

# **Student Teaching Handbook:**

## **A Guide for Internship and Clinical Practice**

**School of Teacher Education**

**2024 – 2025**

<https://ccie.ucf.edu/teachered/internships/>

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Greetings Teacher Candidates, Colleagues, and Partners,

Welcome to the culminating and most exciting segment in the School of Teacher Education's (STE) degree pathways leading to teaching certification - the internship experience! The teacher candidates have engaged in rigorous coursework grounded in research and best practices. The teacher candidates are now ready to apply what they learned in the real-world classroom. This invaluable experience is only possible through collaborative work with district partners, administrators, and classroom teachers, to whom we are truly indebted.

This handbook serves as a valuable resource and guide for all aspects of the internship experience. It is deeply important that all parties know and understand the policies, procedures, and timelines related to the internship to ensure maximum professional growth. In addition to the information within the handbook, all documents pertaining to internship requirements are located on the School of Teacher Education Internships website, located at <https://ccie.ucf.edu/teachered/internships/>

Becoming an educator is an exercise in planning, implementing, and analyzing. There is a constant need to apply and reflect upon the knowledge gained both inside and outside university classrooms. A positive, supportive, and encouraging environment, including strong, effective mentoring is crucial for the teacher candidates to be successful in their own classrooms.

The STE faculty, staff, and collaborators appreciate the willingness of each person and entity playing a critical role in the future teachers' professional development. I know that partnerships ensure a rewarding and fruitful experience as well as a bright teaching future for the teacher candidates. Thank you all for helping to make the internship experience informative and impactful for every UCF student.

Sincerely,

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## **School of Teacher Education (STE) Academic Program Resources**

### **Program Coordinators**

#### **Early Childhood Development and Education**

Dr. Sara Michael Luna

#### **Elementary Education**

Dr. Constance Goodman

Dr. Lee-Anne Spalding

#### **Exceptional Student Education**

Dr. Dan Ezell

#### **Secondary Education/K-12**

Dr. Debra McGann

#### **Secondary Education/K-12 Faculty Contacts**

Dr. Debra McGann - Art Education

Dr. Elsie Olan - English Language Arts

Dr. Aline Abassian - Mathematics Education

Dr. Shiva Jahani - Physical Education

Dr. Su Gao - Science Education

Dr. Scott Waring - Social Science Education

Dr. Michele Regalla - World Languages Education

## **“The New” Office of Immersive Experiences (OIE)**

Previously Known As “The Office of  
Clinical and Field Experiences”

College of Community Innovation and  
Education University of Central Florida

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## The Internship Experience

In the process of developing knowledge, skills, and dispositions that prepare students to become teaching professionals, there are various levels of participation and experience for students in STE and CCIE, including essential coursework and exposure to classrooms and students. At the initial level of exposure to the classroom, there are field experiences associated with specific courses. In these experiences, students learn skills and techniques for working collaboratively with other professionals, for observing teaching, and for working with diverse populations of young children and families in contemporary society.

### Internship I

#### Eligibility for Internship I

*Application Deadlines: February 15 for Fall, September 15 for Spring*

Admission to Internship I will be granted to students who have been admitted to the College of Community Innovation and Education and who meet the following additional requirements at the time of application.

- Possess minimum overall GPA, specialization, and professional preparation GPA of 2.5; (Early Childhood – minimum GPA of 2.75).
- Achieve a “C-” or better in all prerequisite methods/specialization courses.
- Complete a formal online application for Internship I by the listed deadlines.
- Passing scores on the SAE and PET sections of the Florida Teacher Certification Exam (Catalog Year 2014 and beyond) is strongly recommended before Internship I. While students are not required to have earned passing scores on the GKT according to state statute, students who have not yet passed the GKT will be admitted to internship with "pending" status. You are encouraged to pass the GKT earlier in the program when prepared to do so.
- Upon the Office of Immersive Experiences approval of the application, students are required to participate in a background check in the district where they are assigned. Certain criminal histories may prevent clearance.

### What Happens in Schools

During Internship I, students are in school-based classrooms part-time, while completing co-requisite courses at UCF. They have the chance to observe teaching, work with small groups of students, use prescribed lesson plans to facilitate teaching lessons in the classroom, and complete independent study projects to engage in experiential learning. In addition, Internship I students are expected to complete assignments from their co-requisite courses. Supervising teachers and the university clinical coordinators observe the teacher candidate working with students and provide essential feedback about their teaching practices.

## Internship II

### Eligibility for Internship II

*Application Deadlines:* **February 15 for Fall, September 15 for Spring**

Admission to Internship II will be granted to students who have been admitted to the College of Community Innovation and Education and who meet the following additional requirements at the time of application.

- Achieve a passing grade for Internship I.
- Complete all coursework required by the program.
- Possess minimum overall GPA, specialization, and professional preparation GPA of 2.5; (Early Childhood – minimum GPA of 2.75).
- Achieve a “C-” or better in all prerequisite methods/specialization courses.
- Passing scores on all sections of the Florida Teacher Certification Exam (Catalog Year 2014 and beyond) is highly recommended by the start of Internship II. Students in the Elementary Education Professional Studies track do not require passing scores on the GKT.
- Complete a formal online application for Internship II by the listed deadlines.
- Meet any special School of Teacher Education requirements (Refer to catalog for program specific requirements).
- Upon the Office of Immersive Experiences approval of the application, students are required to participate in a background check in the district where they are assigned. Certain criminal histories may prevent clearance.

### What Happens in Schools

The School of Teacher Education teacher preparation culminating experience is a full- time semester-long student teaching. Internship II provides a structured, supervised process in which teacher candidate’s work with supervising teachers to develop their teaching skills. In this experience, students gain extensive practice in teaching and in the knowledge, skills, and dispositions of their teaching fields. This final internship is the summative assessment of the program.

Teacher candidates are placed in schools and assume the work schedule of a full-time teacher, all day, five days a week, for a full semester. Teacher candidates practice developing knowledge, skills, and dispositions of the teaching profession as measured by the Florida Educator Accomplished Practices (FEAPs).

College of Community Innovation and Education faculty (i.e., university clinical coordinators) supervise all internships and work closely with supervising teachers and Capstone (Elementary Education) or Critical Issues (Secondary/K12 Education) instructors to guide each teacher candidate in developing knowledge, skills, and dispositions, and evaluate teaching practices according to indicators of the Florida Educator Accomplished Practices (FEAPs).

## Temporary Teacher Internship Certification Pathway (TCP)

*(For undergraduate interns in Elementary Education, Early Childhood Education and Secondary Education)*

To complete a Temporary Teacher Internship Certification Pathway (TCP) students must:

- Meet the minimum requirements for eligibility as outlined by the Florida Department of Education and the University of Central Florida for the Temporary Teacher Internship Certification Pathway
- Work with the Office of Immersive Experiences and the district of hire to obtain temporary teacher internship certification
- Be hired by a district as a teacher of record

The Temporary Teacher Internship Certification Pathway (TCP) teacher candidates assume the work schedule and all work responsibilities of a full-time teacher, all day, five days a week, for a full semester. Teacher candidates are expected to demonstrate knowledge, skills, and dispositions of the teaching profession as measured by the Florida Educator Accomplished Practices (FEAPs) while also meeting district expectations for employment.

For more information on participating in the TCP opportunity, please email [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu)

For more information on the increased responsibilities as a TCP teacher candidate, please contact your Program Coordinator

Additional information can be found: <https://www.fldoe.org/teaching/certification/pathways-routes/teacher-internship/>



## Graduate Internships

### Eligibility for Graduate Internship

*Application Deadlines: February 15 for Fall, September 15 for Spring*

Admission to Graduate Internship will be granted to students admitted to the College of Community Innovation and Education/School of Teacher Education who meet the following requirements.

- Complete all coursework required by the program for internship.
- Possess minimum overall GPA, specialization, and professional preparation GPA of 3.0.
- Achieve an A/B in all required coursework.
- Passing scores on all sections of the Florida Teacher Certification Exam (Catalog Year 2014 and beyond for Teacher Ed, MAT and Catalog year 2015 and beyond for Elementary Ed, MA) before the start of 6-hour internship or 3-hour second internship semester.
- Pass the Professional Education Test (PET), and all four sections of the Subject Area Exam (SAE).
- Demonstrate mastery of General Knowledge by the following: Documentation of a master's or higher degree on an official transcript or credential evaluation from an accredited institution (effective July 01, 2021).
- Complete a formal online application for Graduate Internship by the listed deadlines.
- Meet any special departmental requirements (refer to catalog for program specific requirements).
- Pass program faculty review and recommendation
- Upon the Office of Immersive Experiences approval of the application, students are required to participate in a background check in the district where they are assigned. Certain criminal histories may prevent clearance.

### What Happens in Schools

The CCIE/STE teacher preparation program's final internship experience can be a full-time, semester-long student teaching experience, or a part-time, two semester-long student teaching experience. Graduate Internship provides a structured, supervised process in which teacher candidates work with supervising teachers to develop their teaching skills. In this experience, students gain extensive practice in teaching and in the knowledge, skills, and dispositions of their teaching fields.

Teacher candidates can choose to complete their internship in one semester by enrolling full-time (6 HR) or in two semesters by enrolling part-time (3 hr.). Teacher candidates completing a full-time internship are placed in schools and assume the work schedule of a full-time teacher for the whole day, five days a week, for a full semester. Teacher candidates completing a part-time internship are placed in schools and assume the work schedule of a full-time teacher for half of the day, five days a week, for two semesters. During internship, teacher candidates can practice and further develop knowledge, skills, and dispositions of the teaching profession as measured by the Florida Educator Accomplished Practices (FEAPs).

CCIE/STE faculty (e.g., university clinical coordinators) supervise all internships and work closely with supervising teachers to guide each teacher candidate in developing knowledge, skills, and dispositions, and evaluate teaching practices according to indicators of the Florida Educator Accomplished Practices (FEAPs).

## On-the-Job (OTJ) Internships

### Eligibility for On-the-Job Internship

*Application Deadline: 2 weeks prior to the beginning of the internship semester*

To complete an on-the-job (OTJ) internship, graduate students must:

- Meet all eligibility requirements for Graduate internship.
- Meet all academic requirements of the program.
- Complete an online OTJ application by the posted deadlines.
- Be hired as a full-time instructor of record.
- Be hired to teach within the certification area appropriate to the graduate degree.
- Provide proof of hire from the school's principal where the teacher candidate will teach.
- Complete a two-semester long internship.
- Arrange with the school principal a state qualified mentor who will function as the supervising teacher, sign the appropriate UCF documents, and provide ongoing feedback related to teacher growth.

### What Happens in Schools

On-the-job (OTJ) teacher candidates will be observed by a university clinical coordinator. It is also expected that the school will provide a state qualified mentor. The OTJ teacher candidate follows policies, procedures, and guidelines of the school in which they work. The university clinical coordinator will collaborate with the mentor to guide the on-the-job teacher candidate in developing teaching skills and evaluate teaching practices according to indicators of the Florida Educator Accomplished Practices (FEAPs). OTJ teacher candidates will register for the graduate course.

OTJ teacher candidates will complete their internship in two semesters by enrolling part-time (3 hr). OTJ teacher candidates will be expected to attend their teaching position for the whole day, five days a week. Students have two semesters to complete their required Teacher Work Sample turned in during their second semester.

Graduate students may be permitted to complete an OTJ internship in one full semester (6 credit hours). Interns hired as the teacher of record must complete the Teacher Work Sample (TWS), ESOL Performance Profile, Professional Development Plan (PDP), and all required observations and evaluation in one semester (5 full days per week). A qualified mentor at the school site, and the university clinical coordinator will be assigned. Permission from the Program Coordinator is also required.

## **The Internship Collaborative Team**

### **Coaching and Mentoring**

Teacher candidates are developing teachers. They have received high quality training in research-based pedagogy. Positive coaching/mentoring experiences are beneficial, allowing a craft to develop appropriately. Supervising teachers and university clinical coordinators coach and mentor teacher candidates throughout the internship process. They regularly observe the teacher candidate and represent a unified message on midpoint and final evaluations.

Coaching and mentoring are essential elements of the model of clinical experiences in the College of Community Innovation and Education at the University of Central Florida. The collaborative team works together to coach the teacher candidate. However, the supervising teacher is the primary mentor in developing the teacher candidate. Professional learning and growth of the teacher candidate can only occur when there is consistent coaching and strong, effective communication, including specific and meaningful feedback.

The most important and influential measure of a teacher candidate's development is the written and oral constructive feedback received from the supervising teacher and/or the university clinical coordinator. Immediate feedback from the supervising teacher and/or university clinical coordinator tends to have greater meaning to the teacher candidate so they can reflect on the events being evaluated. Supervising teachers are encouraged to take written notes and use them for coaching the teacher candidate. Upon completion of the internship, supervising teachers recommend a grade to the university clinical coordinator, and UCF faculty determine the final grade.

### **Observing Teacher Practice**

The UCF CCIE/STE model of clinical experience also requires regular, consistent teacher-candidate supervision and observation through formal and informal approaches. Internship I observations are based on the Florida Education Accomplished Practices (FEAPs). Observations can be conducted whenever teacher candidates teach small groups and/or whole group lessons. Supervising teachers work with the teacher candidate and university clinical coordinator to conduct the required number of formal observations. Internship II requires multiple observations weekly and consistent feedback on teacher candidate performance according to the FEAPs.

In the feedback process, supervising teachers provide the coaching required to promote growth in areas of needed improvement. This process requires that the supervising teacher understands the teacher candidate's teaching style to the extent that it lends itself to effective teaching. When this is not the case, the teacher candidate should be mentored through a process of change that will help lead to success in the internship.

**Continuous Improvement**

The university clinical coordinator works closely with teacher candidates, supervising teachers and UCF course instructors. Teacher candidates can consult with their internship team about teaching and learning, or address issues of concern. Seminars are provided for teacher candidates on various topics related to teaching and learning. Capstone (Elementary Education) and Critical Issues (Secondary Education) are provided for teacher candidate IIs to refine skills and competencies in teaching and learning as identified by the Florida Educator Accomplished Practices and examine contemporary issues in elementary and secondary education.

**Feedback**

Teacher candidates need specific and ongoing feedback related to teacher performance. Feedback should be specific, consistent, and objective. Supervising teachers are expected to provide critical and meaningful feedback.

## **Clinical Supervision**

Clinical supervision is both a concept and a process designed to improve teaching performance. The desired outcome from this process is to develop professionally responsible teachers who are committed to self-improvement through help from others, reflection on practice, and self-correction.

Effective clinical supervision should provide an opportunity for pre-service teachers to:

- Examine, discuss, and articulate their educational philosophies.
- Receive objective feedback on their teaching.
- Examine the relationship between their anticipated and actual performance in the classroom.
- Examine the relationship between their philosophies and other assumptions, theories, and research about effective teaching.
- Develop, implement, and receive support for appropriate changes in both their espoused and practiced educational beliefs.
- Examine the impact of their instruction on student learning/behaviors.
- Examine their performance related to expected outcomes on the district teacher evaluation system.

Robert Goldhammer's model for clinical supervision includes five stages to the formal observation:

1. Pre-observation conference
2. Observation
3. Data analysis
4. Post-observation conference
5. Post-conference analysis

### **Pre-observation Conference**

The purpose of this conference is to obtain information as to the teacher's intentions (objectives of the lesson, planned procedures, criteria for evaluation, etc.), to establish a "contract" or agreement between the observer and the teacher candidate for carrying out the observation.

Examples of pre-observation questions:

- How can I be of help to you?
- What specifically do you wish me to look for?
- What specifically do you wish me to know?
- What would you like me to see the students do?
- What are your understanding goals and expectations for the lesson?
- How long would you like me to observe?
- When can we get together to discuss the observation?

**The Observation**

The purpose of the observation is to view the lesson as planned in the pre-observation conference, and to collect data that may be used to improve or enrich the knowledge, skills, and dispositions of the teacher candidate.

**Data Analysis**

This step allows the observer time to review, sort, and assemble the data collected into a presentable form. This also allows the observer time to plan the post-observation conference.

**The Post-Observation Conference**

This conference occurs after the observation to analyze and discuss the lesson, address concerns, and develop an action plan for teacher candidate performance to be enhanced, maintained, or improved. This conference should be held no later than 24 hours after the observation.

Examples of post-observation questions:

- How do you think the lesson went?
- What were the students doing during your lesson that made you feel this way?
- What do you remember about what you did or the strategies you used?
- How does this compare with what you expected would happen?
- Why do you think it happened this way?
- Would you like me to share what I observed?

**Post-conference Analysis**

This analysis allows the observer to process the entire cycle, evaluate whether the teacher candidate and the observer came to an agreement regarding the appropriate way(s) to provide needed assistance to the teacher candidate. It also allows the observer to evaluate his/her own performance during the conference.

**Mid-point/Final Assessment**

A formal mid-point and final conference will take place during the experience. These are comprised of the teacher candidate, supervising teacher, and university clinical coordinator sitting together and discussing progress in each area of competence using the Assessment Rubric found in SLL. Each area will be rated jointly by both the supervising teacher and university clinical coordinator. The Mid-Point Evaluation and Final Assessment will be rated using a numerical rubric.

If several areas need improvement noted at the Mid-Point Evaluation conference, a formal Performance Concern Remediation Form may be completed by the university clinical coordinator with the supervising teacher's input and put into place.

## Co-teaching and the Internship

It has become more common that teacher preparation programs embrace co-teaching models, where teacher candidates and supervising teachers work together to maximize student achievement potential. The teacher candidate and the supervising teacher working together can be a valuable experience for students when co-teaching occurs. Some benefits to co-teaching include a reduced student to teacher ratio, increase in student achievement, and learning from each other's strengths. Suggested co-teaching approaches\* are listed below:

**One Teach/One Observe:** In the beginning of the internship, it is important for the supervising teacher to model effective teaching strategies for the teacher candidate. While the supervising teacher is teaching, the teacher candidate can observe effective teaching practices, while also taking note of student responses. Co-teachers who implement this approach to co-teaching benefit from one person observing what students are doing while another is teaching. Data collected during this approach can result in powerful gains in lesson development.

**One Teach/One Assist:** One teacher teaches a group of students, while the other is assisting. This may include helping the teacher reach students who need extra support during the lesson. While one teacher teaches, the other may be circulating and guiding students.

**Parallel Teaching:** Both teachers are teaching the same content, but to different groups of students at the same time. This approach reduces the student to teacher ratio. One teacher may be teaching a lesson to half of the class, while the other teacher is teaching the same lesson to the other half of the class.

**Station Teaching:** Both teachers are teaching at the same time, but different concepts, and to different students.

**Alternative Teaching:** One teacher teaches a larger group of students while another teaches a smaller group.

**Team Teaching:** Both teachers deliver the instruction to the same group of students at the same time. The lesson is co-presented by both teachers.

During the internship, various stages of co-teaching will occur. A natural progression would be that the teacher candidate and supervising teacher begin with the one teach/one observe and one teach/one assist models and, over time, parallel teaching, station teaching, alternative teaching, and team teaching will become the norm.

Each supervising teacher and teacher candidate will find approaches that work best for them, the students they teach, and the specific school goals.

\*Friend, M., & Cooke, L. (2009). *Interactions: Collaboration skills for school professionals* (6th Ed.). Saddle River, NJ: Prentice Hall.

## Roles and Responsibilities

### Teacher Candidate

The teacher candidate becomes part of a learning community in the process of the internship, and works closely with the supervising teacher, the university clinical coordinator, and the administrator/ administration in the process of becoming a teaching professional. The teacher candidate also follows the guidance of the collaborative team and meets expectations of the internship and academic program requirements.

### School Administration

The administrator is instrumental in facilitating a learning environment in which the teacher candidate can learn and grow. The administrator sets expectations for the supervising teachers and communicates school expectations to the teacher candidate.

### Supervising Teacher

The role of the supervising teacher is to work together with the teacher candidate, the university clinical coordinator, and the administrator to guide and assist the teacher candidate in developing knowledge, skills, and dispositions essential to the teaching profession. The collaboration should emphasize the application of understanding developed in university coursework and pre-internship field experiences.

The supervising teacher's responsibility also **includes observing and evaluating the effectiveness of the teacher candidate's teaching practice**. Review and appropriate discussion of observations results are essential to developing knowledge, skills, and dispositions in teaching practice.

This includes:

- Classroom Management and the Learning Environment
- Content Knowledge
- Assessment
- Differentiated Instruction
- Academic Feedback and Questioning

The supervising teacher and the university clinical coordinator collaborate on the frequency of observations.

**However, the supervising teacher must observe and provide feedback to the teacher candidate at least once per week.** Upon completion of the internship, supervising teachers recommend a grade to the university clinical coordinator, and UCF faculty determine the final grade. It is recommended that a documented log of communication is kept demonstrating patterns in progress.

### University Clinical Coordinator

The university clinical coordinator facilitates the experience of the teacher candidates with the supervising teacher and students in the classroom. The university clinical coordinator also provides consistent support for the teacher candidate and supervising teacher. University clinical coordinators visit schools, observe teacher candidates, confer with supervising teachers and teacher candidates, and serve as a resource for the internship collaborative team. The university clinical coordinator works closely with supervising teachers to determine the most appropriate grade for the internship experience. Upon completion of the internship, supervising teachers recommend a grade to the university clinical coordinator, and UCF faculty determine the final grade.



## Responsibilities Of the Teacher Candidate

The Internship Collaborative Team supports the teacher candidate throughout the internship. However, the teacher candidate should understand the importance of maintaining performance standards and practicing professional responsibility.

Teacher candidates should use the following as a guide throughout the semester.

- Practice mandatory daily attendance and punctuality at the assigned school, and attendance at pre-scheduled seminars or meetings. Any absence or tardiness must be reported to the supervising teacher and the university clinical coordinator immediately (before the absence).
- Consistently demonstrate professional conduct in actions and attire.
- Adhere to school policies and procedures.
- Work the school duty schedule of the supervising teacher.
- Maintain confidentiality of information received about students or school personnel.
- Be fair, impartial, and consistent in working with children.
- **Be aware of and meet all deadlines for assignments that are required. *It is the intern's responsibility to review the program syllabi and to communicate requirements to supervising teachers.***
- Take note of classroom management and behavior management strategies that effectively lead to a well run classroom.
- Prepare lesson plans, including Florida Standards, for every lesson that will be taught during the internship experience and submit for review to supervising teacher.
- Submit daily lesson plans to supervising teacher for feedback and suggestions.
- Include modifications and adaptations that provide for individual differences among the children.
- Accept feedback provided by supervising teachers and university coordinators.
- Demonstrate proficiency, as indicated within the rubric, on final assessment in all Florida Educator Accomplished Practices (FEAPs).
- Welcome constructive suggestions by the supervising teacher and the university clinical coordinator and incorporate them in subsequent planning and teaching.
- **During Internship II, demonstrate competency in ESOL standards (a score of "E" or "S") indicated on the final ESOL Performance Profile (applies only to Early Childhood, English Language Arts, Elementary and Exceptional Education majors).**
- Works closely with the supervising teacher regarding routine and/or serious discipline problems.
- Passing scores of all sections of the Florida Teacher Certification Exam, ideally before Internship II but before graduation. Students in the Professional Studies (LLL) tracks do not require passing scores on FTCEs for graduation.
- Attend, whenever possible, professional meetings, in-service programs, evening activities sponsored by the school, and parent meetings.

## Internship Dress Guidelines

Teachers are held to the highest standards in the community. They are expected to dress appropriately. When preparing for an internship, a few things need to be considered when building a wardrobe. Some of these are comfort, practicality, and professionalism. Outward appearance often affects the amount of respect given by students and other faculty/staff. Keep in mind, teacher candidates not only represent themselves in the classroom, but also the UCF, CCIE, and STE. Typically, teacher candidates should dress in 'business casual' attire, unless asked otherwise.

Here are a few suggestions on how to dress while attending your internship:

- **Hair** – Neat, natural styles. No extreme colors or cuts.
- **Tops** – Shirts should be clean and without wrinkles. Avoid tight fitting shirts, tank tops, and t-shirts. Do not expose midriffs, undergarments, or cleavage.
- **Pants or Skirts** – Pants should be neatly pressed, clean, and should fit comfortably. Skirts should be no higher than an inch above the knee so that body parts stay covered while moving. Avoid jeans if possible and jeans/pants with rips or tears.
- **Shoes** – Closed toe, closed heel shoes are recommended. No flip flops. Remember, teaching involves prolonged periods of standing, so take comfort into consideration when choosing footwear.
- **Accessories** – Makeup should look natural, and jewelry kept to a minimum and tasteful. There should be no visible body piercings or tattoos.
- **Hygiene** – Appropriate grooming and bathing should be reflected in appearance and smell.

**Teachers are always on stage. Dress the part!**

## Eligibility Requirements for Supervising Teachers

The supervising teacher has an essential role as a member of the internship team. As a ***daily observer of the teacher candidate***, the supervising teacher is the pivotal support in terms of mentoring and assessing the progress of the teacher candidate.

All school district personnel and instructional personnel who supervise teacher preparation students during internships must have evidence of “clinical educator” training and must successfully demonstrate effective teaching strategies that consistently result in improved student performance.

### Supervising Teacher Requirements

The supervising teacher must meet the following requirements:

- As of school year 2022-2023, classroom teachers who supervise pre-service students in Early Childhood, Elementary Education, and Middle or High School English Language Arts **must possess a Reading Endorsement or certification**.
- Completed three years of successful teaching with effective/highly effective, or the equivalent, ratings.
- Completed Clinical Educator Training as described in Florida State Statutes, Section 1004.04, through either:
  - a. District-sponsored in-service or
  - b. University-sponsored coursework.

Demonstrate outstanding performance in:

- Receive “effective” or “highly effective” rating on performance appraisal.
- Classroom management strategies that consistently result in improved student performance.
- The proven ability to mentor adults.
- Strategies for incorporating technology into classroom instruction and record-keeping.
- Methods for linking instructional plans to state and national standards.
- Instructional strategies that address various learning styles, exceptionalities, achievement levels, and other special circumstances.
- Assessment of student learning.
- Teaching strategies for instruction of English Learners (EL) students.

## **Eligibility Requirements for Supervising Teachers Cont.**

### **ESOL Endorsement**

Early Childhood, Elementary, English Language Arts, and Exceptional Student Education majors receive the ESOL endorsement upon graduation. In addition to the Clinical Education Training, classroom teachers who supervise preservice students should: Possess the ESOL Endorsement or certification; be working towards the ESOL Endorsement or certification; or have equivalent ESOL training. Interns receiving the ESOL endorsement must have appropriate experiences working with ELs in their placement classroom.

If no ELs are in the intern's assigned classroom, arrangements must be made to work outside the intern's classroom to fulfill the ESOL requirements. The outside arrangements must provide appropriate experiences to work with ELs, not just observing ELs in another school setting.

The Internship Acceptance Form provided to the district also outlines these criteria.

### **Reading Requirements**

As of school year 2022-2023, classroom teachers who supervise pre-service students in Early Childhood, Elementary Education, and Middle or High School English Language Arts must possess a Reading Endorsement or certification.

## Responsibilities of the Supervising Teacher

As a member of the internship team, the supervising teacher oversees a process in which the teacher candidate develops skills of the education process and begins to demonstrate competency in the Florida Educator Accomplished Practices (FEAPs). In demonstrating effective clinical supervision practice, the supervising teacher is a coach and mentor to the teacher candidate in the learning and developing process.

### Mentoring and Coaching a Teacher Candidate

The following items are **ongoing** activities and should take place throughout the internship:

- Read and review the **Student Teaching Handbook: A Guide for Internship and Clinical Practice**.
- **Provide opportunities for the teacher candidate to teach at least once per week beginning no later than the third week of the internship (Internship I).**
- Provide plan for swift induction to the teaching process in planning for assuming responsibility for full-time teaching (**Internship II**).
- Explain how classroom and behavior management routines and procedures are initiated to benefit an effectively run classroom.
- Clarify teaching assignments and instructional planning procedures.
- Help the teacher candidate develop effectiveness in teaching through joint planning.
- Supervise and guide the Teacher Candidate as he/she plans and teaches.
- Assess the teacher candidate's work with students.
- Demonstrate and clarify effective teaching strategies.
- Collaborate with the university clinical coordinator to discuss areas of improvement when necessary.
- Create a climate in which the teacher candidate feels free to ask questions.
- Keep lines of communication open between members of the collaborative team.
- Praise and encourage the teacher candidate.
- Share professional experiences and materials.
- Demonstrate and explain the major activities of the teacher.
- Create an atmosphere in which the teacher candidate is accepted as a professional colleague.
- Orient the teacher candidate to facilities and learning materials.
- Model high leverage practices that engage students in quality learning experiences.
- Build positive relationships with the teacher candidate.
- Capitalize on the special interests, talents, and background of the teacher candidate to enrich the curriculum.
- Assess **daily** the strengths and areas of needed improvement in the teacher candidate's effectiveness in the teaching-learning situation.
- Provide continuous feedback and analysis of teacher candidate's daily teaching performance.
- Help the teacher candidate implement recommendations received during daily feedback/mentoring input.

## Responsibilities of the Supervising Teacher Cont.

### Evaluation

- Observe each lesson taught by the teacher candidate to determine progress.
- Discuss immediately any unacceptable behavior or performance of the teacher candidate with the university clinical coordinator, principal and/or the Internship Facilitator for the School of Teacher Education.
- Review Internship I Checklist and meet with teacher candidate and the university clinical coordinator to complete online evaluation forms (**Internship I**).
- **Both supervising teacher and university clinical coordinator must complete ongoing** observations, a midpoint, and a final assessment. All evaluation documents (i.e., observations, midpoint and final assessments) are found in SLL. The observations, midpoint and final evaluation should all be discussed with the teacher candidate and university clinical coordinator. The midpoint and final teacher candidate assessments are completed as a team: teacher candidate, supervising teacher, and university clinical coordinator.
- Supervising teachers should provide **both verbal and specific written** feedback. Observations and evaluations must discuss the areas below:
  - Student engagement in learning and participating in the lesson.
  - Impact of candidate instruction on student learning.
  - Specific, research-based classroom management strategies.
  - Use of formative assessment to inform instruction.
  - Differentiated instruction for ESL, students with special needs, and gifted.
  - Academic feedback and questioning.
  - Candidate content knowledge.

## Responsibilities of Clinical Coordinators

The university clinical coordinator plays an essential role in the internship experience, and works closely with course instructors, the supervising teacher, the teacher candidates, the administrator, and administration to ensure the success of the teacher candidate.

The university clinical coordinator:

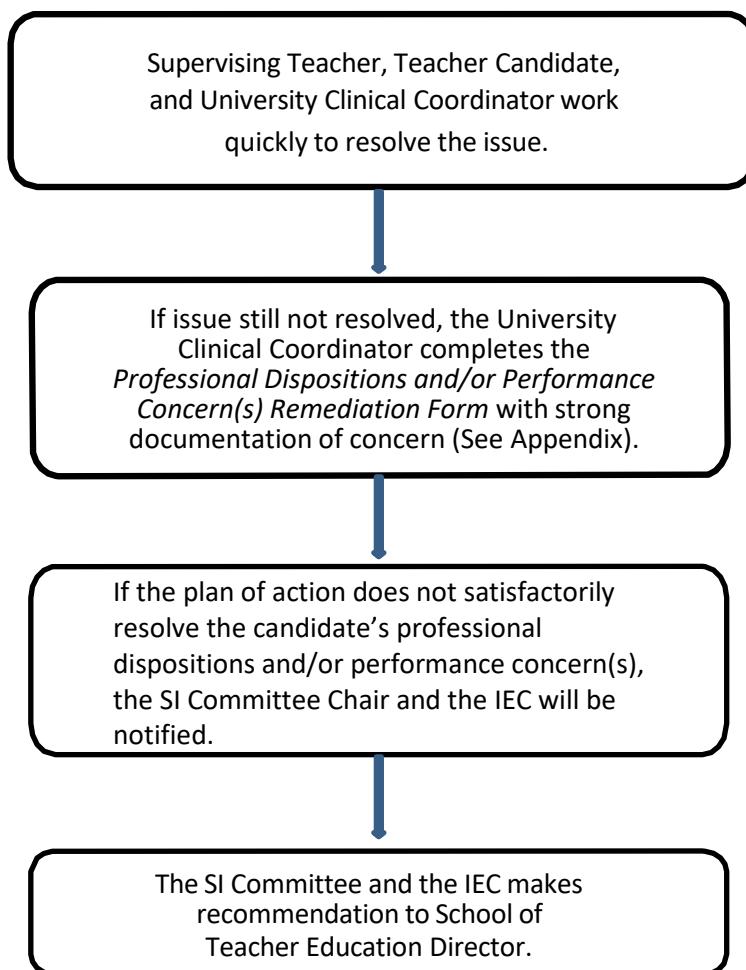
- Understands and communicates College of Community Innovation and Education and School of Teacher Education policies and procedures effectively.
- Positively represents the UCF School of Teacher Education in CCIE.
- Participates as a supervising member of the internship team.
- Meets with teacher candidate during internship orientation.
- Holds an initial welcome meeting with the supervising teacher and teacher candidate within the first two weeks of internship.
- Confers regularly with the internship collaborative team: supervising teacher, teacher candidate, and site administrator.
- Mentors the teacher candidate and provides feedback as appropriate, including analysis of written unit and/or lesson plans (**Internship I and II**).
- Provides resources and assistance to schools as requested and appropriate.
- Works with supervising teachers and teacher candidates on internship evaluation.
- Makes recommendations, as appropriate, concerning withdrawal, reassignment, or extension of the internship experience.
- Conducts midpoint and final evaluation meetings with supervising teacher and teacher candidate.
- Confers regularly with the teacher candidate during the semester to:
  - a. Provide encouragement.
  - b. Assess progress of the internship.
  - c. Provide opportunities to meet and discuss the internship experience.
  - d. May review and discuss the Teacher Work Sample and Professional Development Plan (Internship II).
  - e. May review and discuss the Teacher Work Sample (6 hour/3 hour second semester graduate).
- Review and score the Teacher Work Sample (EE graduate).
- Evaluate the internship and assign a “satisfactory” or “unsatisfactory” grade (graduate students receive a letter grade – A, B or F).
- If necessary, work closely with the supervising teacher to complete Student Concerns process if performance remediation is required.

## School of Teacher Education Internship Student Issues (SI) Protocol

The internship is an opportunity for growth, both personally and professionally. Teacher candidates are held to the highest standards, just as teachers are. In the event there is a concern about a teacher candidate's performance, it is critical that the Supervising Teacher, Teacher Candidate, and University Clinical Coordinator work diligently to resolve in the most expeditious and collaborative manner.

Sometimes, a further review of the issue(s) is needed. In the event the issues in performance and/or behavior cannot be resolved among the supervising teacher, teacher candidate, and university clinical coordinator, the university clinical coordinator should complete the ***Professional Dispositions and/or Performance Concern(s) Remediation Form***. When a plan of action does not satisfactorily resolve the candidate's professional dispositions and/or performance concern(s), the SI Committee Chair and the STE Internship Experiences Coordinator (IEC) will be notified.

Recommendations by the SI Committee may include establishing an improvement plan, counseling services, withdrawal from the internship, and change of major. Students who wish to appeal the recommendation of the SI Committee should follow the appeal procedures outlined in the School of Teacher Education Code of Professional Conduct.





## **Student Background Check Information**

As a requirement for the Bachelor of Science in a Florida state-approved teacher preparation program, students must complete a required amount of field experiences and an internship. To proceed into a field experience or internship, districts and educational settings will require students to complete a background check, which may include law enforcement fingerprinting and criminal records check. There may be additional costs to the teacher candidate for these checks. The School of Teacher Education at the University of Central Florida cannot guarantee placement in field experiences, internships, or instructional positions subsequent to degree completion, for students unable to pass a Florida Department of Law Enforcement background check.

Students who have potential background issues from their past or have experienced potential background issues while in their major must contact the Director of CCIE Office of Immersive Experiences asap to schedule an appointment to discuss the impact on degree completion. We advise you to review additional Florida Department of Education certification requirements available here: <https://www.fldoe.org/teaching/certification/>

## Evaluation of the Internship

### Benchmarks for Evaluation

All University of Central Florida teacher candidates (Internship I, Internship II, Graduate, and On-the-Job) are evaluated based on the Florida Educator Accomplished Practices (FEAPs), which are addressed in coursework and used in evaluation of work prior to the internship experience. Depending upon the type of internship (I, II, or Graduate) teacher candidates are evaluated by using some or all FEAPs.

### Evaluation of the Internship

Progress of teacher candidates is evaluated throughout the course of the internship. The teacher candidate, supervising teacher, and the university clinical coordinator collaborate on the evaluation process. Supervising teachers and university clinical coordinators complete ongoing formal observations, including a midpoint and a final assessment.

### ESOL

Early Childhood, Elementary, English Language Arts, and Exceptional Student Education majors receive the ESOL endorsement upon graduation. In addition to the Clinical Education Training, classroom teachers who supervise pre-service students should (a) possess the ESOL Endorsement or certification; (b) be working toward the ESOL Endorsement or certification; or (c) have equivalent ESOL training.

Teacher candidates receiving the ESOL endorsement are required to have appropriate experiences working with ELs in their placement classroom. If no ELs are in the teacher candidate's assigned classroom, arrangements must be made to work outside the teacher candidate's classroom to fulfill the ESOL requirements. The outside arrangements must provide appropriate experiences to work with ELs, not just observing ELs in another school setting.

### Grades Evaluated by Internship Type:

Internship Type	Grade	Evaluated by
Internship I	Satisfactory/Unsatisfactory	University Clinical Coordinator
Internship II	Satisfactory/Unsatisfactory	University Clinical Coordinator
Graduate Internship	A/B*	University Clinical Coordinator
On-the-job Internship	A/B*	University Clinical Coordinator

\*An F grade can be given if performance standards are not met, and it is determined that the Teacher Candidate will not pass the internship.

The final evaluation is determined by performance in teaching and in meeting requirements of the academic program. There must be achievement at a minimal level of mastery based on the Florida Educator Accomplished Practices, and School of Teacher Education standards of internship performance.

## Evaluation of the Internship Cont.

### Attendance

It is imperative that teacher candidates are in attendance on a daily basis. Teacher candidates are expected to follow the school's requirements in regard to what time to report for duty and what time to leave each day. **Being ready to report to duty means that the teacher candidate is in the classroom ready to begin the day's activities, not pulling into the parking lot or signing in as the bell rings.** It is strongly suggested that a Teacher Candidate arrives earlier and stays later than required in order to optimally communicate with their cooperating teacher and be fully organized and prepared.

In the event of an absence, the teacher candidate **MUST** communicate with their supervising teacher and university clinical coordinator the night before the absence or before the school days begins, to inform them of their absence. For Internship I, after 3 absences, make-up days might be added to the end of the internship. For Internship II, after 5 absences, make-up days might be added to the end of the internship.

It is further expected that teacher candidates take part in all roles that classroom teachers are expected to assume. For example, attend staff meetings, parent-teacher conferences, open house, and so on.

Only the following absences do not need to be made up:

- Seminars, orientations, and the Capstone/Critical Issues course facilitated by the university.
- Any days that are missed due to natural disasters or unforeseen school closures (hurricanes, tornadoes, etc.), unless a makeup day is scheduled by the district and falls during the teacher candidate's scheduled placement time.

**Please note: Attendance patterns are considered in the overall evaluation of the internship, despite make-up days. The clinical coordinator and/or supervising teacher may use patterns in attendance to determine whether or not a teacher candidate has successfully demonstrated professional conduct within the accomplished practice of ethics. In cases where excess absences have occurred, or where patterns of attendance have interfered with the instructional momentum of the classroom, an 'Unsatisfactory' grade will be assigned.**

## Professional Disposition Standards and Sample Indicators

### Definitions

**Candidate:** UCF CCIE STE student

**Student:** Prekindergarten-grade 12 students; or any individual who receives instruction/services from a UCF CCIE STE candidate

### *The UCF CCIE STE candidate:*

#### **1. Believes that all students will learn with appropriate instruction.**

##### Observable behavioral indicators expected of CCIE STE candidates:

- Sets, maintains, communicates, and applies high academic standards and expectations for all students.
- Provides equal educational opportunities for all students.
- Bases instructional decision-making on the collective and individual needs of students.
- Recognizes indicators of students' difficulty with academic learning, reading and computational processes, and applies appropriate measures to improve student-learning outcomes.
- Uses appropriate collaborative communications with parents/guardians, families, colleagues, supervisors, and other professionals in an effort to improve student-learning gains.
- Recognizes patterns of physical, social, emotional, and intellectual development in all students.
- Other discipline-specific professional dispositions as appropriate.

#### **2. Exhibits diversity values by demonstrating fairness, equity, social justice, and democracy.**

##### Observable behavioral indicators expected of CCIE STE candidates:

- Uses teaching and learning practices that include consideration of each student's learning development, differences, styles, needs, and background.
- Recognizes the educational needs of all students, including students who have limited proficiency in English, students with disabilities, gifted/talented and accelerated learners, and employs appropriate teaching practices.
- Includes adaptations/modifications in unit and lesson plans to accommodate the needs of all students.
- Demonstrates commitment to teaching all students regardless of sex, age, race, color, national or ethnic origin, primary language, social or family background, intellectual and physical ability, cognitive style, socioeconomic class, income, education, religious faith and non-faith perspectives, political ideology, gender identity and expression, sexual orientation, and communication style or other characteristics and circumstances.
- Other discipline-specific professional dispositions as appropriate.

### **3. Recognizes professional responsibility for the safety and well-being of all students.**

#### Observable behavioral indicators expected of CCIE STE candidates:

- Is committed to providing a safe and caring environment where every reasonable effort is made to protect students from harassment, bullying and discrimination based on sex, age, race, color, national or ethnic origin, primary language, social or family background, intellectual and physical ability, cognitive style, socioeconomic class, income, education, religious faith and non-faith perspectives, political ideology, gender identity and expression, sexual orientation, and communication style or other characteristics and circumstances.
- Recognizes signs of tendency toward violence and severe emotional distress in students and applies techniques of crisis intervention.
- Recognizes the physical and behavioral indicators of child abuse and neglect and knows rights and responsibilities regarding reporting.
- Recognizes signs of alcohol and drug abuse in students and knows how to appropriately work with such students and seek assistance designed to prevent further abuse.
- Uses understanding, adaptive, open-minded, supportive, and encouraging behaviors, and attitudes.
- Other discipline-specific professional dispositions as appropriate.

### **4. Demonstrates ethical professional behavior.**

#### Observable behavioral indicators expected of CCIE STE candidates:

- Demonstrates ethical behaviors in accordance with the:
  - Principles of Professional Conduct for the Education Profession in Florida (SBE Rule 6A-10.081, FAC); and
  - University of Central Florida's The Golden Rule Student Handbook; and
  - Any other applicable Code of Ethics related to the specific discipline or placement.
- Demonstrates professional commitment by being punctual and responsible, attending class regularly, and completing assignments and/or course requirements on time.
- Models professional relationships with all students, colleagues, supervisors, parents/guardians, families, and behaviors demonstrate appropriate professional etiquette.
- Engages with social media and other technology appropriately, responsibly, and consistent with placement guidelines (e.g., confidentiality of students, use of personal devices in class or with students).
- Fosters respectful communication among all members of the learning community and respects boundaries within professional relationships.
- Other discipline-specific professional dispositions as appropriate.

**5. Uses and reflects upon research-based and innovative practices.***Observable behavioral indicators expected of CCIE STE candidates:*

- Uses assessment, and other diagnostic procedures, to acquire knowledge and understanding of the learner to facilitate student-learning gains.
- Read, comprehend, interpret, apply and/or conduct research and other professional materials in coursework and/or student teaching experiences.
- Use and integrate appropriate technology in teaching and learning processes and in managing, evaluating, and improving individual and group instruction.
- Other discipline-specific professional dispositions as appropriate.

**6. Is committed to lifelong learning (e.g., academic, professional, behavioral).***Observable behavioral indicators expected of CCIE STE candidates:*

- Demonstrate willingness and ability to reflect upon one's own strengths and areas for improvement, as related to what one does, who one is, and how one thinks.
- Demonstrate professional initiative by being intellectually and academically curious.
- Model critical-thinking and problem-solving skills, self-critique, reflection, and accepts and acts on feedback for improving professional knowledge, skills, attitudes, and behaviors.
- Other discipline-specific professional dispositions as appropriate.

## **Florida Educator Accomplished Practices (FEAPs)**

### **The CCIE STE Professional Dispositions representative alignment to the Florida Educator Accomplished Practices (FEAPs)**

The following representative alignment of professional dispositions (D) provides examples of how the unit's professional disposition standards are assessed in alignment with one or more of the 2011 Florida Educator Accomplished Practices (FEAPs), which have been adopted by the unit as its institutional standards. This is not intended to be a comprehensive alignment, but rather representative of the integration of professional dispositions with institutional standards since many of these professional dispositions may be reflected in multiple FEAPs. The professional dispositions are assessed throughout a candidate's program during 1) coursework; and 2) the final internship/practicum.

### **FEAP Domain A: Quality of Instruction**

#### **FEAP A1. Instructional Design and Lesson Planning**

- Sets, maintains, communicates, and applies high academic standards and expectations for all students. **(D1)**
- Uses teaching and learning practices that include consideration of each student's learning development, differences, styles, needs, and background. **(D2)**
- Includes adaptations/modifications in unit and lesson plans to accommodate the needs of all students. **(D2)**
- Other professional dispositions as appropriate.

#### **FEAP A2. The Learning Environment**

- Believes that all students will learn with appropriate instruction. **(D1)**
- Exhibits diversity values by demonstrating fairness, equity, social justice, and democracy. **(D2)**
- Recognizes professional responsibility for safety and well-being of all students. **(D3)**
- Is committed to providing a safe and caring environment where every reasonable effort is made to protect students from harassment, bullying and discrimination. **(D3)**
- Other professional dispositions as appropriate.

#### **FEAP A3. Instructional Delivery and Facilitation**

- Provides equal educational opportunities for all students. **(D1)**
- Recognizes indicators of students' difficulty with academic learning, reading and computational processes and applies appropriate measures to improve student-learning outcomes. **(D1)**
- Uses appropriate collaborative communications with parents/guardians, families, colleagues, supervisors, and other professionals in an effort to improve student-learning gains. **(D1)**

- Is committed to providing a safe and caring environment where every reasonable effort is made to protect students from harassment, bullying and discrimination based on sex, age, race, color, national or ethnic origin, primary language, social or family background, intellectual and physical ability, cognitive style, socioeconomic class, income, education, religious faith and non-faith perspectives, political ideology, gender identity and expression, sexual orientation, and communication style or other characteristics and circumstances. **(D3)**
- Uses and integrates appropriate technology in teaching and learning processes and in managing, evaluating, and improving individual and group instruction. **(D5)**
- Models critical-thinking and problem-solving skills, self-critique, reflection, and accepts and acts on feedback for improving professional knowledge, skills, attitudes, and behaviors. **(D6)**
- Other professional dispositions as appropriate.

#### **FEAP A4. Assessment**

- Uses assessment, and other diagnostic procedures, to acquire knowledge and understanding of the learner in order to facilitate student-learning gains. **(D5)**
- Recognizes patterns of physical, social, emotional, and intellectual development in all students. **(D1)**
- Recognizes indicators of students' difficulty with academic learning, reading and computational processes, and applies appropriate measures to improve student-learning outcomes. **(D1)**
- Other professional dispositions as appropriate.

### **FEAP Domain B: Continuous Improvement, Responsibility, and Ethics**

#### **FEAP B1. Continuous Professional Improvement**

- Demonstrates willingness and ability to reflect upon one's own strengths and areas for improvement, as related to what one does, who one is, and how one thinks. **(D6)**
- Demonstrates professional initiative by being intellectually and academically curious. **(D6)**
- Models critical-thinking and problem-solving skills, self-critique, reflection, and accepts and acts on feedback for improving professional knowledge, skills, attitudes and behaviors. **(D6)**
- Other professional dispositions as appropriate.

#### **FEAP B2. Professional Responsibility and Ethical Conduct**

- Demonstrates ethical behaviors in accordance with the:
  - Principles of Professional Conduct for the Education Profession in Florida (SBE Rule 6A-10.081, FAC); and
  - University of Central Florida's The Golden Rule Student Handbook; and
  - Any other applicable Code of Ethics related to the specific discipline or placement. **(D4)**
- Demonstrates professional commitment by being punctual and responsible, attending class regularly, and completing assignments and/or course requirements on time. **(D4)**
- Models professional relationships with all students, colleagues, supervisors, parents/guardians, families, and behaviors demonstrate appropriate professional etiquette. **(D4)**
- Recognizes signs of tendency toward violence and severe emotional distress in students and applies techniques of crisis intervention. **(D3)**



- Recognizes the physical and behavioral indicators of child abuse and neglect and knows rights and responsibilities regarding reporting. **(D3)**
- Recognizes signs of alcohol and drug abuse in students and knows how to appropriately work with such students and seek assistance designed to prevent further abuse. **(D3)**
- Engages with social media and other technology appropriately, responsibly, and consistent with placement guidelines (e.g., confidentiality of students, use of personal devices in class or with students). **(D4)**
- Fosters respectful communication among all members of the learning community and respects all boundaries within professional relationships. **(D4)**
- Other professional dispositions as appropriate.

## Code of Professional Conduct Procedures

If any faculty or staff member has a concern with a candidate's professional dispositions and/or performance concern(s), the following guidelines will be used for counseling, documenting, and remediating concerns:

1. Candidates enrolled in education programs in the School of Teacher Education (STE) in the College of Community Innovation and Education (CCIE) are provided information concerning the UCF CCIE STE Code of Professional Conduct document and how the unit's professional dispositions and/or performance are assessed in alignment with the Florida Educator Accomplished Practices (FEAPs). The information is located on the CCIE website, course syllabi, and the *Student Teaching Handbook*.
2. **Phase 1:** If any faculty or staff member has a concern with a candidate's professional dispositions and/or performance, that faculty or staff member shall meet and discuss their concern with the candidate.

**Phase 2:** If the concern persists, the faculty or staff member will document the concern(s) and develop a plan for improvement using the ***Professional Dispositions and/or Performance Concern(s) Remediation Form***. Copies of the completed form with candidate and faculty/staff signatures will be provided to the candidate and the IEC

**Phase 3:** When a plan of action does not satisfactorily resolve the candidate's professional dispositions and/or performance concern(s), the SI Committee Chair and the IEC will be notified. At this phase, the concern will be redirected for further review by the SI Committee or other college units including: The School of Teacher Education (STE), The Office of Immersive Experiences (OIE), and Academic Success Coach (ASC) and support.

If, for any reason, a candidate is asked, by administration or the cooperating/supervising teacher, to leave/not return to an internship placement, no Remediation Form will be developed. OIE will reach out for the administrator's statement. The IEC will reach out for the student's statement. Both statements will be held on file and the Director notified of the student's dismissal. The candidate will be automatically referred to meet with the SI Committee to determine further steps. Depending upon the severity of the infraction, other entities may be notified such as UCF Title IX office.

3. Candidates who are denied further progression by the SI Committee will be issued a letter of dismissal by the chair of the SI committee, copied to the IEC and the OIE, and may pursue the appeal process at the following levels as defined in [UCF-5.016 Student Academic Appeals](#):
  - a. Unit level – Director of School of Teacher Education
  - b. College level – CCIE Dean or designee
  - c. University level – Dean of the college of undergraduate studies or the dean of the graduate college

Note: If the student disagrees with the decision by the SI Committee, they can begin the Appeal Process by directly emailing the STE Director and explaining the situation and their cause for appeal.



# College of Community Innovation and Education

## School of Teacher Education

### **Professional Dispositions and/or Performance Concern(s) Remediation Form**

Based upon the College of Community Innovation and Education/School of Teacher Education Code of Professional Conduct, I have concerns regarding the following candidate's professional dispositions and/or performance:

\_\_\_\_\_  
Candidate's Last Name                      First Name                      M.I.                      Candidate's UCF ID#

\_\_\_\_\_  
Candidate's Major Program Area                      School/Dept.                      Fall      Spring      Summer  
                                                                                                 Semester (Circle)                      Year

\_\_\_\_\_  
Candidate's Advisor/Faculty

\_\_\_\_\_  
Course Number and Name

**Professional Dispositions and/or Performance Concerns: (also provide related FEAP reference):**

**Plan for Improvement (Provide specific, measurable objectives to be satisfactorily completed):**

Date of conference: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Member Signature

\_\_\_\_\_  
Date

### **Copies and Documentation:**

The candidate will receive a copy of the completed/signed *Professional Dispositions and/or Performance Concern(s) Remediation Form* at the counseling meeting.

The **original copy** of the completed/signed copy *Professional Dispositions and/or Performance Concern(s) Remediation Form* will be maintained by the Academic Unit (i.e., Department or School).

**cc: A copy of the signed *Professional Dispositions and/or Performance Concern(s) Remediation Form* will be provided to the following individuals:**

Candidate's Instructor submitting Concern Form

Internship Experience Coordinator

## Internship Placement Procedures

The UCF College of Community Innovation and Education/School of Teacher Education teacher preparation programs are state-approved, leading to initial teacher certification. Therefore, the selection of the internship placement is key to ensure experiences that match the settings for which pre-service teachers have been prepared. Teacher candidates have a variety of experiences throughout their entire program, including early field experiences and service-learning courses. Teacher candidates are placed in settings that match the certification area for their program area.

### **Art Education, K-12**

***Internship I/II:*** Teacher candidates are placed in one art setting for an entire semester (elementary, middle, or high).

***Graduate:*** Teacher candidates are placed in one elementary art setting for half of the semester and a secondary art setting for the other half of the semester.

### **Early Childhood, PK-3**

***Internship II:*** Early Childhood Development and Education majors are placed in grades PK-3.

### **Elementary Education, K-6\***

***Internship I:*** Teacher candidates are placed in an elementary setting for an entire semester.

***Internship II/Graduate:*** Teacher candidates are placed in an elementary setting for an entire semester.

### **Exceptional Student Education, K-12**

***Internship I:*** Teacher candidates are placed in a traditional elementary or secondary (middle) ESE setting for the semester. Teacher candidates also have the option to work with their ESE advisor to be a paraprofessional throughout their internship I semester.

***Internship II/Graduate:*** Teacher candidates are placed in one ESE setting for an entire semester (elementary or middle). Teacher candidates also have the option to work with their ESE advisor to be a paraprofessional throughout their internship II semester.

### **Physical Education, K-12**

***Internship I:*** Teacher candidates are placed in an elementary (K-5) for one half of a secondary setting (elementary) and secondary setting (middle) for the other half of the semester.

***Internship II/Graduate:*** Teacher candidates are placed in one setting for the entire semester (middle or high school).

### **Secondary Education, 6-12 (English Language Arts, Mathematics, Science, and Social Science)**

***Internship I/II/Graduate:*** Teacher candidates are placed in one secondary setting (content specific) in middle or high school setting for the entire semester.

### **World Languages Education, K-12**

***Internship I/II/Graduate:*** Teacher candidates are placed in one foreign language setting for an entire semester (elementary, middle, or high).

## International Internship Opportunities

Students in the School of Teacher Education programs (Elementary Education, Secondary Education, Exceptional Education and Early Childhood Education) are eligible to apply for an international internship experience through **UCF's Consortium for Overseas Student Teaching (COST)**.

Students must apply the semester prior to the internship with deadlines on **September 1<sup>st</sup>** for spring terms and **March 1<sup>st</sup>** for fall terms. Applications are found at <https://studyabroad.ucf.edu/portal/>. Then search "Partner Programs" and then "Consortium for Overseas Student Teaching."

**Internship I or Practicums:** Intern I's complete 8-10 weeks state-side at UCF and then teach abroad for 6-8 weeks completing their co-requisite courses online.

**Internship II:** Intern II's complete the Florida DOE requirement of 12 weeks state-side and then teach abroad for 6 weeks.

For additional information, contact UCF Study Abroad or [roberta.ergle@ucf.edu](mailto:roberta.ergle@ucf.edu).

## Appendix

<b>Frequently Asked Questions .....</b>	<b>40</b>
• Communication/General Information	
• Application Process	
• Placement	
• Certification	
<b>Partnership Districts .....</b>	<b>43</b>

## Frequently Asked Questions

### Communication / General Information

**Q: How do I know that I am eligible for internship?**

A: Students must possess an overall 2.5 GPA as well as a 2.5 GPA in professional preparation and specialization. Eligibility for internship is also outlined on the School of Teacher Education web site in the Student Teaching Handbook: A Guide for Internship and Clinical Practice. Please refer to your specific program requirements in the university catalog.

**Q: How will I receive information and updates about my internship?**

A: Your placement assignment can be found in your InPlace account. There are additional costs to the teacher candidate for account access to InPlace. You are required to have an active UCF email address in order to receive updated internship information from the Office of Immersive Experiences and the School of Teacher Education. You can also find calendar and important internship information on the School of Teacher Education website

<https://events.ucf.edu/calendar/6964/school-of-teacher-education-internship-calendar/upcoming/>

**Q: How can I find out about orientations for Internships I and II?**

A: Please refer to the Internship Calendar on the School of Teacher Education website

<https://events.ucf.edu/calendar/6964/school-of-teacher-education-internship-calendar/upcoming/>

for information regarding orientation dates and information.

### Application Process

**Q: What is the deadline for the internship application?**

A: Directions for applying for internship can be viewed on the School of Teacher Education's website <https://ccie.ucf.edu/teachered/internships/#process> For Fall internship, the online application opens January 15 and is due by February 15. For Spring internship, the online application opens August 15 and is due by September 15.

**Q: How will I know that my application has been processed?**

A: The Office of Immersive Experience will send you an email to your UCF email account regarding the status of your application approximately one month after the application due date. This is referred to as your "Status Email". Please check your UCF email regularly (including your junk email box) for updates and information about the status of your internship.

**Q: What happens if I miss the application deadline?**

A: If you miss the deadline, contact your faculty advisor, and email the Office of Immersive Experiences [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu)

**Q: How do I register for the internship course?**

A: Once your application is approved and you have completed the acknowledgment, you will receive registration instructions in an email from the School of Teacher Education.



**Q: What are the steps to withdraw an application prior to the start of internship?**

A: Students are required to email [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu) with the request to withdraw your application from internship. In addition, if already registered, it is the teacher candidate's responsibility to drop the internship course through the university add/drop process. If the internship is dropped, the student will have to reapply for a future semester and meet all applicable deadlines.

**Q: What are the steps to withdraw from an internship once it has begun?**

A: Students must notify their university clinical coordinator, supervising teacher, program coordinator/advisor, and the Office of Immersive Experiences of their intent to withdraw from the internship. Withdrawal from the internship, the required internship course, or co-requisite courses must be initiated by the student and must be completed prior to all university deadlines. If the withdrawal deadline is not met, students must go through the offices of Undergraduate or Graduate Studies, located in Millican Hall.

**Placement****Q: How do I find out where I have been placed?**

A: Placements will be available to students in InPlace prior to the start of internship or at the internship orientation. There are times when a placement school or supervising teacher will contact the teacher candidate first. Students may not arrange their own placement.

**Q: How long is the student teaching requirement?**

A: Internship I is a full semester.

- Elementary Education teacher candidates are in school two days per week all day; plus one full week near midterm and one full week near finals.
- Secondary majors (English Language Art Education, Math Education, Science Education, Social Science Education) teacher candidate in schools two days per week all day.
- Teacher Education K-12 (Art Education, Physical Education, World Languages Education, Exceptional Education) teacher candidates are in school two days per week all day.
- For programs requiring two placements, the duration of each placement is seven weeks.
- Check the Internship Calendar on the School of Teacher Education website once you have been assigned to a school, check school schedules and district calendars.

<https://events.ucf.edu/calendar/6964/school-of-teacher-education-internship-calendar/upcoming/>

A: Internship II is a full semester.

- Students are in school Monday through Friday for the entire school day.

**Q: How can I find directions and information about my placement school?**

A: This information can be found on district websites or the school's website.

**Q: Can my placement be at a Charter or Private School?**

A: Yes. Please contact the Office of Immersive Experience for more information [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu).

**Q: What is the policy for changing my placement?**

A: Changes can only be initiated by the Office of Immersive Experiences and are extremely rare. If you have any questions concerning your placement, contact [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu).

**Q: Can I be released early from my internship?**

A: Completion of the internship is a graduation requirement. If you have any questions, contact the Office of Immersive Experiences [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu).

**Q: Is it possible to take any classes during my internship?**

A: Internship I students are usually enrolled in co-requisite courses during the internship. Internship II and its co-req (if applicable) is considered a full-time experience. Normally, students cannot take additional classes during Internship II. Students are permitted to enroll in classes only with the consent of their program/academic advisor.

**Q: Can I waive or be exempt from any part of my internship?**

A: Completion of the internship is a graduation requirement. If you have any questions, contact the Office of Immersive Experiences [ccieexperiences@ucf.edu](mailto:ccieexperiences@ucf.edu).

**Certification****Q: How do I get certified as a teacher?**

A: Please contact the <https://www.fldoe.org/teaching/certification/> for information on applying for teacher certification.

## Partnership Districts

### Alachua County Schools

620 East University Avenue  
Gainesville, FL 32601  
Phone: (352) 955-7300  
Website: <http://www.sbac.edu/pages/ACPS>

### Brevard County Schools

2700 Judge Fran Jamieson Way  
Viera, FL 32940  
Phone: (321) 633-1000 ext. 11500  
Website: <https://www.brevardschools.org>

### Citrus County Schools

1007 W. Main Street  
Inverness, FL 34450  
Phone: (352) 726-1931  
Website: <http://www.citrus.k12.fl.us/>

### Collier County Schools

5775 Osceola Trail  
Naples, FL 34109  
Phone: (239) 377-0001  
Website: [www.collierschools.net/collier](http://www.collierschools.net/collier)

### Duval County Schools

1701 Prudential Drive  
Jacksonville, FL 32207  
Phone: (386) 437-7526  
Website: <https://dcps.duvalschools.org>

### Flagler County Schools

1769 East Moody Blvd.  
Bunnell, FL 32110  
Phone: (386) 437-7526  
Website: [www.flaglerschools.com](http://www.flaglerschools.com)

### Florida Virtual School

2145 Metro Center Blvd, Suite 200  
Orlando, FL 32835  
Phone: (407) 513-3587  
Website: [www.flvs.net](http://www.flvs.net)

### Hillsborough County Schools

901 E. Kennedy Blvd  
Tampa, FL 33602  
Phone: (813) 272-4000  
Website: [www.sdhc.k12.fl.us/](http://www.sdhc.k12.fl.us/)

### Indian River County Schools

1990 25th Street  
Vero Beach, FL 32960  
Phone: (772) 564-3000  
Website: <http://www.indianriverschools.org>

### Lake County Schools

West Burleigh Blvd  
Tavares, FL 32778  
Phone: (352) 253-6820  
Website: <http://www.lake.k12.fl.us/>

### Levy County Schools

480 Marshburn Dr.  
Bronson, FL 32621  
Phone: (352) 486-5231  
Website: <http://www.levy.k12.fl.us/>

### Marion County Schools

512 SE 3rd Street  
Ocala, FL 34471  
Phone: (352) 671-7700  
Website: <http://www.marion.k12.fl.us/>

### Orange County Schools

445 W. Amelia Street  
Orlando, FL 32801  
Phone: (407) 317-3200  
Website: <https://www.ocps.net>

### Osceola County Schools

817 Bill Beck Blvd.  
Kissimmee, FL 34744  
Phone: (407) 870-4600  
Website: [www.palmbeachschools.org](http://www.palmbeachschools.org)

### Palm Beach County

3300 Forest Hill Blvd.  
West Palm Beach, FL 33406  
Phone: (866) 930-8402  
Website: [www.palmbeachschools.org](http://www.palmbeachschools.org)

### Pasco County Schools

7227 Land O' Lakes Blvd.  
Land O' Lakes, FL 34638  
Phone: (813) 794-2000  
Website: <https://www.pasco.k12.fl.us>

### Pinellas County Schools

301 4th Street  
SW Largo, FL 33770  
Phone: (727) 588-6000  
Website: <https://www.pcsb.org/>

### Polk County Schools

1915 South Floral Ave.  
Bartow, FL 33830  
Phone: (863) 534-0500  
Website: <http://www.polk-fl.net>

### Seminole County Schools

400 East Lake Mary Blvd.  
Sanford, FL 32773  
Phone: (407) 320-0000  
Website: <http://www.scps.k12.fl.us/>

### St. Lucie County Schools

9461 Brandywine Lane  
Port St. Lucie, FL 34986  
Phone: (772) 429-3600  
Website: <https://www.stlucie.k12.fl.us/>

### Sumter County Schools

2680 West County Road 476  
Bushnell, FL 33513  
Phone: (352) 793-2315  
Website: [www.sumter.k12.fl.us](http://www.sumter.k12.fl.us)

### Volusia County Schools

200 N. Clara Avenue  
Deland, FL 32720  
Phone: (386) 255-6475 or 386-258-4660  
Website: <https://www.vcsedu.org/>