

ADDENDUM TO STUDENT TEACHING HANDBOOK  
Spring, 2022

**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. Key Assessments will be submitted into BrightSpace and TaskStream.**

- a. To capitalize on the video features in GoReact, we will use that system for the Video Analysis. While many of you have used this system before, I will provide training materials for those less familiar. You will not need to purchase anything as you will be connected to GoReact via a link in BrightSpace.
- b. You need to renew or maintain your TaskStream subscription, if it has expired. The Impact on Student Learning KA will be submitted in TaskStream.

**3. Weekly Reflections:** You are required to submit weekly reflections to your university supervisor. 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 specific reflections prompts for you.

**4. 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. Swim ([smimt@pfw.edu](mailto:smimt@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 a disagreement with your cooperating teacher about how to teach more appropriate behaviors.

**5. Video Recorded Observations for your University Supervisor**

- a. Most University Supervisors will observe your teaching in person for each of the classroom observations. However, they have the option of doing one or two observations via video recording. This is to account for the uncertainty surrounding COVID-19/variants or other needs.
- b. For those University Supervisors who need you upload videos, you will need a free GoReact account. Contact Dr. Swim for additional information on how to create an account.
- c. *Prior to* video recording your lessons, obtain permission from your cooperating teacher (who knows what their school's procedures are for that)
  - i. Each school/corporation has their own procedure, so you will follow their procedures for securing permission.
- d. 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, which can be integrated.)
- e. 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 on the second floor of Walb 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. Contact John Nicklin, Studio M Coordinator, at 260-481-0114 or [nicklinj@pfw.edu](mailto:nicklinj@pfw.edu).
- f. 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.
- g. You will upload your videos under your University Supervisors name in the folder labeled Single Observation (if you US is supervising at more than one level, please make sure that you select the folder for your developmental level/content area as well).
- h. 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.
- i. You will also upload your lesson plan that corresponds to the video.
- j. Let your supervisor know via their preferred method of communication that the video is ready for observing.
- k. 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.