li>● SPA 2.2*</li> <li>● Is the intern set up for successful completion? If not, contact the program and <u>QFECF**</u></li> </ul>	Full Observation 2.3*** + feedback (upload to STAR 2.3)  <b>Phase 2 Summative</b> <ul style="list-style-type: none"> <li>● STAR 2.3</li> <li>● SPA 2.3*</li> </ul>
Mentor	Review of assessment tools and expectations	Observation Only  <i>Split rotation: Meet with new mentor</i>	Observation  <b>Phase 1 Summative</b> <ul style="list-style-type: none"> <li>● STAR 1.3</li> <li>● SPA 1.3*</li> <li>● Phase 1 Exit Survey</li> <li>● Phase 1 Observation Feedback</li> </ul>	Observation Only  Disposition Survey	Observation  <b>Phase 2 Benchmark</b> <ul style="list-style-type: none"> <li>● STAR 2.2</li> <li>● SPA 2.2*</li> <li>● Is the intern set up for successful completion? If not, contact the program and <u>QFECF**</u></li> </ul>	Observation  <b>Phase 2 Summative</b> <ul style="list-style-type: none"> <li>● STAR 2.3</li> <li>● SPA 2.3*</li> <li>● Phase 2 Observation Feedback</li> </ul>
Intern	Review of assessment tools and expectations	Plan & Teach Lesson  Review Supervisor and mentor feedback	Plan & Teach Lesson  <b>Phase 1 Reflection</b> <ul style="list-style-type: none"> <li>● STAR 1.3</li> <li>● SPA 1.3*</li> <li>● Upload Internship Activity Log</li> </ul> Review Supervisor & Mentor P1 feedback	Plan & Teach Lesson  Disposition Survey  Review Disposition surveys and supervisor feedback	Plan & Teach Lesson  <b>Phase 2 Benchmark</b> <ul style="list-style-type: none"> <li>● STAR 2.2</li> <li>● SPA 2.2*</li> </ul> Review Supervisor & Mentor feedback. If you have any concerns, contact program and <u>QFECF**</u> .	Plan & Teach Lesson  <b>Phase 2 Reflection</b> <ul style="list-style-type: none"> <li>● STAR 2.3</li> <li>● SPA 2.3*</li> <li>● Upload Internship Activity Log</li> </ul> Review Supervisor & Mentor P2 feedback for areas for growth



# Other Policies and Expectations

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## Disposition Survey (p. 28-29)

- Mentors, supervisors, and interns will complete a Disposition Survey after visit 2.1.
- Assessment soft skills
- All interns expected to meet or exceed expectations for all dispositions by January.
  - If not, an action plan may be put into place to support the intern in cultivating these dispositions.

## Attendance and teacher hours (p. 30-33)

- Attend as planned for P1 and everyday for P2 with no personal day
- If an intern is too sick to safely be in school or has some other emergency, he/she/they should...
  - Contact mentor in manner mutually agreed on ahead of time (email, text or call)
  - Prepare sub plans for the mentor to teach (if the intern was planning to teach that day)
  - Plan to make up day/s.

**\*COVID procedure TBD by districts and UMBC-please check your email for updates.**

## Also read...

Other Policies and Expectations (p. 30-33)

Program-specific policies and expectations: See program handbook distributed at Orientation.

If there is a problem (p. 26)...

- Teaching is not for everyone and the internship can be challenging for many.
- Interns and mentors are not alone when facing challenges
- Please reach out to your supervisor, liaison, advisor, and/or program director if you have any problems or concerns

# Contact Info (p.6)

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Please contact us if you need us!

- Questions, concerns, and support for teaching and internship problems--Your assigned liaison and supervisor--see notification email
- General internship questions--[pds@umbc.edu](mailto:pds@umbc.edu)
- Tk20 support--[education@umbc.edu](mailto:education@umbc.edu)



Have a  
great year!

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