1. Description of the Assessment and Its Use in the Program

The Teacher Leader in Action Internship (EDUC 764) is designed as the culminating experience of the Teacher Leader Endorsement Program. This Internship requires candidates seeking the teacher leader endorsement to work with a school building and/or school district mentor. The focus of this Internship is on facilitating a collaborative learning culture; specifically, to: (1) coach and model collaborative efforts to share knowledge and demonstrate interdisciplinary instruction among teachers; (2) nurture open and effective lines of communication with students, parents, other educators, administrators, and the community through professional learning communities; (3) work with stakeholders to identify appropriate resources for enhancing collaboration; (4) facilitate collaborative professional learning activities for educators, families, and the community; and (5) participate in designing practices and structures that create and maintain an effective learning culture. This 108 clock-hour internship calls for a candidate to be actively engaged in a school setting in order to experience these facilitation expectations. In addition, a candidate must be able to demonstrate during the internship his/her knowledge, skills, and dispositions for teaching at the distinguished level of the Ohio Standards for the Teaching Profession.

In particular, Key Endorsement Assessment #3: Teaching Performance as aligned with Ohio’s Standards for the Teaching Profession and Facilitating a Collaborative Learning Culture occurs across The Teacher Leader in Action Internship (EDUC 764) and is designed to assess a candidate’s ability to demonstrate (1) his/her knowledge, skills, and dispositions for teaching at the distinguished level of the Ohio Standards for the Teaching Profession and (2) his/her competency in facilitating a collaborative learning culture. This two-part assessment is completed by the EDUC 764 course instructor who also serves as the university supervisor for the internship.

To exit the Teacher Leader Endorsement Program at Gateway 3, a candidate must complete Key Endorsement Assessments #1 - #4 (Evidenced-Based Principles of Effective Leadership and Teacher Learning Assignment, Use of Data-Based Decisions and Evidence-Based Practices Assignment, Facilitating a Collaborative Learning Culture, and Promote and Support Professional Learning and Improved Practices Project) with at least 80% of the elements of the Ohio Teacher Leader Endorsement Program Standards across the four assessments rated at meets element and no element rated unacceptable. The knowledge, skills, and dispositions of the Teaching Performance as aligned with Ohio’s Standards for the Teaching Profession part of Key Endorsement Assessment #3 must be rated at the distinguished level.
2a. **Description of How the Assessment Specifically Aligns with the Ohio Standards for the Teaching Profession (2007)**

All elements of the Ohio Standards for the Teaching Profession are assessed through the *Teaching Performance as aligned with Ohio’s Standards for the Teaching Profession* part of this key endorsement assessment.

2b. **Description of How the Assessment Specifically Aligns with the Ohio Teacher Leader Endorsement Program Standards (2009)**

The following elements of the Ohio Teacher Leader Endorsement Program Standards are evaluated through the *Facilitating a Collaborative Learning Culture* part of this key endorsement assessment.

| Element 3.1: | Candidates coach and model collaborative efforts to share knowledge and demonstrate interdisciplinary instruction among teachers. |
| Element 3.2: | Candidates nurture open and effective lines of communication with students, parents, other educators, administrators, and the community through professional learning communities. |
| Element 3.3: | Candidates work with stakeholders to identify appropriate resources for enhancing collaboration. |
| Element 3.4: | Candidates facilitate collaborative professional learning activities for educators, families, and the community. |
| Element 4.3: | Candidates participate in designing practices and structures that create and maintain an effective learning culture. |

3. **The Assessment Instrument**

**Guidelines for Completing the Teacher Leader in Action Internship,**

*Teaching Performance as aligned with Ohio’s Standards for the Teaching Profession Assessment,*

*and*

*Facilitating a Collaborative Learning Culture Assessment*

*As you complete your internship and prepare for the two parts of this assessment, make sure to refer to the two scoring guides for Key Endorsement Assessment #3 to ensure that you are cognizant of the expectations for both parts of Key Endorsement Assessment #3.*

(1) **Preparing for the Internship**

**Prerequisites for Internship Application**

The internship is available to all teacher-leader endorsement candidates who have:

- a) a master’s degree
- b) a graduate school GPA of 3.0 or above
- c) at least four (4) years of documented successful teaching experience
- d) completed EDUC 758 (Supporting Professional Learning) and EDUC 858 (Professional Development) with a grade of B- or higher in each course
e) completed Key Endorsement Assessments: #1, #2, and #4 with at least 80 percent of the elements rated *meets element* and no element rated *unacceptable* across the three assessments.

f) attended orientation meeting to receive the Admission into the Internship Application Packet.

**Approval for Entering the Internship**

You are required to submit an application requesting admission into the internship to the Chair of the Education Department AND a copy of the application to the Office of Graduate and Continuing Studies. The information on the form will be certified using your transcript and/or in consultation with the academic advisor and with other Education Department Faculty as necessary. Admission into the internship will then be acted upon by the Education Department Faculty. You will then be notified in writing as to the action taken by the faculty.

**Course Number for which to Register**

You are to register for EDUC 764: Internship – The Teacher Leader in Action for three (3) semester hours of credit.

**Internship Hours**

The internship will take place across the final term of the Teacher Leader Endorsement Program during which you are expected to complete nine (9) hours of field work per week for 12 weeks.

Although the internship is measured in terms of weeks in the State of Ohio, the total hours of internship for a Muskingum University candidate in the Teacher Leader Endorsement Program is 108. The 12 weeks of internship required by the program meet the minimum 12 weeks of clinical practice that is required by the State of Ohio for the preparation of P-12 educators.

**Teacher Leader Internship for full Time Employees**

If you are a full-time employee while completing the internship, you will need to work closely with your mentor to configure an appropriate schedule and balance which allows you to intern while also serving as a full-time employee. You are responsible for meeting with your mentor and setting a schedule that is reasonable and realistic in terms of time. You need to discuss scheduling with your mentor and adhere to the plan set forth by your mentor. However, any major irregularities need to be shared with the university supervisor who will consider the situation and work with your mentor to resolve the situation to help you meet the required hours. In any case, the 108 hours of internship are required.

**Choice of an Internship Site or District**

During the semester prior to the internship, it is your responsibility to work with the Field Placement Office to arrange for your internship site and to arrange for a conference with the university internship course (EDUC 764) instructor/university supervisor who will supervise your internship.
A meeting will occur between you and the university internship course (EDUC 764) instructor/university supervisor - the course in which the internship packet is shared and reviewed. Immediately following this meeting, you are to meet with your mentor to share the packet and to establish an internship plan which includes a list of mutually agreed upon activities. You are expected to share this agreement in person with your university internship course (EDUC 764) instructor/university supervisor within one week of the meeting with the mentor. If necessary, as the internship proceeds, the plan may be revised with the permission of both the university internship course (EDUC 764) instructor/university supervisor and your mentor.

Formative and summative assessments of the internship will be completed jointly by the university internship course (EDUC 764) instructor/university supervisor and the mentor.

(2) Responsibilities of the Candidate

- Schedule a meeting with Field Placement Office and university internship course (EDUC 764) instructor/university supervisor the semester prior to the planned internship to discuss choice of internship placement and mentor.

- Be informed of and responsible for the internship requirements explained in the Muskingum University Teacher Leader Internship Guidelines.

- Attend the internship orientation meeting as well as the seminars scheduled throughout the internship.

- Plan, in concert with your mentor, the specific internship activities to be completed, based upon your learning needs as well as the needs of the district.

- Communicate the internship plan with your university internship course (EDUC 764) instructor/university supervisor.

- Inform your university internship course (EDUC 764) instructor/university supervisor and/or mentor of any questions or concerns regarding the progress of your internship.

- Volunteer for teacher leader activities and/or duties.

(3) Internship Activities

The choice of activities is a shared responsibility among you, your mentor, and the university internship course (EDUC 764) instructor/university supervisor. Activities are to be selected at the beginning of the internship and agreed to by all three parties (you, your mentor, and the university internship course (EDUC 764) instructor/university supervisor), thus defining the plan for the internship experience. However, as the internship evolves, new ideas and opportunities could emerge and situations might change which would have implications for changing the internship activities. A trust level between you and your mentor can certainly be a factor in adjusting the internship plan. Changes in the internship plan should be noted in writing by you and forwarded to your university internship course (EDUC 764) instructor/university supervisor.
(4) Assessment of Internship

To be in accordance with Ohio’s standards for the Teacher Leader Endorsement, there are two assessments completed during the Teacher Leader in Action Internship. They are: (a) assessment of one’s teaching performance as aligned with Ohio’s Standards for the Teaching Profession and (2) the Facilitating a Collaborative Learning Culture assessment.

The first part of Key Endorsement Assessment #3 is an evaluation of the candidate’s teaching using Key Endorsement Assessment #3: Scoring Guide I. The assessment is completed by the university internship course (EDUC 764) instructor/university supervisor across the course of the internship semester within the candidate’s classroom/school/district/community or in a similar setting arranged by the candidate. By the conclusion of the semester, the candidate must demonstrate through performance and documentation the knowledge, skills, and dispositions at the distinguished level.

The second part of Key Endorsement Assessment #3 is based upon data gathered through observations and pre- and post-observation conferences with the candidate and through conversations with the mentor across the internship. The university internship course (EDUC 764) instructor/university supervisor is to use Key Endorsement Assessment #3: Scoring Guide II at the conclusion of the Internship to rate each of the respective elements noted on the scoring guide.

A final three-way conference regarding a candidate’s performance is to occur among the candidate, mentor, and university internship course (EDUC 764) instructor/university supervisor at the conclusion of the Internship. The candidate is expected to come to the conference prepared to self-reflect on his/her performance regarding both parts of this key endorsement assessment.