University of Cincinnati
Preschool and Kindergarten Practicum - Roles and Responsibilities

The information below details the responsibilities of the student, mentor and university supervisor throughout the quarter.
The final page (in red) specifies what must occur during the first week in order to prepare for a successful quarter. Please read it carefully. Thank you.

Student Responsibilities & Expectations

- Consistently demonstrate professional behavior.
- Observe, listen and effectively use feedback from mentor teacher and university supervisor.
- **Respect confidentiality at all times.**
- Apply principles and philosophy of course work regarding child development, theory and developmentally appropriate practice.
- Begin to design, implement and evaluate curriculum that promotes positive learning and development for all children.
- Align curriculum activities to appropriate ODE Content Standards or Head Start Outcomes.
- Using Classroom Management coursework, begin to employ a wide array of management and communication strategies to positively influence children’s learning and development.
- In an organized and timely manner meet all requirements and assignment deadlines of practicum syllabus.
- Demonstrate responsibility and initiative for communicating practicum requirements to cooperating teacher.
- Complete NCATE assessments at:
  [http://www.cech.uc.edu/oaci/pre_k_practicum_winter_quarter](http://www.cech.uc.edu/oaci/pre_k_practicum_winter_quarter)

Mentor Teacher Responsibilities

- Welcome student into classroom and provide orientation regarding classroom and school policies and procedures.
- Guide the student in how to gradually and progressively assume responsibilities in the classroom.
- Model professionalism and appropriate communication and management techniques.
- During the first week of practicum create with student a timetable for dates of lesson plan approval and activity implementation.
• Offer guidance in learning how to select, plan and implement developmentally appropriate curriculum.
• Offer constructive feedback regarding classroom performance.
• Support and encourage student as needed.
• Contact university supervisor as soon as possible if you recognize a chronic or potentially serious concern about a student.
• Complete NCATE documents at: 
  [http://www.cech.uc.edu/oaci/pre_k_practicum_winter_quarter_](http://www.cech.uc.edu/oaci/pre_k_practicum_winter_quarter_)

**University Supervisor Responsibilities**

• Conduct two scheduled observations (aprx 30-45 min) during the quarter.
• Be as respectful and unobtrusive as possible during observation, but able to observe and hear conversation.
• Give observation schedule to student and mentor teacher well ahead of scheduled dates.
• Process/Discuss with student after observation. This should be approved by the mentor teacher *prior to* observation.
• Give typed copy of observation notes to student for practicum notebook.
• Have at least five documented contacts with student during quarter (two classroom visits, phone calls or emails).
• Collect, evaluate and return all written assignments.
• Complete and submit a brief dispositions form to document serious concerns.
• Offer constructive feedback, support, reassurance and support as needed.
• Monitor submission of all necessary practicum forms and NCATE paperwork due by end of the quarter. Web address is:
  [http://www.cech.uc.edu/oaci/pre_k_practicum_winter_quarter_](http://www.cech.uc.edu/oaci/pre_k_practicum_winter_quarter_)
Mentor Teacher/Student
First Week Responsibilities

On the first day the student will arrive with:

1- Documentation of BCI and FBI checks and TB test
2- Any additional documentation required by specific placements
3- Some level of anxiety!

Early in the first week, we request that the student and mentor teacher find an opportunity to:

1- Orient the student to the policies and regulations of the program/building.
2- Introduce the student to the children and other staff members.
3- Meet with a CALENDAR to set the schedule of the specific dates on which mentor will collect lesson plans to read and approve and dates for activity implementations. (Syllabus due dates are for completed activities.)
   At this time please discuss and determine ideas for each curriculum lesson plan. Students should note this information on the calendar.
   (Students will notify university supervisor if curriculum focus changes during the quarter.)
   This schedule must be planned based on the assignment criteria (page 9) and the curriculum lesson planning process (page 8). This assignment must be submitted to the university supervisor on Jan. 11th.
4- Observations - decide on convenient dates and times for the two observations and relay to university supervisor as soon as possible.
5- Get to know each other. 😊

As the quarter progresses, the student should begin to gradually assume management responsibilities in the classroom such as managing transitions, leading group, introducing activities, setting up snack or lunch etc. The more responsibilities the student assumes, the better she/he will be prepared for the culminating week of lead teaching.
One Reminder: There must be another teacher (or staff member) in the classroom with the student at all times. This is a UC policy related to liability issues.

Thank you for working together to plan and schedule so that the student is prepared to stay on track during the quarter. Have a great first week!