

## Problem – Solving Overview

When questions and problems arise, your University Supervisor and your Field Director are the people who have the knowledge and training about your SMU Student Teaching Internship. Therefore, they will be the best prepared to advocate for you should you have questions or concerns. While we respect and honor all our administrators, faculty, staff, and students, their information is not always current. Therefore, we ask you to abide by the following lines of communication:

**First contact and discuss concerns and/or situation with your**

University Supervisor and make a plan for success.

If concern is not resolved, then contact

Dr. Rebecca Campeau (rcampeau@stmartin.edu), the SMU 2019/2020 Lead Field Director.

She will schedule a meeting with you, the mentor teacher, and/or the university supervisor to develop goals that are sensible, measurable, achievable, reasonable, and timely (SMART) to address the issue(s).

## Interventions

There are several ways things can go awry with your internship, such as; you do not know your content well enough, you cannot learn to manage the class/groups, your dispositions are not a match for teaching as a career, or with the school, or with your mentor teacher, or with your University Supervisor, or you have failed the edTPA or a part of the edTPA, twice. If a problem arises, the concern can be initiated by the Supervisor or Mentor Teacher.

If the issues are egregious enough to warrant the administrator and/or mentor teacher asking you to not come back to the school placement, they will just ask you to leave and not return to this placement. The administrator or mentor teacher does have that right, to terminate your placement at any time with no reason given to you. The administrator, mentor teacher, and/or the district contact person will inform the Field Director, Dr. Rebecca Campeau (rcampeau@stmartin.edu/360.688.2764) of the circumstances surrounding your dismissal.

You may not give up your Student Intern position by simply informing your mentor you will not be returning for the rest of your student teaching. Walking off the job is the same as resigning from your internship, unless there is an extenuating circumstance, such as your life is in danger. If you feel the situation warrants not returning, contact your University Supervisor immediately. If you resign from your internship, that is the same as resigning/removing yourself from your program in the College of Education and Counseling.

The basic process of an Intervention Level 1 and 2 is the following: notification of team of issues in your internship that you are unsuccessful, documentation of non-success and evidence for that non-success, plans to allow you the time and space to attempt to address the documented issues, a specific timeline for evaluation of success or non-success, evidence is gathered for success or non-success and then a determination as to success or non-success is communicated and documented.

When a concern is initiated by the Mentor and/or University Supervisor, the following intervention steps will take place.

### **Level 1 (See template to be completed in Appendix S.)**

Individuals involved would be the Mentor, University Supervisor, and intern.

Steps for Level 1:

- \_\_\_\_\_ Student's perception of concern
- \_\_\_\_\_ Review concerns by mentor /supervisor in areas of knowledge, skills, and or dispositions
- \_\_\_\_\_ Identify possible ramifications for successful completion of program
- \_\_\_\_\_ Develop Action Plan with SMART goals for progress monitoring
- \_\_\_\_\_ University Supervisor Notifies and action plan submitted to Field Director

- \_\_\_\_\_Field Director notifies and submits action plan to Dean and Chair
- \_\_\_\_\_Implementation of Action Plan (AP) for up to two weeks
- \_\_\_\_\_Review progress of AP for successful completion and/or continue at Level 1 for two weeks and move to Level 2
- \_\_\_\_\_Written Summary of progress and next steps

We do not automatically place people in a second internship, nor do we allow you to resubmit the edTPA after you have completed the student teaching internship, as you have shown yourself not to be ready for the internship, and we are not obligated to place you in a second internship. You will have some choices to make at each step after the internship failure.

### **Level 2 (See template to be completed in Appendix S).**

Individuals involved would be the Mentor, University Supervisor, intern, and Field Director

Steps:

- \_\_\_\_\_Review documentation and summary of Level 1
- \_\_\_\_\_Offer options for proceeding:
- \_\_\_\_\_Successfully complete another Teacher Internship
  - \_\_\_\_\_Apply for a 90-hour guided practicum
    - Should you decide to apply for the Guided Practicum process, you need to understand that any school placement will be accompanied by the school being informed of your issues in your initial placement. This can adversely affect your possible placement; therefore, there are limits to our attempting to place you for a Guided Practicum. We will attempt to place you in 5 school districts, if we cannot place in one of those five districts, you will be dropped from our program.
    - Write a Candidate Self-Reflection Statement reflecting on inappropriate professional dispositions, lack of professional knowledge, and/or inabilities regarding professional skills and plans for change for success, Letter of apology to individuals as specified (i.e., another student, mentor teacher, etc.)

\_\_\_\_\_Successfully complete the guided practicum (ED 497/MED 597) course.

- The Guided Practicum course is modeled after our regularly required 90-hour specialty practicum and the required activities are tailored to the specific deficiencies that led to your failed internship. Registration of Directed Study/Practicum ED 497/MED 597 (3 cr.) is required. The cost is your responsibility.
- The College of Education's Intervention Specialist, usually a Field Director or representative as designated by them, will be the assigned faculty to supervise your Guided Practicum. They will observe your teaching, with the goal of helping you to become a successful educator and document your success.
- If your Guided Practicum (90 hours of specified practicum experience and associated specific assignments results in an unsatisfactory evaluation (A final evaluation with any Level 1 or 2 Ratings by the Mentor Teacher **and** the University Supervisor), you will have failed your Guided Practicum, and will need to withdraw from the teacher certification program.
- Other requirements to accompany the 90-hour Guided Practicum course may include, but not necessarily be limited to the following: letter of apology to individuals as specified (i.e., another student, mentor teacher, etc.), non-credit bearing courses, workshops or assessments (i.e., anger management, substance abuse prevention, learning disability assessment and/or accommodation, etc.). The cost is your responsibility and documentation of proof of completion will be required.

\_\_\_\_\_Apply for another teacher internship.

- The successful completion of the Directed Practicum (A final evaluation with all ratings of three or greater by the Mentor Teacher **and** the University Supervisor) and any other requirements as specified in the Intervention Level 2 report, the application for a second student teaching/internship can be processed for the semester following the Guided Practicum. The deadline for the internship application will be the same date as for all students applying for that semester.

- Again, a maximum of five districts may be sent the application materials. If all five districts refuse/deny your internship placement, you will be removed from the program.

\_\_\_\_\_ Successfully complete another teacher internship

- If you successfully complete your second teacher internship course, you deserve a lot of acclaim and many congratulations for your perseverance and hard work!
- If you are unsuccessful in your second teacher internship, you will then be withdrawn from the teacher certification program and cannot attempt another teacher internship at Saint Martin's University.

\_\_\_\_\_ Drop out of Teacher Preparation Program and pursue another career

\_\_\_\_\_ Change course of study

The Intern will meet with the Field Director no later than one week from the Level 2 meeting to inform the Director of decision for moving forward. A summary of the meeting and requirements will be written by the Field Director. The Field Director will provide a copy of the summary to the intern, mentor teacher, and supervisor, and placed in the student's academic file.