

September 25, 2017

Dear Host Teacher:

Thank you for agreeing to host a Winthrop student this semester. Winthrop teacher candidates enrolled in junior methods courses learn strong models of instruction from you by observing you teach, co-teaching with you, and participating in classroom activities. The teacher candidate assigned to you will be coming to your classroom fifteen school days during the assigned field experience weeks. Teacher candidates are expected to be in your classroom when you are scheduled to report and dismiss when you are scheduled to leave, unless you tell them otherwise. While the candidates have assignments they have to complete within the field experience, the rest of the time they are in your classroom please feel free to use them to help you and your students. Our hope is that as they get a sense of what it is like to be a teacher as they work with you throughout the day, from students entering in the morning through dismissal. We sincerely appreciate your willingness to mentor these junior teacher candidates and help them make this experience successful.

Field Experience Days

September: 27, 28, 29

October: 26, 27, 30, 31

November: 1, 2, 3, 6, 7, 8, 9, 10

While each teacher candidate is responsible for keeping you informed of his or her assignments for the methods courses, we will give you an overview of what to expect. Teacher candidates will be teaching four lessons throughout the semester that they will plan in their methods courses. They are expected to discuss each of these lesson plans with you in depth, getting your direction and suggestions on the content they are teaching. These co-planning conversations are important because the teacher candidates are still learning how to write lesson plans. They are working hard to learn how to plan, implement and analyze/reflect on their lessons. While you can switch a lesson plan “on the fly”, these teacher candidates work for hours to create a lesson. It is stressful for them to have to change it at the last minute. ***If possible, please do not change the lesson plan on the teacher candidate at the last minute.*** We ask that they be respectful of the time allotted to teach each lesson; however, as they are learning how to manage the instruction pace and transition, we understand that there may need to be some flexibility in the timing. Being able to finish the lesson is important to the teacher candidate because they have follow-up assignments in the courses in which they must analyze student learning outcomes and reflect on the lesson *and* their teaching. Over the course of the four lessons, they should get better at time management and pacing.

Please contact the designated Winthrop University supervisor **immediately** if you observe any problems in professionalism (promptness, attendance, attitude, dress, withitness, etc.)! All field experience days are required. The teacher candidate should contact both you and the Winthrop University supervisor if he/she is going to be absent from field experience. It is the responsibility of the teacher candidate to work with you to find a make-up day for the absence.

We thank you for your willingness to accommodate our developing educators and your commitment to teacher education. We look forward to meeting each of you and learning about the valuable educational experiences that occur in your classroom!

Sincerely,
ELEMENTARY METHODS FACULTY
Winthrop University

Instructions for ECED and ELEM Methods

Please see our introductory video that provides an overview of assignments at http://www2.winthrop.edu/rex/rex/contentareas_literacy.html

Teacher Candidate	Host Teacher
September: 27, 28, 29	
<ul style="list-style-type: none"> - observe and get to know the host teacher, students, and classroom environment - participate in classroom instructional tasks - ELEM 360 – Observe math procedures and routines, co-teach a whole class lesson, collect assessments for analysis to design re-engagement lesson plan - ELEM 361 – Observe a science lesson. Talk with your teacher to identify the SC Science Standard indicator that you will need to use to develop a lesson plan. Discuss the lesson you might do to meet this indicator. - ELEM 362 – Talk with your teacher to identify the SC Social Studies Standard that you will need to use to develop a lesson plan. Discuss curriculum support materials and county resources. Observe social studies lesson. Discuss solo/co-teaching a lesson for Week 3 or 4. Complete Lesson Plan Idea. - ELEM 392 – Complete Context for Learning and record your time in Via - READ 380 – Observe and note the physical layout of the classroom. Observe the teacher teach a specific component within the literacy block. Talk with the teacher about specific instructional decision and assessment decisions. 	<ul style="list-style-type: none"> - Please look ahead in your plans to assign the student South Carolina standards that they can use for lesson plans. Teacher candidates need to plan to teach math, reading, science, and social studies lessons during the field experience weeks. - Approve student time logs Via
October: 26, 27	
<ul style="list-style-type: none"> - participate in classroom instructional tasks - record your time in Via - ELEM 360 – Teach math reengagement lesson to small group lesson identified based on analysis - ELEM 361 – Discuss in detail the science lesson you will teach. Go over lesson plan draft with teacher. - ELEM 362 – Observe social studies lesson. Discuss solo/co-teaching a lesson (whole class instruction) for Week 3 or 4. - ELEM 392 – Record your time in - READ 380 – Observe and note the physical layout of the classroom. Observe the teacher teach a specific component within the literacy block. Talk with the teacher about specific instructional decision and assessment decisions. 	<ul style="list-style-type: none"> - Allow teacher candidate to observe you teach math, reading, science, and social studies lessons. If you are not teaching these lessons, please make arrangements with another teacher they can observe. - Finalize details for teaching lesson plans developed in the junior methods courses - Allow the teacher candidate to discuss specific reasons for certain instruction decisions during the literacy block. - Approve student time logs in Via - Complete the Junior Field Experience Midterm Evaluation on Via by October 27th. This is to allow supervisors and instructors provide additional support for candidates.
October: 30, 31 and November: 1, 2, 3, 6, 7, 8, 9, 10	

<ul style="list-style-type: none">- participate in classroom instructional tasks- ELEM 360 – Participate in math lessons- ELEM 361 – Finalize all plans for science lesson and secure all materials needed. Teach science lesson, collect assessment data, take pictures of students doing lesson activities, provide post-assessment feedback to students, and take all other pictures required for final presentation- ELEM 362 – Teach social studies lesson, collect assessment data, provide feedback to students, take pictures of work samples.- ELEM 392 –Record your time in Via- READ 380 - Work with the classroom teacher to write the READ Lesson Plan. Video record this lesson.	<ul style="list-style-type: none">- Work with the teacher candidates to schedule time to teach the lesson plans they have developed for all junior methods courses. (These lesson plans also require time to gather assessment data and give feedback to students.)- Approve student time logs in Via- Complete the Junior Field Experience Final Evaluation on Via by November 13th.
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