

ADDENDUM TO STUDENT TEACHING HANDBOOK  
FALL, 2021

**1. Absences**

- a. The number of absences listed in the Student Teaching Handbook, no longer applies, due to COVID-19. We will work with you on an individual basis regarding absences due to illness.
- b. You are expected to follow your school's and the university's policies for dealing with suspected and actual COVID-19 related illnesses.
  - i. Please get a copy of your school's health policies
  - ii. Please provide your supervisor with a copy of the school's health policy so that we know what you will be asked to do

**2. List of Calendar Events**

- a. 2 Key Assessment meetings
- b. Lawyer to share important information
- c. QPR – Suicide Prevention Training
- d. KDP sponsored – mock interviews
- e. GoReact training
- f. Other, as needed

NOTE: 6 week student teachers will still participate in these Calendar Events because the information applies to all student teachers.

**3. Key Assessments will be submitted into GoReact, NOT TaskStream.**

- a. You do not need to renew or maintain your TaskStream subscription, at this time.
- b. GoReact will not have any fees associated with it.
- c. You will be provided with training on how to use GoReact. Many of you used it in the spring semester.
- d. New directions will be provided for your key assessments so that they take advantage of the features in GoReact.

**4. Video Recorded Observations by your University Supervisor**

- a. You will first obtain permission from your cooperating teacher (who knows what their school's procedures are for that) to video record your lessons.
  - i. Each school/corporation has their own procedure, so you will follow their procedures for securing permission.
- b. It is IMPERATIVE to get the permission first. Not getting permission *first* will jeopardize your standing in the program and will jeopardize others from being able to record their lessons.
- c. Coordinate with your supervisor about a schedule for recording your lessons. They need to see your lessons on a regular basis.
  - i. For elementary, they also need to make sure to see the different subject areas that need to be observed (math, science, social studies, language arts, pe movement, and fine arts. These can certainly be integrated.)
- d. You will record a lesson on your phone, tablet or computer.

- i. Make sure that you have room on your electronic device, since videos can take up a lot of space.
    - ii. You may want to do a test run to see what kinds of technical issues you may run into, such as being able to hear or see what is happening.
    - iii. You will not want to record more than an hour's worth of videos at a time. You may want to do a test on uploading your video.
    - iv. Your cooperating teacher or some other adult, may need to help you with the camera aspects, such as zooming or moving it around.
    - v. If you need different equipment, such as a microphone or a dedicated video camera or tripod, Studio M in Walb on the second floor has equipment that you can reserve and checkout. They can help you transfer your videos from their camcorders. They can help you compress your videos, if needed. Please call and schedule an appointment. When you schedule an appointment, make sure they know what you are needing so that they can have those persons available to help you.
  - e. You will upload your videos to GoReact. You absolutely may NOT upload it to any other site, such as YouTube, Vimeo, etc. Depending on the size of your video, your equipment, and the connection of your internet, this may be quick or it may take some time to upload.
  - f. More information will be provided about where to upload it in GoReact.
  - g. After you have uploaded it, you will want to watch the video and add comments to it, so that your supervisor will know what he/she is seeing in the video. You may also want to ask your supervisor questions about something that was happening during the lesson.
  - h. You will also upload your lesson plan that corresponds to the video.
  - i. Let your supervisor know that the video is ready for observing.
  - j. After your supervisor codes and comments on your video, he/she will schedule a time to go over that with you so that you can talk about it over video conference or the phone.
5. **Weekly Reflections:** You are required to submit weekly reflections to your university supervisors. They need to be kept informed about what you are doing and how things are going, so they can help you. This also helps them when they are doing their observations. Some supervisors may provide reflections prompts for you.
6. **Communication:** Please communicate regularly with your university supervisor. They are here to support you. If you run into difficulty, they are there to guide you. If you need to contact Dr. Merz (merza@pfw.edu), please feel free to do that, too. Since you are still under the guidance of the university, you need to report to us about difficulties. An example might be that you are not getting along with your cooperating teacher. You do not want to lament to fellow teachers in the school or the principal. This has gotten student teachers into trouble.
7. **GoReact (video annotation software).** More information will be coming about this for your observations and key assessments.