CHAPTER 1
SUMMARY OF FIELD EXPERIENCES

1.1 Summary of TechTeach Across Texas Program

4
# Chapter 2

## Field Placement Expectations and Evaluation for All Teacher Candidates

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### CHAPTER 3

**SUPPORT AND EVALUATION OF TEACHER CANDIDATES**

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CHAPTER 4
APPENDICES

4.1 Appendices 50
Dear Teacher Candidate:

In the Fall 2011, the College of Education entered into an exciting new chapter of teacher preparation at Texas Tech University. Our new program, TECHTEACH, is a clinically intensive, competency-based program aimed at improving K-12 student achievement, increasing teacher candidates’ qualifications upon entry into their careers, and fostering within them the dispositions important for helping them remain and thrive in the teaching profession.
This revolutionary reform has been prompted by a new vision for teacher preparation in our College that is responsive to your needs as a teacher candidate, the students whom you will serve over the course of your career, our district partners, and accountability demands of governmental agencies. In the most extreme, I feel that this reform is a matter of highest priority for the future of our nation.

This reform marks a radical departure from traditional programs that prepare teachers. TECHTEACH will engage you in activities that are aimed at developing professionalism, and superior instructional competency. Reformed coursework will focus on helping you learn and apply the skills necessary for fostering student achievement. Clinical experiences, including extended placements throughout the program and a full year of student teaching, will focus on supporting you in your growth, and transition into your career. Through the use of video-capture technology, you will receive unprecedented feedback about your instructional competency; and through the use of a co-teaching model, gain experience that will find you, upon graduation, with the qualifications and skills equal or above that of a 2nd year teacher.

Combined, the elements of this reform will ensure that you are among the most effective new teachers in the State of Texas.

I heartily welcome you to the TECHTEACH program, and thank you for your decision to serve our nation as a P-12 teacher.

Jesse Perez Mendez, Dean
College of Education, Texas Tech University
Chapter 1

Summary of Field Experiences
A. SUMMARY OF TECHTEACH ACROSS TEXAS PROGRAM

The following figure illustrates the explicit sequence of courses associated with the TechTeach Across Texas July Start Program.

### Bachelor of Science in Education
**Elementary TechTeach Across Texas**

**Degree and Certification Requirements Fall 2020**

<table>
<thead>
<tr>
<th>Semestral Requirements</th>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I - 16 hours</td>
<td>4</td>
<td>MATH 1320: College Algebra or TCNJ Equivalent</td>
</tr>
<tr>
<td>Semester II - 16 hours</td>
<td>4</td>
<td>SCCT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 3010: Essentials of College Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1301: American Government</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 2310: Texas History</td>
</tr>
</tbody>
</table>

**TEACHER EDUCATION PROGRAM ENTRANCE/COMPLETION REQUIREMENTS:**

- Pass Pre-Admission Exam (PACE) before starting block coursework.
- Pass the TEEXS Content Exam 2931 before Block B.
- Pass TR 0355 in Block E/Spring before Summer.
- Complete certification within 2 calendar years.
- Complete final 30 hours at Texas Tech.

**REQUIRED EXAMS FOR CERTIFICATION:**

- TEEXS 2931, 2939, and PFR 1600

**REQUIRED EXAMS FOR TEP ADMISSION:**

- PACE 2931

---

**Texas Tech University**

**TechTeach**

**SSN:**

- **R#:**
- **TU Email:**
- **Phone:**
- **Email:**
- **Expected Graduation Date:**
- **Date Completed AAT:**
- **Admission GPA:**

---

**TECHTEACH ACROSS TEXAS**

**BLOCK A - Summer II - 7 hours**

1. **EDDL 3300** Introduction to Teaching Classroom
2. **EDDL 3360** Teaching Social Studies
3. **EDTP 1102** Special Populations for Community College Transfers

**BLOCK B - Fall - 16 hours**

1. **EDDL 3351** Foundations of Reading Instruction
2. **EDDL 3352** Language/Literacy Acquisition
3. **EDDL 4570** Teaching Mathematics
4. **EDDL 4575** Teaching Science
5. **EDTP 2301** Programs and Services for Special Populations
6. **EDCC 2301** Foundations of Inclusion and Differentiation for Special Pops.

**EDTP 3303** Student Teaching

**BLOCK C - Winter/Spring - 8 hours**

1. **EDTP 3304** Behavior Mgmt. in General and Special Pop. Classroom
2. **EDDL 4000** Student Teaching

**BLOCK D - Spring - 16 hours**

1. **EDDL 4073** Math Methods 2
2. **EDDL 4000** Student Teaching
3. **EDTP 3305** Designing Assessments for Gen. and Special Populations EC-12
4. **EDTP 4300** Literacy in the Content Areas for Special Pop.
5. **EDDL 4355** Response to Literacy Intervention
6. **EDDL 4000** Student Teaching

**EDTL 4000** Student Teaching

---

**TECHNOLOGY**

**ADDITIONAL REQUIREMENTS:**

- 2 Years FL: 2 Years of Spanish or Foreign Language
- 2 Science Sems.

**Total Transfer Hours:**

- **Hours:** 63 - 63 to EPP

---

**By signing, I signify that I understand the contents of this document and accept admission to the Teacher Education Program.**

**Student signature/Date**

**Advisor signature/Date**

---

**By signing, I signify that I understand the contents of this document and accept admission to the Teacher Education Program.**

**Student signature/Date**

**Advisor signature/Date**

---

**Before accepting admission to the program, you should be aware that you may request a criminal background check to ensure eligibility. See techteach.ttu.edu for more details.**

---

**The State of Texas does criminal background checks on all applicants for Teacher Certifications. This could prohibit program completion pending a negative check.**

---

**The official admission date will be the first day of classes for the first
# A. SUMMARY OF TECHTEACH ACROSS TEXAS PROGRAM

**Bachelor of Science in Education**

**Elementary TechTeach Across Texas**

**Degree and Certification Requirements Fall 2020**

<table>
<thead>
<tr>
<th>REQUIRED EXAM FOR TEP ADMISSION</th>
<th>REQUIRED EXAMS FOR CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass the Pre-Admission exam (PACE) before starting block coursework.</td>
<td>Pass the TEKS Content Exam #265 before Block B.</td>
</tr>
<tr>
<td>All courses must receive a grade of C or higher.</td>
<td>A minimum 2.75 GPA for admission and graduation.</td>
</tr>
<tr>
<td>Pass STR #265 in Block D'Spring; before Summer.</td>
<td>Pass STR #265 in Block D'Spring; before Summer.</td>
</tr>
<tr>
<td>Pass PPR #610 to complete certification.</td>
<td>Pass PPR #610 to complete certification.</td>
</tr>
</tbody>
</table>

**TEACHER EDUCATION PROGRAM ENTRY/COMPLETION REQUIREMENTS:**

- Pass the Pre-Admission exam (PACE) before starting block coursework.
- All courses must receive a grade of C or higher.
- A minimum 2.75 GPA for admission and graduation.
- Pass STR #265 in Block D'Spring; before Summer.
- Pass PPR #610 to complete certification.
- Complete certification within 2 calendar years.
- Complete at least 90 hours at Texas Tech.

<table>
<thead>
<tr>
<th>SEMESTER I - 16 hours</th>
<th>AAT Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1320 College Algebra or TCOH Equivalent</td>
<td>MATH 1314</td>
</tr>
<tr>
<td>SCI 1300 Earth Science or Lab</td>
<td>SCI 1313</td>
</tr>
<tr>
<td>ENGL 1301 Essentials of College Rhetoric</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>POLS 1301 American Government</td>
<td>GOVT 2309</td>
</tr>
<tr>
<td>HIST 2310 Texas History</td>
<td>HIST 2301</td>
</tr>
</tbody>
</table>

**SEMESTER II - 16 hours**

| MATH 2370 Elementary Analysis 1 or MATH 1350 | MATH 2350 |
| SCI 1300 Physical Science or Lab | SCI 1303 |
| ENGL 1302 Advanced College Rhetoric | ENGL 1302 |
| PSY 1306 Texas Politics and Topics | GOVT 2306 |
| MCOM 1310 Business and Professional Communication | MCOM 1301 |

**SEMESTER III - 16 hours**

| EDCG 2351 World Geography | EDCG 1301 |
| ART 3301 History of the United States since 1877 | ART 1301 |
| ART 3372 Redecorating Art Education | ART 1301 |
| EDFT 2305 or EDPS 250 The Education Effect or Generations: Learning and Learning | PSY 1301 |
| SCI 1113 Life Science or Lab | SCI 1301 |

**SEMESTER IV - 15 hours**

| EDFT 2377 Math for K-8 Curriculum | MATH 2351 |
| ENGL 2345 Language, Philosophy, and Culture Core course | Language Core |
| EDL 2300 Schools, Society, and Diversity or EDUC 1301 | EDUC 1301 |
| HIST 2300 History of the United States to 1877 | HIST 2301 |
| MUSI 2301 Essentials of Music | MUSI 1301 |

**ADDITIONAL REQUIREMENTS**

- 3 Years: 5 Years of Simple HS Foreign Language or 2 College SEMS

By signing, I signify that I understand the contents of this document.

Student signature/Date

Adviser signature/Date

Total Transfer Hours: 60 - 3 to EPP

You can down BS ED ELEM TTAT BIL & TTAT BIL FALL 2020
The following points will describe the explicit requirements of all Teacher Candidates associated with coursework, professionalism, attendance, completion of assignments, and the use of technology. Regardless of certification level, Teacher Candidates will be involved with, and responsible for a variety of elements aimed at improving the achievement of students and their own instructional competency and professionalism. During the field placement year, these include:

- Regular and full attendance and participation at field placement, student teaching, and in Texas Tech University online and face-to-face meetings.
- Maintain professional relationships with Mentor Teachers, campus administrators, staff, and students, including verbal interactions, conduct in the classroom, and follow-through on responsibilities at the field site and in Texas Tech University online and face-to-face meetings with instructors and peers.
- Co-Teaching during field placement and student teaching.
- Completion of requirements for Apply & Evaluate (A&E) assignments and Performance Assessment Cycle including use of video-capture device.

Test Prep and Certification Exam Requirements

**DECEMBER**
Must have Core 291 or 4-8 Math (115) passed to move to the Spring Semester Student teaching

**MAY**
Must have PPR and Science of Teaching Reading exams Passed (Failure to pass the PPR will result in graduation without certification)

**JUNE**
Must have Supplemental Exams Passed (BIL/ESL/SPED)

*Figure 3. Testing Requirements for Teacher Candidates*
Teacher Candidates are expected to pass their content exam by December: EC-6 Teacher Candidates - CORE 291; 4-8 Middle Level Math - TExES 115 4-8 Math.

Throughout the program, all Teacher Candidates are required to: purchase the online resources designated by the program, actively study, complete Site Coordinator designated modules/activities/performance checks, and progress monitor studying to successfully pass the exam.

Candidates must meet the program designated benchmarks and receive approval prior to registering and taking the content exam. If a Teacher Candidate is not successful on the first attempt of an exam, the Site Coordinator will set expectations in order to be approved to test for a second attempt. Expectations for additional testing approval will be based on the individual TC’s need and prior test results.

*Elementary Teacher Candidates will not be allowed to retest if they fail 3 or more sections on the second attempt or if their score on one or more sections is 220 or below.

### Practice Test Timeline

Teacher Candidates MUST score 90% or higher in ALL content areas of the 240 Tutoring Practice test before being recommended to test.

<table>
<thead>
<tr>
<th>240 PRACTICE TEST</th>
<th>DATE</th>
<th>TExES CORE 291 &amp; 115 MLM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>August 14</td>
<td>By September 4</td>
</tr>
<tr>
<td>2</td>
<td>September 30</td>
<td>By October 16</td>
</tr>
<tr>
<td>3</td>
<td>November 20</td>
<td>By December 4</td>
</tr>
</tbody>
</table>

**Failure to successfully pass the content exam by the program determined deadline will result in a professional improvement plan, a required course related to test prep, an extended completion date for TTAT Program or possible dismissal based on overall test performance.**
Chapter 2

Field Placement Expectations and Evaluation for All Teacher Candidates
A. ASSIGNMENT TO A SITE COORDINATOR

One of the most important ways Teacher Candidates will be supported during their preparation, as a teacher will be through the work of the Site Coordinator. The Site Coordinator (SC) is a Texas Tech University faculty member assigned to supervise, coach, and evaluate teacher candidates throughout the length of their program.

Site Coordinators will be assigned to a cohort of Teacher Candidates and will support the Teacher Candidates during their participation in the TechTeach Across Texas program. This arrangement will enable the Site Coordinators to understand Teacher Candidates’ goals and recognize strengths and weaknesses related to instructional competency and professionalism, and then assist the Teacher Candidates to develop and excel in these important dimensions. Along with the Mentor Teacher, the Site Coordinator will be the person best positioned to provide recommendations when seeking a position as a teacher, and the Site Coordinator will actively promote the Teacher Candidate for positions in partner districts – on the condition that the Teacher Candidate has satisfied the expectations of the TechTeach Across Texas program.

The Site Coordinator will also be the primary point of contact for communication about the TechTeach Across Texas program and the point of contact for the Mentor Teacher. To the extent possible, all communication will flow through the Site Coordinator.
B. EXPECTATIONS OF A MENTOR TEACHER

Mentor teachers are expected to: complete an interest survey to determine their willingness to participate as a mentor in the TechTeach Across Texas Program. Mentors are selected in collaboration with campus principals and leaders to identify teacher leaders with a proven record of effective instruction as measured by student performance and proven capable coaching capabilities.

In advance of your field placements, Site Coordinators have met with your Mentor Teacher to clearly outline the expectations associated with being a Mentor Teacher and the expectations you have as a Teacher Candidate in the field placement.

The following information has been communicated to your Mentor Teacher and is available for reference in the Mentor Teacher Handbook.

- Work collaboratively with a Teacher Candidate to plan, deliver and assess instruction using the Co-Teaching Model consistent with the Teacher Candidate’s progress through the teacher education program.
- Provide time for instructional events during which a Teacher Candidate can conduct Apply & Evaluate (A&E) assignments and Performance Assessments (PAs).
- With the assistance of the Site Coordinator, guide improvement of the Teacher Candidate’s instructional competency and professionalism.
- Attend regularly scheduled professional development Mentor Teacher meetings, conducted by the Site Coordinator, (approx. once a month to every 6 weeks)
B. EXPECTATIONS OF A MENTOR TEACHER

- Consult informally with the Site Coordinator about Teacher Candidate’s progress during walk-throughs.

- Complete a monthly Mentor Teacher survey concerning the performance of the Teacher Candidate.
C. EXPECTATIONS THE MENTOR TEACHER HAS FOR A TEACHER CANDIDATE

The following information has also been communicated to Mentor Teachers about what he/she should expect of you.

Mentor Teachers are expecting:

- Professional behavior related to appropriate use of technology including but not limited to cell phone and computer;
- Professional dress in accordance with TechTeach Across Texas guidelines;
- Adherence to the district calendar pertaining to Professional Development dates, holidays, and early dismissals;
- Prompt, consistent, reliable attendance in the field placement, beginning prior to the start of the school day and ending after the dismissal of students at the end of the school day;
- Participation of the Teacher Candidate in all in-service trainings at the beginning of the academic year and throughout the year;
- Participation of Teacher Candidate in faculty, staff, grade level, parent teacher conferences, other (ARD, LPAC, RTI) meetings and school wide events (Reading and Math nights);
- Co-Teaching in a manner consistent with the Teacher Candidate’s progression through the teacher education program;
- Regular use of the Swivl technology for Apply & Evaluate assignments and the Performance Assessment Cycle;
- Earnest efforts in the improvement of the Teacher Candidate’s instructional competency;
- Participation at weekly co-planning meetings; and
- Greater student achievement gains through the additional support of the Teacher Candidate.
Attendance during Orientation of the TechTeach Across Texas Program is vital to the Teacher Candidate’s success in the year long journey. During Orientation, Teacher Candidates will engage in learning to provide a foundation upon which the remainder of the program will be built. Content of Orientation will include the fundamentals related to the running of the program, expectations for professionalism, and attendance guidelines. Additionally, Orientation is an opportunity for Teacher Candidates to begin building rapport with their Site Coordinator and peers.

Attendance and professional dress are required.
The Introduction to Teaching course occurs during the Teacher Candidate’s first semester/session in the elementary and middle level TechTeach Across Texas Program. This course is the initial point of contact between Site Coordinators and their cohort of Teacher Candidates. During this course, Teacher Candidates will learn about the NIET Best Practices (BPC) Rubric, expectations for professionalism (face-to-face, online, and virtual), lesson planning, managing student behavior, co-teaching, the plan for coordinating Apply & Evaluate assignments across all classes during each semester, and the competencies assessed on the TExES examination. In this course, the Site Coordinator will teach Teacher Candidates the procedures and skills needed to successfully complete all evaluations associated with their performance in the field setting including how to “script” lessons, identify evidence, and assign ratings using the NIET BPC rubric.

In addition to the curriculum of this course, the Site Coordinator will coordinate the Teacher Candidate completion of Criminal Background Checks for the districts in which the Teacher Candidate will be assigned. Teacher Candidates must submit required documentation to the school district prior to their first field placements. Failure to submit the required documents will result in the Teacher Candidate being removed from the Teacher Education Program. Teacher Candidates, who are removed for not providing paperwork, can re-apply to the program in the following year.
F. PROFESSIONALISM AND THE PROFESSIONAL IMPROVEMENT PLAN

During the TechTeach Across Texas year, Site Coordinators will also support Teacher Candidates in developing characteristics of a professional educator. Although these characteristics are many, the Teacher Candidate will be guided in explicit development of (a) communication with colleagues and peers in the school; (b) communication with students; (c) communication with online instructors (face-to-face and virtual); (d) communication with Site Coordinator; and (e) attendance, including the maintenance of an accurate attendance sign-in log/attendance card.

Expectations for Professionalism

Teacher Candidates will be evaluated on their “professional conduct” that coincides with each of the candidate’s four Performance Assessments. This evaluation will be informed by input from Mentor Teachers and by observations conducted by the Site Coordinator during walkthroughs, interactions during meetings, and instructional sessions, both face-to-face and online. Teacher Candidates are expected to exhibit professionalism in all interactions with students, instructors, colleagues, administrators, school staff, peers, and parents.

In the initial portion of the program, candidates are expected to receive ratings on the Professionalism Rubric indicating that professional characteristics in all categories and responsibilities are “emerging.” By the final semester of the TechTeach Across Texas


Table 1: Expected performance levels of students in the TechTeach Across Texas program

<table>
<thead>
<tr>
<th>Elements</th>
<th>Fall Semester</th>
<th>Wintermester</th>
<th>Spring</th>
<th>Summer I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A:</td>
<td>Emerging</td>
<td>Emerging</td>
<td>Applying</td>
<td>Applying</td>
</tr>
<tr>
<td>Showing Professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section B:</td>
<td>Emerging</td>
<td>Emerging</td>
<td>Applying</td>
<td>Applying</td>
</tr>
<tr>
<td>Growing and Developing Professionally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section C:</td>
<td>May not apply,</td>
<td>May not apply,</td>
<td>Applying</td>
<td>Applying</td>
</tr>
<tr>
<td>Maintaining Accurate Records</td>
<td>depending on field</td>
<td>depending on field</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>experience-placement</td>
<td>experience-placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section D:</td>
<td>May not apply,</td>
<td>May not apply,</td>
<td>Applying</td>
<td>Applying</td>
</tr>
<tr>
<td>Home-School Communication</td>
<td>depending on field</td>
<td>depending on field</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>experience-placement</td>
<td>experience-placement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
program, candidates are expected to exhibit behaviors indicating that professionalism standards are being “applied” in all categories of responsibilities and interactions except Home School Communication.

Teacher Candidates are expected to develop proficiency according to the Professionalism Rubric over the course of the TechTeach Across Texas program. The table below lists expected performance levels of students in the TechTeach Across Texas program. It is recognized that not all field experience placements may afford the opportunity to demonstrate mastery in every section.

Professionalism: Virtual Synchronous Meetings

Teacher Candidates are expected to maintain professionalism whether in face-to-face or virtual synchronous meetings with Site Coordinators, instructors or peers. When in virtual synchronous meetings, the Teacher Candidate is expected to: sign up with full name, be on time, find a quiet, non-distracting place to participate in the meeting, keep video on so that the host can see faces, have camera at eye level showing shoulders up, always enter and maintain microphone on mute unless requested otherwise by host, participate and maintain focus on the meeting by not carrying on conversations on other electronics or those who might be in the room with you, and conduct self in
same manner you would in a professional face-to-face meeting.

Professionalism: Email Communications

Teacher candidates are expected to maintain professionalism when communicating through email with colleagues and peers, instructors, site coordinators, mentor teachers, and other Texas Tech and district personnel. All email communications should be written using the formal register with appropriate punctuation and should include an appropriate greeting and closing. Additionally, emails should be written with a positive tone.

Professional Improvement Plan

Teacher Candidates who are found to be in need of further support in professionalism at any time during the TechTeach Across Texas program will be placed on a Professional Improvement Plan (PIP).

The PIP process may be found in Appendix C. When a Teacher Candidate is identified for a PIP, Site Coordinators will notify their Professional Development Facilitator (PDF) to receive support, if necessary, and submit signed paperwork to the PDF following the meeting. To complete a PIP, Site Coordinators will gather evidence from Mentor Teacher (through survey or personal contact), administrators, walkthroughs, program faculty and personal observation.

The Professional Development Facilitator will follow-up with the Site Coordinator to monitor the progress of the Teacher Candidate. The Site Coordinator will schedule a second meeting with the PDF no later than 2 weeks following the initial PIP meeting. At that time, a decision will be made about whether the Teacher Candidate should continue in the placement and in the program.

Dismissal of Teacher Candidates from TechTeach Across Texas

All Teacher Candidates enrolled in Texas Tech University’s Teacher Education Program must follow the Texas Tech University Student Code of Conduct, as well as all policies/procedures established by the
local education agency, school district, and/or school in which they are engaged in field experiences, which include three-days per week placements and student teaching (four-days per week placements). In the event of request for dismissal from the three-days per week field placement or the four-days per week student teaching placement for unprofessional behavior, the Director of Teacher Education will notify the Teacher Candidate and the Certification Officer in writing of the reason(s) for the requested dismissal within three working days. The Teacher Candidate will be required to attend a meeting with the Director and Certification Officer and other college representative as determined by the Department Chair to discuss the reasons for the request for dismissal from the three-days per week field placement or the four-days per week student teaching placement.

If it is determined that the allegations of a code of conduct violation for unprofessional behavior resulting in the request for dismissal from the school/district are warranted, one or all of the following actions may result. The teacher candidate:

• Will be dismissed from the field placement or student teaching placement,
• Will receive a failing grade (F) for all Apply & Evaluate assignments associated with courses, or for the student teaching course,
• Will not be assigned another placement during the same semester in which the Teacher Candidate was assigned a failing grade,
F. PROFESSIONALISM AND THE PROFESSIONAL IMPROVEMENT PLAN

- May not withdraw from courses or student teaching course. If a withdrawal is processed by the Office of the Registrar, the grade will be administratively changed to an (F).

If a Teacher Candidate wishes to appeal the (F) grade, s/he can follow the grade grievance process as outlined on the University website. The first step in the grade grievance process is to meet with the Department Chair.

If a Teacher Candidate is dismissed from a student teaching placement and/or assigned a failing grade, he/she may submit a petition for consideration to the Office of Student Services (OSS) to repeat the student teaching in the semester following dismissal.

If a Teacher Candidate submits a petition to OSS for consideration to repeat student teaching and concurrent coursework for the semester following the dismissal, the Teacher Candidate must show evidence in the petition of how he/she plans to resolve the situation or circumstances which resulted in the removal from student teaching.

If the petition is approved, the Teacher Candidate will be required to meet with the Director, Certification Officer, and current Site Coordinator to develop a Professional Improvement Plan (PIP) outlining expectations for continued professional growth and academic development.

In the event that the Teacher Candidate violates the rules, policies, or procedures for conduct established by the school, district, local education agency, Texas Tech University, and/or the law while on a PIP for unprofessional behavior, the Teacher Candidate will be disqualified from the TechTeach Across Texas program. Teacher Candidates who are disqualified may not petition to continue in their current academic plan, but may be eligible to pursue other degree options at the University.
In order to successfully complete the student teaching requirements, Teacher Candidates must attend 19 consecutive weeks during each of the two semesters based on the partnering district’s academic calendar while adhering to the guidelines set forth in the TechTeach Across Texas Attendance Policy. The semester begins when the Mentor Teachers report according to the K-12 partnering district’s calendar and ends on the last day of classes on the TTU’s academic calendar.

If a Teacher Candidate has difficulty meeting this requirement due to a Title IX issue, received support from the Title IX office, and communicated all information to the TechTeach program appropriately, the Teacher Candidate may delay student teaching into the next semester.

Teacher Candidates are encouraged to contact the Title IX office for any questions. [http://www.depts.ttu.edu/titleix/](http://www.depts.ttu.edu/titleix/)

**Monitoring Attendance in the Field Placement**

Teacher Candidates must report to, attend, and participate fully in all field placement activities, including maintaining the schedule set at the beginning of the semester with the Site Coordinator and Mentor Teacher. Teacher Candidates are responsible for maintaining an accurate record of their attendance using the school’s sign-in/out log. The Site Coordinator through the use of the school sign-in log, attendance card, feedback from the Mentor Teacher, and Walkthrough Data will monitor Teacher Candidate's attendance.
**G. ATTENDANCE POLICY AND DOCUMENTATION**

Absence Notification Protocol

In the event of a planned absence, the Teacher Candidate must submit an “Absence Request/Verification” form to the Site Coordinator one week prior to the requested date of the absence. The Site Coordinator will either grant or deny the absence request. If the absence request is granted, the Teacher Candidate must inform the Mentor Teacher and Campus Administration of the planned absence.

In the event of an unplanned absence (e.g., illness), the Teacher Candidate must notify the Mentor Teacher and/or Site Coordinator (per Site Coordinator’s instructions) prior to the beginning of the school day and submit the “Absence Request/Verification” form to the Site Coordinator within 24 hours. It is the responsibility of the Teacher Candidate to send lesson plans (if needed) to the Mentor Teacher on the day of absence.

ALL absences must be documented and factored into the total number of days required for completion (see Section G, for absences related to Title IX).

In order to complete the program and certification requirements in the TechTeach Across Texas Program every student must meet the technical and academic standards outlined by the program with or without accommodations.

Excessive Absences During the Program

In the event of a planned or unplanned 2nd absence occurring in any semester during field placement the Teacher Candidate will receive a memorandum and the Site Coordinator will visit (via phone or in person) to document the absences.

In the event of a planned or unplanned 3rd absence occurring any time during the program semester, the Teacher Candidate will be placed on a PIP and the Site Coordinator will visit (via phone or in person) to discuss the absences. The Teacher Candidate will receive a reduction of points for the
Introduction to Teaching and/or Student Teaching Course.

The 4th planned or unplanned absence may result in the Teacher Candidate’s dismissal from TechTeach Across Texas Program.

During Course

Also, in accord with OP 34.04, the teacher education program has set the standard for attendance expectations, and the impact of non-attendance on a candidate’s final grade. This standard is in effect for all TED courses, and consists of the following:

• One (1) unexcused absence for the duration of the course. This one absence will not impact your grade.

• Arriving late (> 5 minutes) or leaving before dismissal is equal to 1/2 unexcused absence.

• After two unexcused absences, the program requires the instructors to deduct 5 points from the candidate’s final grade for each absence until being dropped from the course.

  For a 3-credit, 15-week course, the candidate will be dropped from the class upon the fourth unexcused absence (25%), and receive either a W or an F depending on the time of the semester.
H. APPLY & EVALUATE ASSIGNMENTS (A&E’S)

This is the name given to assignments completed for course credit in Texas Tech University education courses. Apply & Evaluate (A&E) assignments provide opportunities for Teacher Candidates to learn about effective instructional strategies and practices from Texas Tech instructors and apply those strategies with students in EC-6 classrooms. As part of the Apply & Evaluate assignment, Teacher Candidates will use technology to video capture their teaching when they are exhibiting the strategies targeted by the particular Apply & Evaluate assignment, review that video, and share the video (on the Swivl website) for peer and instructor evaluation. Prior to capturing the strategies on video, Teacher Candidates should practice and hone their skills during the field placement.

Evaluation and grading of Apply & Evaluate assignments will take place within the context of Texas Tech University courses, but both Site Coordinators and the Texas Tech University instructors will monitor progress toward proficiency during courses. Teacher Candidates who consistently complete, self-evaluate, and improve their instructional competencies (including record keeping and management) will be eligible to continue in the TechTeach Across Texas Program.

Components of the A&E Assignments

Each course in the TechTeach Across Texas program has at least one Apply & Evaluate assignment associated with the content of the course. Although there may be variation within courses, each assignment includes the following components:
**H. APPLY & EVALUATE ASSIGNMENTS (A&E’S)**

*Application*

a. *Planning the lesson and preparing materials:* This portion of the assignment will focus on getting ready for the “instructional event” during field placement. Preparation will include completing a detailed lesson plan that contains all elements of the program’s lesson planning template, activities and materials that are appropriate for the instructional context (e.g., small group, tutoring, whole group, length of time), and aligned with the lesson objective(s) and appropriate for the age of the students. Teacher candidates should reference the selected NIET BPC Rubric indicators for this assignment and other standards identified by the instructor. Course instructors will “conference” with each Teacher Candidate prior to the delivery of instruction.

b. *Delivery of instruction:* This portion of the assignment will directly involve the Teacher Candidate in providing instruction to students. This instructional event will occur during the field placement and includes the following components: (1) video capture of the instructional event (up to 45 minutes) using the Swivl and uploading to the website within 24-hours of capture; and (2) gathering evidence of student learning.

c. *Self-observation and evaluation:* Teacher Candidates will self-observe, script the lesson, and record/organize evidence from the lesson according to the assignment rubric using the forms and procedures outlined by the
of film that correspond to the required NIET BPC Rubric indicators, and (2) “sharing” the video with peer reviewers (A&E only) and instructor.

d. Peer evaluation: Each instructional event will also be reviewed by peer reviewers, who (1) review the video on the SWIVL website, (2) record through scripting evidence relevant to the selected indicators, (3) assign a rubric rating for the selected NIET BPC Rubric indicators or other standards identified by the instructor, and (4) “discuss” evidence and ratings with peers. Instructors will provide more detailed instructions.

e. Self-reflection: The final portion of this assignment involves reflection by the Teacher Candidate about the instructional event, self-ratings, and feedback provided by peers.
All Teacher Candidates will be issued a SWIVL account that is connected to their TTU email address and iPad at the beginning of the TechTeach Across Texas Program. Maintenance of this equipment is the responsibility of the Teacher Candidate and an affidavit of use in the field placement will accompany the issuing of this equipment. Use of this equipment is required both for Apply & Evaluate assignments and Performance Assessments (PAs) to promote reflection on teaching practices. Use of the equipment in a manner inconsistent with the affidavit will result in dismissal from the TechTeach program. Depending on the nature of the inconsistent use, Teacher Candidates may be eligible to re-apply to the program in the following year subject to the review of the Director of Teacher Education at Texas Tech University.
Teacher Candidates can be formally evaluated three to four times per year by the Site Coordinator (once in each of the following content areas for EC-6 Teacher Candidates; English Language Arts Reading, Mathematics, Science, Social Studies). Middle Level Math Teacher Candidates are evaluated three - four times per year, in Middle Level Math class. Monthly surveys completed by the Mentor Teacher, and Walkthroughs, completed by the Site Coordinator, and are formative assessments used to support Teacher Candidates’ growth in overall teaching performance between Performance Assessments.

Logistical requirements.
The Teacher Candidate will ensure the following:

a. Teacher Candidate conducts the Performance Assessment within the windows designated for each semester

b. Teacher Candidates upload video to the SWIVL site and share with Site Coordinator within 48 hours of the observation

c. Teacher Candidates enters NIET BPC ratings and uploads required documents and artifacts associated with the lesson within the prescribed time to the TK20 System 24 hours after the observation (TAP Self-Evaluation PA#)

Expectations for the Performance Assessment Cycle (POP Cycle).
For the Teacher Candidate, the Performance Assessment Cycle consists of 5 steps:

1. Schedule with the Site Coordinator a time for pre-conference (review of the lesson plan and
related materials) and the time for observing the specific lesson recording the conference and then uploading and sharing video with Site Coordinator in SWIVL;

2. Provide instruction on the appointed day, including the use of video-capture device;

3. Uploads video to SWIVL and shares with Site Coordinator, views the lesson to self-observe, script, gather evidence, and score (in PA Packet) based on the NIET BPC Rubric indicators;

4. Enter NIET BPC rating scores (and completion of TAP Self-evaluation form) by the Teacher Candidate within 48 hours after the observation into the TK20 System; and

5. Hold Post-conference with the Site Coordinator to review evidence, identify areas for reinforcement and refinement recording the conference and then uploading and sharing video with Site Coordinator in SWIVL.

Formal observations of teaching performance are preceded by a pre-conference meeting between the Site Coordinator and the Teacher Candidate and are followed by an in-depth post-conference meeting in which the Site Coordinator provides specific, actionable feedback to the Teacher Candidate in areas of reinforcement and refinement identified during the performance assessment.

Pre-Conference:
Teacher Candidates submit lesson plans to the Mentor Teacher and Site Coordinator 72 hours in advance of the observation. Both the Mentor Teacher and Site Coordinator should review the lesson plan and provide the Teacher Candidate with suggestions/strategies/questions designed to improve the lesson.

Formal Observations:
The Site Coordinator, Mentor Teacher, and Teacher Candidate schedule Performance Assessments on a mutually agreeable date, with the first Performance Assessment occurring at approximately week 6 and the final assessment occurring at the end of the spring semester. After each Performance Assessment, the Site Coordinator and Mentor Teacher provide feedback to
the Teacher Candidate on the lesson observed using the NIET BPC Rubric. Teacher Candidates also score their own teaching using the NIET BPC Rubric and bring their self-evaluation to share at the post-conference. This practice promotes a reflective attitude toward professional performance and gives Teacher Candidates a structured way to gauge growth in effective teaching practices.

Post-Conference:
Site Coordinators meet with Teacher Candidates within 48 hours after an observation has taken place to conduct a post-conference where the lesson is analyzed. Teacher Candidates are provided with detailed feedback on one area for reinforcement and one area for refinement, each of which is tied to a specific indicator from the NIET BPC Rubric.

During the post conference, Site Coordinators and Teacher Candidates analyze how a particular strength of the lesson contributed to student learning and discuss how the Teacher Candidate can continue to build on that area of strength in future lessons (reinforcement). They, then, analyze an element of the lesson that could be improved to maximize student learning and discuss how the Teacher Candidate can work to strengthen his/her practice in the identified area of refinement.

It is expected that the Site Coordinator will provide the Teacher Candidate with clear evidence, including specific examples from observed practice to document areas of reinforcement and refinement.
Follow-up Support:
Site Coordinators and Mentor Teachers provide Teacher Candidates with follow-up support after the post conference by conducting walkthroughs/on-the-spot coaching, demonstration lessons, or modeling teaching strategies in university coursework.

Minimum Expectations for Supporting Struggling Teacher Candidates.

In cases where Teacher Candidates have a low score on a Performance Assessment (i.e., a significant number of 1’s on the first Performance Assessment or 2’s on the 3rd Performance Assessment), the Site Coordinator should implement the following intervention steps:

Within one week of the Performance Assessment - Complete a follow-up walkthrough to determine if the Teacher Candidate is progressing in the area of refinement as identified in the Performance Assessment.

a. If improvement is noted during the walkthrough, the Site Coordinator, Mentor Teacher, and Teacher Candidate should identify another area of refinement and set a timeframe for improvement and another follow-up walkthrough. Continue with weekly follow-up walkthroughs until the Teacher Candidate is performing at desired levels.

b. If improvement is NOT evident during the first or subsequent follow-up walkthroughs, the Site Coordinator and Teacher Candidate should meet during office hours to complete an Outcome MAP (Minimum Adequate Progress) that clearly describes the actions, knowledge, and skills the Teacher Candidate needs to successfully improve his/her instructional performance or professionalism.

c. Both the Site Coordinator and Teacher Candidate should receive a copy of the completed Outcome MAP that will serve as the documentation of the intervention steps taken to support the Teacher Candidate’s growth.

If there is no improvement after additional coaching and provision of other resources as evidenced in Outcome MAP, it is recommended that the Site Coordinator submit a PIP referral.
During the fall semester, Teacher Candidates will meet face-to-face with Site Coordinators for class EDEL 4000 for approximately 3 hours each week. This face-to-face weekly course is designed to provide Teacher Candidates in the TTAT Program with an overview of district and placement expectations and begin developing skills for the classroom. Knowledge and skills acquired in this course will be used throughout the program to connect knowledge of the university and its support system with the goal of creating students prepared for the teaching workforce.

During the spring semester, Teacher Candidates will meet face-to-face with Site Coordinators for class EDEL 4000 for approximately 3 hours each week. The purpose of this course is to provide a setting in which teacher candidates in the student teaching blocks can receive support from the site coordinator for the purposes of improving instructional practice, classroom management, professionalism, student engagement and student achievement. In addition to these main areas, teacher candidates will also review legal and ethical issues, be supported in working with parents, extension of co-teaching strategies, and be coached (in the final semester) about interviewing and job seeking.

**CORE Content Test Prep Course EDSE 4399**

Required prep test course for those students with fewer than 2 sections on State Content Exam, and in good academic standing. This course begins in the SPR Semester and is required for students to continue in the TTAT Program.

Expectations for attendance are outlined in the **Attendance Policy** (pg.15-Section E).
In the TechTeach Across Texas Program, students are expected to maintain a grade of a C or above in all required courses. If a student receives a failing grade of D or F in any of the required coursework, this will result in, candidates repeating any failed courses, an extended program completion date or possible dismissal from the TechTeach Across Texas Program.

In order to complete the program and certification requirements in the TechTeach Across Texas Program every student must meet the technical and academic standards outlined by the program with or without accommodations.
During the Summer II semester and Fall semester, Teacher Candidates are required to attend the Site Coordinator scheduled study day once a week. This Study Day is to support Teacher Candidates in preparing for certification exams, CORE Subjects EC-6 (291) for elementary Teacher Candidates, and 4-8 Math (115) for middle-school math candidates.
TECHTEACH ACROSS TEXAS
Chapter 3
Support and Evaluation of Teacher Candidates
The College of Education at Texas Tech University has adopted a Co-Teaching model for the field experiences. Teacher Candidates are required to be actively engaged in as many of the elements of the classroom as is possible from the very beginning. Teacher Candidates should assume greater responsibilities, commensurate with their time in the field, as outlined below.

Before the beginning of classes in the school year, Site Coordinators will meet with Mentor Teachers to review the TechTeach Across Texas Program, expectations for Mentor Teachers, procedures for contacting Site Coordinators, role of the Site Coordinator, and expectations for Teacher Candidates regarding Apply & Evaluate assignments, Performance Assessments, and Co-Teaching.

Teacher Candidate and MT decide which Co-Teach Model to utilize based primarily on student needs and secondly on the Teacher Candidate needs.

### Table 2: Co-Teaching During TechTeach Across Texas Program

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>CO-TEACHING STRATEGIES</th>
<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 3</td>
<td>• One teach/one observe • One teach/one assist</td>
<td>• Assume partial responsibility for leading classroom routines (attendance, bell work, dismissal, etc.) • Co-plan with Mentor Teacher</td>
</tr>
<tr>
<td></td>
<td>Continue above &amp; add: • Station Teaching • Team Teaching</td>
<td>• Co-plan with Mentor Teacher • Lead small-group activities • Lead small-group lesson as appropriate • Increase leadership role in teaching</td>
</tr>
</tbody>
</table>

A. CO-TEACHING DURING TECHTEACH ACROSS TEXAS PROGRAM
## A. CO-TEACHING DURING TECHTEACH ACROSS TEXAS PROGRAM

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>CO-TEACHING STRATEGIES</th>
<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 17</td>
<td>If possible:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• One teach/one observe</td>
<td>• Co-plan with Mentor Teacher</td>
</tr>
<tr>
<td></td>
<td>• One teach/one assist</td>
<td>• Lead small-group activities</td>
</tr>
<tr>
<td></td>
<td>• Station Teaching</td>
<td>• Co-plan and lead in one subject area related to the courses TC is enrolled at Texas Tech University</td>
</tr>
<tr>
<td></td>
<td>• Team Teaching</td>
<td>• Assume responsibility for whole-group lessons as appropriate</td>
</tr>
<tr>
<td></td>
<td>• Parallel Teaching</td>
<td>• Increase time in role of “Teacher”</td>
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<tr>
<td></td>
<td>• Alternative Teaching</td>
<td></td>
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</table>

**SPRING**

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>CO-TEACHING STRATEGIES</th>
<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>• One teach/one observe</td>
<td>• Co-plan with Mentor Teacher</td>
</tr>
<tr>
<td></td>
<td>• One teach/one assist</td>
<td>• Lead small group activities</td>
</tr>
<tr>
<td></td>
<td>• Station teaching</td>
<td>• Assume responsibility for leading classroom routines (attendance, dismissal, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Alternative teaching</td>
<td>• Assume responsibility for whole-group lessons as appropriate (increased time in role of “Teacher”)</td>
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<thead>
<tr>
<th>WEEKS</th>
<th>CO-TEACHING STRATEGIES</th>
<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - 7</td>
<td>• One teach/one observe</td>
<td>• Co-plan with Mentor Teacher and lead one subject area</td>
</tr>
<tr>
<td></td>
<td>• One teach/one assist</td>
<td>• Assume responsibility for whole group lessons as appropriate</td>
</tr>
<tr>
<td></td>
<td>• Station Teaching</td>
<td>• Team Teaching</td>
</tr>
<tr>
<td></td>
<td>• Alternative Teaching</td>
<td>• Parallel Teaching</td>
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<tr>
<td></td>
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<tr>
<th>WEEKS</th>
<th>CO-TEACHING STRATEGIES</th>
<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 - 9</td>
<td>Utilize the 6 co-teaching strategies as appropriate for student success</td>
<td>• Co-plan with Mentor Teacher and lead one subject area</td>
</tr>
<tr>
<td></td>
<td>• Assume responsibility for whole group lessons as appropriate</td>
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<tr>
<th>WEEKS</th>
<th>CO-TEACHING STRATEGIES</th>
<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 12</td>
<td>Utilize the 6 co-teaching strategies as appropriate for student success</td>
<td>• Co-plan with Mentor Teacher and lead one subject area</td>
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<td></td>
<td>• Assume responsibility for whole group lessons as appropriate</td>
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<th>MINIMUM TC RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 - 18</td>
<td>Utilize the 6 co-teaching strategies as appropriate for student success</td>
<td>• Co-plan with Mentor Teacher and lead one subject area</td>
</tr>
<tr>
<td></td>
<td>• Assume responsibility for whole group lessons as appropriate</td>
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</tbody>
</table>
Apply & Evaluate (A&E) assignments provide opportunities for Teacher Candidates to learn about effective instructional strategies and practices from their Tech instructors and “try out” those strategies with students in P-12 classrooms. As part of the assignment, Teacher Candidates will use technology to video capture their teaching when they are exhibiting the strategies targeted by the particular Apply & Evaluate assignment, review that video, and share the video (on the Swivl website) for peer and instructor evaluation.

Evaluation and grading of Apply & Evaluate assignments will take place within the context of Texas Tech University courses, but progress toward proficiency during courses does have an impact on eligibility of student teaching. Teacher Candidates who consistently complete, self-evaluate, and improve their instructional competencies, including record keeping and management will be eligible to enter the 5-day per week, student-teaching semester.
Site Coordinators will begin supervising Teacher Candidates during the three-day/week field placement. In the early weeks, supervision will focus on (a) observation of Co-Teaching, and (b) in the case where the Teacher Candidate is actively involved, the indicators from the NIET BPC Rubric adopted by the TechTeach Across Texas program. After each visit, the Site Coordinator will complete a walkthrough form in the TK20 System. A copy of the walkthrough will be available to the Teacher Candidate’s via the TK20 System for her/his records and to complete weekly reflections.
The Site Coordinator, using the Performance Assessment cycle, formally evaluates Teacher Candidates four times per year. The Performance Assessments completed in the first semester will be used to determine Teacher Candidate’s eligibility to enter the next semester. Monthly surveys, completed by the Mentor Teacher, and Walkthroughs, completed by the Site Coordinator, are formative assessments used to support Teacher Candidate’s growth in overall teaching performance between Performance Assessments. Site Coordinators will also support Teacher Candidates in the use of SWIVL equipment. Including setting up accounts, assembling and using the equipment, and uploading and tagging video captured lessons.

Logistical requirements.

The Teacher Candidate’s expectations are suggested and outlined in the following table: (see below)

- The Teacher Candidate conducts the Performance Assessment within the windows designated for each semester.
- Teacher Candidate uploads video with artifacts (anything used during the lesson) to the SWIVL site within 24 hours of the observation.
- Teacher Candidate enters NIET BPC ratings within the prescribed time.

<table>
<thead>
<tr>
<th>Cycle 1 Fall Semester:</th>
<th>Announced:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Weeks 4 to 7</td>
<td>• PA1 = *Social Studies</td>
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<table>
<thead>
<tr>
<th>Cycle 2 Fall Semester:</th>
<th>Announced:</th>
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</thead>
<tbody>
<tr>
<td>• Weeks 9 to 12</td>
<td>• PA2 = *Science</td>
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<tr>
<th>Cycle 3 Spring Semester:</th>
<th>Unannounced:</th>
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</thead>
<tbody>
<tr>
<td>• Weeks 4 to 7</td>
<td>• PA3 = ELAR or Math</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Cycle 4 Spring Semester:</th>
<th>Announced:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Weeks 9 to 14</td>
<td>• PA4 = ELAR or Math</td>
</tr>
</tbody>
</table>
D. PERFORMANCE ASSESSMENT CYCLE

*Suggested content areas based on coursework for EC-6 Teacher Candidates only.

Expectations for the Performance Assessment Cycle.

For the Teacher Candidate, the Performance Assessment Cycle consists of 5 steps:

1. Schedule with the Site Coordinator a time for pre-conference (review of the lesson plan and related materials) and the time for observing the specific lesson recording the conference and then uploading and sharing video with Site Coordinator in SWIVL;

2. Provide instruction on the appointed day, including the use of video-capture device;

3. Uploads video to SWIVL and shares with Site Coordinator, views the lesson to self-observe, script, gather evidence, and score (in PA Packet) based on the NIET BPC Rubric indicators;

4. Enter NIET BPC rating scores (and completion of TAP Self-evaluation form) by the Teacher Candidate within 48 hours after the observation into the TK20 System; and

5. Hold Post-conference with the Site Coordinator to review evidence, identify areas for reinforcement and refinement recording

Formal observations of teaching performance are preceded by a pre-conference meeting between the Site Coordinator and the Teacher Candidate and are followed by an in-depth post-conference meeting in which the Site Coordinator provides specific,
D. PERFORMANCE ASSESSMENT CYCLE

actionable feedback to the Teacher Candidate in areas of reinforcement and refinement identified during the performance assessment.

- **Pre-Conference**: Teacher Candidates submit lesson plans to the Mentor Teacher and the Site Coordinator 72 hours in advance of the observation. Both the Mentor Teacher and Site Coordinator should review the lesson plan and provide the Teacher Candidate with suggestions/strategies/questions designed to improve the lesson.

- **Formal Observations**: The Site Coordinator, Mentor Teacher and Teacher Candidate schedule Performance Assessments on a mutually agreeable date, with the first Performance Assessment occurring at approximately week 4, and the final assessment occurring at the end of the second semester. After each Performance Assessment, the Site Coordinator scores the Teacher Candidate’s lesson on a 1-to-5 scale using the NIET BPC Rubric. Teacher Candidates also score their own teaching using the NIET BPC Rubric and bring their self-evaluation to share at the post-conference. This practice promotes a reflective attitude toward professional performance and gives the Teacher Candidates a structured way to gauge growth in effective teaching practices.

- **Post-Conference**: Site Coordinators meet with Teacher Candidates within 48 hours after an observation has taken place to conduct a post-conference where the lesson is analyzed. Teacher Candidates are provided with detailed feedback on one area for reinforcement and one area for refinement, each of which is tied to a specific indicator from the NIET BPC Rubric. During the post conference, Site Coordinators and Teacher Candidates analyze how a particular strength of the lesson contributed to student learning and discuss how the Teacher Candidate can continue to build on that area of strength in future lessons (reinforcement). They then analyze an element of the lesson that could be improved to maximize student
learning and discuss how the Teacher Candidate can work to strengthen his/her practice in the identified area of refinement.

It is expected that the Site Coordinator provide the Teacher Candidate with clear evidence, including specific examples from observed practice to document areas of reinforcement and refinement.

Performance Assessment 3 will be an unannounced observation. There will be no pre-conference during Performance Assessment 3, all other steps still apply (submitting lesson, artifacts, delivery of lesson, and post-conference).

- **Follow-up Support:** Site Coordinators and Mentor Teachers provide Teacher Candidates with follow-up support after the post conference by conducting walkthroughs/on-the-spot coaching, demonstration lessons, or modeling teaching strategies.

**Minimum Expectations for Supporting Struggling Teacher Candidates.**

In cases where Teacher Candidates have a low score on a Performance Assessment (i.e., a significant number of 1’s on the first Performance Assessment or 2’s on the 3rd Performance Assessment), the Site Coordinator should implement the following intervention steps:

Within one week of the Performance Assessment - Complete a follow-up walkthrough to determine if the Teacher Candidate is progressing in the
area of refinement as identified in the Performance Assessment.

a. If improvement is noted during the walkthrough, the Site Coordinator, Mentor Teacher, and Teacher Candidate should identify another area of refinement and set a timeframe for improvement and another follow-up walkthrough. Continue with weekly follow-up walkthroughs until the Teacher Candidate is performing at desired levels.

b. If improvement is NOT evident during the first or subsequent follow-up walkthroughs, the Site Coordinator and Teacher Candidate should meet during office hours to complete an Outcome MAP (Minimum Adequate Progress) that clearly describes the actions, knowledge, and skills the Teacher Candidate needs to successfully improve his/her instructional performance or professionalism.

c. Both the Site Coordinator and Teacher Candidate should receive a copy of the completed Outcome MAP that will serve as the documentation of the intervention steps taken to support the Teacher Candidate’s growth.

If there is no improvement after additional coaching and provision of other resources as evidenced in Outcome MAP, it is recommended that the Site Coordinator submit a PIP referral.

Voicing Concerns

• **Student Complaints.** Teacher Candidates should contact the Dean of Students office to voice any concerns. Please contact the Office of the Dean of Students at (806) 742-2984 or deanofstudents@ttu.edu. TTU Student Complaints Site: [https://www.depts.ttu.edu/dos/studentcomplaints.php](https://www.depts.ttu.edu/dos/studentcomplaints.php)
D. PERFORMANCE ASSESSMENT CYCLE

- **Concerns with Tech Teach Educator Preparation Program.** Teacher Candidates should click the link below for more information. [https://tea.texas.gov/texas-educators/preparation-and-continuing-education/complaints-against-educator-preparation-programs](https://tea.texas.gov/texas-educators/preparation-and-continuing-education/complaints-against-educator-preparation-programs)

- **Chain of Command.** The Site Coordinator is the liaison between the program (i.e. instructor or administration), Teacher Candidate, Mentor Teacher and partnering district. Teacher Candidates should communicate to the Site Coordinator about any concerns throughout the progression of the program. The Site Coordinator’s role is to help guide, support, and advocate for the Teacher Candidate to address any concerns.

- **Town Hall.** Town Hall meetings and accompanying surveys will be scheduled each semester. Teacher Candidates should monitor emails for further information and dates.
TECHTEACH ACROSS TEXAS
Appendices
## APPENDICES

You can download a form by clicking each

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Teacher Candidate Handbook
TechTeach Across Texas Program

Contact Us:

✉️ techteach@ttu.edu
📞 806.834.1916
APPLY AND EVALUATION ASSIGNMENTS (A&E’S)

This is the name given to assignments completed for course credit in Texas Tech University online education courses. Apply & Evaluate (A&E) assignments provide opportunities for teacher candidates to learn about effective instructional strategies and practices from their Tech instructors, and then “try out” those strategies with students in P-12 classrooms receiving academic feedback from both their Tech instructors and their peers.

Related Glossary Terms
Drag related terms here

Index Find Term
ATTENDANCE CARD

This card is completed each week by the Teacher Candidates and signed by the Mentor Teachers. Site Coordinators will monitor and collect the cards at the end of each semester. (See Appendix I).
ATTENDANCE LOG

Teacher Candidates will be required to sign-in and out for each field day and verify the accuracy of their attendance. This will be done through the use of a school sign-in log where the Teacher Candidates record the time they are present in their field placement and verify with the Site Coordinator, the accuracy of this log.

Related Glossary Terms

Drag related terms here
A classroom walk-through (CWT) is a short (5-10 minute) observation that allows TTU faculty to collect a “snapshot” of information on Teacher Candidate development of the elements of effective teaching.

Related Glossary Terms
Drag related terms here
In the initial semester of coursework in the College of Education, Teacher Candidates will be assigned to a group of approximately 30 peers with whom they will work throughout the program. Each cohort of Teacher Candidates will be assigned to a Site Coordinator who will support them during their time in the program. Site Coordinators will assign Teacher Candidates in her/his cohort to a grouping of schools, called a “pod,” and it is within this pod of schools that the cohort of Teacher Candidates will work during the program.

Related Glossary Terms
Drag related terms here
MENTOR TEACHER (MT)

The cooperating teachers in the partner school district who have agreed to have a Teacher Candidate in their classroom.

Related Glossary Terms
Drag related terms here
NIET BPC

An instructional rubric designed by the National Institute for Excellence in Teaching as part of the Teacher Advancement Program (TAP). TechTeach Across Texas has adapted this rubric for supporting Teacher Candidates and will use the rubric during the Performance Assessment cycles. From the entire rubric, ten indicators have been selected to serve as the evaluation standards for TechTeach Across Texas.

Related Glossary Terms
Drag related terms here
PERFORMANCE ASSESSMENT (PA)

Performance Assessments are the evaluation process used in TechTeach. A PA “cycle” consists of:

(a) a pre-conference with a Site Coordinator (SC) to review the Teacher Candidate’s lesson;

(b) observation and scripting of lesson done by both the Teacher Candidate and a Site Coordinator to gather evidence for evaluation;

(c) post-conference meeting between the Teacher Candidate and a Site Coordinator to review evidence, coach, and assign ratings; and

(d) the timely uploading of video capture and entry of ratings by the Teacher Candidate and Site Coordinator into the TAP database.

A minimum of four Performance Assessments are conducted, two during the Teacher Candidate’s first semester in the program and two during the second or student teaching semester. A Teacher Candidate teaches one lesson in each of the following content areas; English Language Arts, Mathematics, Science, and Social Studies. At least three of the lessons should be whole class lessons.

Related Glossary Terms

Drag related terms here
PODS

Site Coordinators will be assigned a “pod” of schools in which their cohort of students will complete their field placements. Pods of schools will be arranged, to the extent possible so that they are geographically close, economically and culturally diverse, but also provide the context appropriate to the candidates’ certification (e.g. ESL).

Related Glossary Terms
Drag related terms here
PROFESSIONAL DEVELOPMENT FACILITATOR (PDF)

Texas Tech University faculty member assigned to support the work and development of Site Coordinators. The Professional Development Facilitator is trained and certified by the National Institute for Excellence in Teaching on administration of the NIET BPC Rubric. A Professional Development Facilitator will periodically shadow Site Coordinators during all phases of the Performance Assessment cycle and other work associated with acting as a liaison between partner districts and the College. A Professional Development Facilitator will also support Site Coordinator in providing professional development to Mentor Teachers in partner schools and districts.

Related Glossary Terms

Drag related terms here
PROFESSIONAL IMPROVEMENT PLAN (PIP)

A Teacher Candidate may receive a PIP when an area of concern has arisen that needs to be addressed. Teacher Candidates will have the opportunity to make progress and improvement in the identified area of concern.

Related Glossary Terms

Drag related terms here
PROGRAM FACULTY

Program faculty are instructors and tenure-line faculty working at the College of Education who have primary responsibility for the conducting of courses in the Teacher Education Program (TEP) at the College. Site coordinators are also program faculty, but they have additional responsibilities associated with supervision of Teacher Candidates.

Related Glossary Terms

Drag related terms here
SITE COORDINATOR (SC)

Texas Tech University faculty member assigned to supervise, coach, and evaluate Teacher Candidates during their field placement. Site Coordinators are trained and certified by the National Institute for Excellence in Teaching on administration of the NIET BPC Rubric. Site Coordinators function as links between schools, school districts, and the university program.

Related Glossary Terms

Drag related terms here
STUDENT TEACHING BLOCKS

A sequence of courses that are taken throughout the Teacher Candidate’s year of the TechTeach Across Texas program. Teacher Candidates will have a three-day per week field placement in the Fall, four-day per week field placement in the Spring, and four-day per week field placement in Summer I. Teacher Candidates will also participate in online Texas Tech University classes, a weekly face-to-face class, and a weekly face-to-face study class with their Site Coordinator.
Swivl is a private company that provides video-capture devices and a secure site for uploading digital video associated with coursework and student teaching to promote reflection.

Related Glossary Terms
Drag related terms here
TEACHER CANDIDATE (TC)

A Teacher Candidate is a student admitted into the teacher preparation program at Texas Tech University.

Related Glossary Terms

Drag related terms here

Index  Find Term
TECHTEACH ACROSS TEXAS

TechTeach Across Texas is the name of the distance Teacher Education Program at Texas Tech University. TechTeach Across Texas is a clinically intensive, competency-based program aimed at building capacity of candidates and graduates to improve the achievement of the students with whom they work.

Related Glossary Terms

Drag related terms here
TEXAS TECH UNIVERSITY (TTU) ID BADGE

The Teacher Candidate is required to wear a Texas Tech University ID badge while in the school unless the district requires the Teacher Candidate to obtain a district/school ID.

Related Glossary Terms

Drag related terms here