

**HANDBOOK
FOR
APPRENTICE
TEACHERS**

**What Am I
Expected To Do?**

**TEACHERS COLLEGE
HENDERSON STATE UNIVERSITY**

(Revised: Fall 2009)



1100 HENDERSON STREET ARKADELPHIA, AR 71999-0001 WWW.HSU.EDU

Teachers College, Henderson State University

Box 7621
Arkadelphia, AR 71999-0001
(870) 230-5203 (phone)
(870) 230-5459 (fax)

Dear Student:

So you want to be a teacher? Congratulations! You are considering one of the most challenging, yet rewarding, careers possible. The education courses requiring clinical experiences will help you determine if, in fact, teaching is the correct career choice for you. By observing and participating in a public school, you will experience firsthand the reality of what it means to be a teacher. This handbook will serve as your guide during your early field experiences.

The various cooperating school districts where you will be assigned are working with Henderson State University to afford you the best possible opportunities for professional growth. The administrators, master teachers, and various staff members will allow you to observe and participate in educational activities that exemplify best professional practice.

As you visit these partner schools, remember that you are in training for a professional career and must conduct yourself accordingly. Each opportunity to interact with other educators will greatly increase your understanding of what will be expected as you finish your teacher education program at Henderson State University. You represent what we hope to be the best of Henderson's student body -- an individual prepared to meet the educational needs of tomorrow.

I hope that this experience will be rewarding for you and I look forward to working with you during future teacher education activities. If you have any questions, come visit me in the Education Center 248, call me at 230-5203, or e-mail me at bentonb@hsu.edu.

Sincerely,

Brandie Benton
Director of Admissions & Clinical Experiences
Teachers College, Henderson
Box 7621
Arkadelphia, AR 71999
870-230-5203
870-230-5459 fax
bentonb@hsu.edu

TERMS

Field Experience Observation/Participation Form — A weekly record of observation and participation in the classroom completed by the teacher apprentice and verified by the participating teacher. Verified forms must be returned to the college instructor weekly.

Apprentice Teacher — A Henderson State University student who is enrolled in any Principles of Learning and Teaching module and who is observing and participating in the public schools. The student is expected to complete a minimum of 30 hours of observation and participation in a multicultural public school setting prior to teacher internship.

Arkansas Teacher License — Licensure by the State of Arkansas is required for any person teaching in an Arkansas state accredited public school.

CAAP EXAM (Collegiate Assessment of Academic Proficiency) — This exam (also known as the **Rising Junior Exam**) is a requirement for junior status of all Arkansas bachelor's degree seeking students. It is an American College Testing Service assessment of general knowledge.

Participating Teacher — A teacher from an accredited Arkansas public school who guides a Henderson State University apprentice teacher through meaningful classroom observation and participation experiences.

PPST — Pre Professional Skills Tests in reading, writing, and math (also known as PRAXIS I). It is the first part of the PRAXIS Series: Professional Assessments for Beginning Teachers. Minimum scores established by the State of Arkansas are required for admission into Henderson State University's Teacher Education Program.

PRAXIS II Specialty Area Test — Part of the PRAXIS Series: Professional Assessments for Beginning Teachers. Students must make at least Henderson State University's provisional score before admission into Teacher Internship. Meeting minimal scores established by the State of Arkansas is required for Provisional Arkansas Licensure for P-4, middle, and secondary school teachers.

PRAXIS II PRINCIPLES OF LEARNING AND TEACHING TEST — Part of the PRAXIS Series: Professional Assessment for Beginning Teachers. Students must make at least Henderson State University's provisional score before Admission into Teacher Internship. Meeting minimal scores established by the State of Arkansas is required for Provisional Arkansas Licensure for P-4, middle, and secondary school teachers.

Teacher Education Council — A council comprised of members of Teachers College Henderson faculty, public school administrators and teachers, and teacher education students who will review folders of teacher intern applicants who have not met all requirements for admission into teacher internship. The Council will decide if an applicant can likely succeed in meeting all requirements during internship and may tentatively place the student as an intern in a public school.

Teacher Education Program — Any Henderson State University course of study that leads to Teacher Licensure allowing students to teach in a P-4, middle, or secondary school

Teacher Intern — A Henderson State University student who has completed the necessary course work with at least a 2.50 GPA, has met required scores on the PRAXIS I and PRAXIS II exams, and has fulfilled teacher internship application requirements. An intern works under the supervision of a cooperating teacher in an accredited Arkansas public school for one semester.

Teacher Internship — The professional semester of a teacher intern working under the supervision of a cooperating teacher from an accredited Arkansas public school.

ANTICIPATED APPRENTICE OUTCOMES

The apprentice will:

1. Determine teacher planning and organization for student learning.
2. Analyze teacher rapport with students
3. Observe classroom management procedures
4. Determine ways to manage student behavior
5. Observe the organization of physical space for safety and learning
6. Analyze teacher communication skills
7. Observe questioning and discussion techniques
8. Observe techniques of monitoring for student understanding
9. Watch for feedback to assist student understanding
10. Notice teacher efforts to adjust instructional strategies for student learning
11. Observe professional relationships among teachers
12. Reflect on classroom observation.

TEACHER APPRENTICE CONDUCT

In order to promote and maintain the good working relationship that Teachers College, Henderson has with participating schools, apprentices are expected to conduct themselves in a professional manner. Teachers College, Henderson has the following expectations of apprentices. They are to:

1. Call the principal's office to make an appointment for their initial visit.
2. Wear your nametag for all observations. The nametag should be returned to your instructor after all observations have been completed.
3. Introduce themselves as an apprentice from HSU and listen carefully to the expectations of the participating school.
4. Follow the school's procedures for checking in and out of school.
5. Live up to their commitment, be on time, stay the agreed upon number of hours, and make themselves available to assist the teacher when asked.
6. Dress in a professional manner – no hats, cut-offs, revealing clothing, clothing with inappropriate slogans, etc.
7. Notify the principal if for some genuine reason they cannot keep an appointment and ask the principal to notify the teacher.
8. Make arrangements to make up the missed time at a later date.
9. Keep information about student behavior and performance confidential.
10. Record their hours, ask the teachers to sign for confirmation, and return the form to the college instructor. Hours that have been changed or marked out will not be accepted unless the participating teacher initials the change.
11. Assure the teacher that they are there to participate – not just to observe.

ATTENTION – Apprentices are expected to abide by your school's codes and policies. They are to respect the fact that they are guests in the classroom and that they have no authority to discipline students or interfere in any way with the running of the classroom. If apprentices act in an unprofessional or unbecoming manner, the school is under no obligation to invite them to participate. Participating schools are to notify the Office of Teacher Education Admissions/Clinical Experiences immediately if an apprentice is behaving in an inappropriate manner.

ACTIVITIES THE TEACHER APPRENTICE MAY PARTICIPATE IN WHILE IN THE PUBLIC SCHOOLS

1. Direct opening exercises (call roll, record tardies, etc.)
2. Make copies of instructional materials
3. Prepare lesson plans, experiments, instruction, etc.
4. Prepare bulletin board
5. Read to a group or an individual
6. Help individual students with seat work
7. Monitor a test
8. Listen to a student read
9. Read aloud or tell a story
10. Attend a parent/teacher conference
11. Check out library books to be used by students in the classroom
12. Set up a learning center
13. Arrange for a speaker to come to class or help organize a class field trip
14. Make a seating chart
15. Help with arts and crafts
16. Assemble supplementary materials for a lesson (pamphlets, maps, periodicals)
17. Assist with duty (bus, lunch)
18. Work with small groups on assignments.