

**Dual Language and English Learner Department  
College of Education  
San Diego State University**

***Single Subject Bilingual Credential***

Fall 2017 and Spring 2018 Semester

Dear Guide Teacher,

Thank you for agreeing to participate as a Guide Teacher in our Single Subject Bilingual Credential Program for the 2017 - 2018 academic school year. Your involvement is of critical importance to our teacher candidates and the success of the program. While student teaching, our teacher candidates also complete methods courses to increase their understanding of school culture, content knowledge, and pedagogical strategies for diverse learners, as well as develop professional skills in order to complete all program requirements.

The teacher candidate assigned to your classroom will begin observing and assisting with guidance from you, assuming increasing responsibilities each week for preparing and planning instruction across the curriculum. As teacher candidates assume more responsibility for instruction, they will continue to plan and confer with you and adhere to district and school instructional priorities and curriculum.

All teacher candidates are required to complete a mandated state performance assessment, the edTPA Teaching Event. In the fall semester, practice videos and lesson planning are part of their course assignment. In the spring, the teacher candidates will implement the edTPA teaching event which requires them to create a week-long lesson segment. Completion and submission of the edTPA is due in mid-March.

In order to provide the teacher candidates with a consistent and coherent teaching and learning experience that supports successful completion of the edTPA, the teacher candidate you are mentoring will remain with you throughout the school year IF you teach a bilingual class and an SEI class. This arrangement will be confirmed and the placement will continue until the end of the school year.

A university supervisor will meet with you to review and discuss the teacher candidate's placement, program requirements, and transition to full responsibility. You will also receive additional information on the assessment and evaluation process. Forms for supervision can also be found under Resources at: <http://coe.sdsu.edu/plc/resources/index.php>.

Thank you again for your support in this cooperative effort. Please don't hesitate to contact me should you have any questions or concerns.

---

Guide Teacher

---

Teacher Candidate

---

Lupe H. Buell, PhD  
Single Subject Bilingual Program  
Coordinator  
[lbuell@sdsu.edu](mailto:lbuell@sdsu.edu)

## CLASSROOM INVOLVEMENT MATRIX: SINGLE SUBJECT

| WEEK                                                                             | Student Teacher Activities                                                                | Student Teacher Responsibilities                                                                      | TPE Supervision Focus                                                                                                            | Field Experience Hours                                                                                   |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>WK 1 -</b><br>*Seminar-<br>Fridays 12-4 pm                                    | Observe 100%                                                                              | Establish relationships, understand classroom structures, routines, etc.                              | TPE 1 & 2:<br>Classroom Management<br>TPE 6:<br>Collaborative Inquiry &<br>Observation Reflection &<br>Feedback                  | 20 hours total per week <ul style="list-style-type: none"> <li>Class experience</li> <li>Prep</li> </ul> |
| <b>WK 2</b><br>*Seminar-<br>Fridays 12-4 pm                                      | Observe 50%<br>Assist 50%                                                                 | Assist with small groups, individualized instruction, with increasing responsibilities                | TPE 5:<br>Build knowledge on variety of assessments<br>TPE 6:<br>Collaborative Inquiry &<br>Observation Reflection &<br>Feedback | 20 hours total per week <ul style="list-style-type: none"> <li>Class experience</li> <li>Prep</li> </ul> |
| <b>WK 3-5</b><br>*Seminar-<br>Fridays 12-4 pm                                    | Assist: 50%<br>Teach: 50%<br><b>Formal Observation #1</b>                                 | Teacher Candidates begin preparing, planning, and implementing lessons with increasing responsibility | TPE 3 & 4:<br>Planning for Instruction<br>TPE 5:<br>Build knowledge on variety of assessments                                    | 20 hours total per week <ul style="list-style-type: none"> <li>Class experience</li> <li>Prep</li> </ul> |
| <b>WK 6-8</b><br>*Seminar-<br>Fridays 12-4 pm                                    | Assist: 50%<br>Teach: 50%<br><b>Formal Observation #2</b>                                 | Teacher Candidates begin preparing, planning, and implementing lessons with increasing responsibility | TPE 3 & 4:<br>Planning for Instruction<br>TPE 5:<br>Build knowledge on variety of assessments                                    | 20 hours total per week <ul style="list-style-type: none"> <li>Class experience</li> <li>Prep</li> </ul> |
|                                                                                  | <b>Schedule Mid-Term Progress Report after week 10 and prior to Thanksgiving Break</b>    |                                                                                                       |                                                                                                                                  | 20 hours total per week <ul style="list-style-type: none"> <li>Class experience</li> <li>Prep</li> </ul> |
| <b>WK 9-11:</b><br>*Seminar-<br>Fridays 12-4 pm<br><b>Veteran's day- Nov. 10</b> | Assist: 25%<br>Teach: 75%<br><b>Formal Observation #3</b><br><b>Formal Observation #4</b> | Teacher Candidates begin preparing, planning, and implementing lessons with increasing responsibility | TPE 3 & 4:<br>Planning for Instruction<br>TPE 5:<br>Utilize data to differentiate instruction                                    | 20 hours total per week <ul style="list-style-type: none"> <li>Class experience</li> <li>Prep</li> </ul> |

|                                                                                                                          |                                                                                                                                                                   |                                                                                                                                                                                                                |                                                                                                                                  |                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>11/20 - 11/24:<br/>THANKSGIVING<br/>BREAK</b>                                                                         |                                                                                                                                                                   |                                                                                                                                                                                                                |                                                                                                                                  |                                                                                                                     |
| <b>WK 12 - 13:</b><br><br>*Seminar-<br>Fridays 12-4 pm                                                                   | Assist 0 - 10%<br>Teach 90 - 100%<br><br><b>Formal Observation<br/>#5</b><br><br><b>Formal Observation<br/>#6</b>                                                 | Teacher Candidates are<br>required to prepare, plan,<br>and implement most<br>instruction across the<br>curriculum                                                                                             | TPE 3 & 4:<br>Integrate Ed Technology<br>TPE 5:<br>Use of formative &<br>summative assessments                                   | 20 hours total per<br>week <ul style="list-style-type: none"> <li>• Class<br/>experience</li> <li>• Prep</li> </ul> |
| <b>12/18 - 1/5:<br/>WINTER<br/>BREAK</b>                                                                                 | <b>Schedule Final<br/>Evaluation Meeting after<br/>formal observations are<br/>completed and prior to<br/>Winter break</b>                                        |                                                                                                                                                                                                                |                                                                                                                                  |                                                                                                                     |
| <b>SPRING<br/>SEMESTER</b>                                                                                               | <b>SPRING SEMESTER</b>                                                                                                                                            | <b>SPRING SEMESTER</b>                                                                                                                                                                                         | <b>SPRING SEMESTER</b>                                                                                                           | <b>SPRING SEMESTER</b>                                                                                              |
| <b>WK 14 - 18:</b><br><br>*Seminar-<br>Fridays 12-4 pm<br><br><b>Mon 1/15 Martin<br/>Luther King Holiday</b>             | Assist 0 - 10%<br>Teach 90 - 100%<br><br><b>Formal Observation<br/>#1</b>                                                                                         | Teacher Candidates are<br>required to prepare, plan,<br>and implement most<br>instruction across the<br>curriculum<br><br><b>edTPA: January preview</b>                                                        | TPE 1 – 6<br><br>TPE focus for spring to be<br>determined collectively by<br>teacher candidate, guide<br>teacher, and supervisor | 20 hours total per<br>week <ul style="list-style-type: none"> <li>• Class<br/>experience</li> <li>• Prep</li> </ul> |
| <b>WK 19 - 21:</b><br><br>*Seminar-<br>Fridays 12-4 pm<br><br><b>Fri 2/16 - Mon 2/19<br/>President's Day<br/>Holiday</b> | Assist 0 - 10%<br>Teach 90 - 100%<br><br><b>Formal Observation<br/>#2</b><br><br><b>Schedule Mid-Term<br/>Progress Report<br/>after formal<br/>observation #2</b> | Teacher Candidates are<br>required to prepare, plan,<br>and implement most<br>instruction across the<br>curriculum                                                                                             | TPE 1 – 6<br><br>TPE focus for spring to be<br>determined collectively by<br>teacher candidate, guide<br>teacher, and supervisor | 20 hours total per<br>week <ul style="list-style-type: none"> <li>• Class<br/>experience</li> <li>• Prep</li> </ul> |
| <b>WK 22 - 23:</b><br><br>*Seminar-<br>Fridays 12-4 pm                                                                   | Assist 0 - 10%<br>Teach 90 - 100%<br><br><b>Formal Observation<br/>#3</b>                                                                                         | Teacher Candidates are<br>required to prepare, plan,<br>and implement most<br>instruction across the<br>curriculum<br><br><b>edTPA: February-plan<br/>lesson segment for<br/>edTPA implementation<br/>week</b> | TPE 1 – 6<br><br>TPE focus for spring to be<br>determined collectively by<br>teacher candidate, guide<br>teacher, and supervisor | 20 hours total per<br>week <ul style="list-style-type: none"> <li>• Class<br/>experience</li> <li>• Prep</li> </ul> |

|                                                                                                                              |                                                                                                            |                                                                                                                                                                       |                                                                                                                         |                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>WK 24 :</b><br><br>*Seminar-<br>Fridays 12-4 pm                                                                           | Assist 0 - 10%<br>Teach 90 - 100%<br><br><b>Formal Observation #4</b>                                      | Teacher Candidates are required to prepare, plan, and implement most instruction across the curriculum<br><br><b>edTPA: document edTPA implementation week, March</b> | TPE 1 – 6<br><br>TPE focus for spring to be determined collectively by teacher candidate, guide teacher, and supervisor | 20 hours total per week <ul style="list-style-type: none"> <li>• Class experience</li> <li>• Prep</li> </ul> |
| <b>3/19 - 3/30</b><br><b>District</b><br><b>SPRING BREAK</b><br><br><b>3/26 - 3/30</b><br><b>SDSU SPRING</b><br><b>BREAK</b> | <b>Schedule Final Evaluation Meeting after formal observations are completed and prior to Spring break</b> |                                                                                                                                                                       |                                                                                                                         |                                                                                                              |
| <b>WK 25-29</b><br><b>4/2-4/27</b><br><b>SCHOOL</b><br><b>RESUMES</b><br>*Seminar-<br>Fridays 12-4 pm                        | <b>Teach 100%</b><br><b>Formal Observation #5</b>                                                          | Teacher Candidates are required to prepare, plan, and implement most instruction across the curriculum                                                                | TPE 1 - 6<br><br>TPE focus for spring to be determined collectively by teacher candidate, guide teacher, and supervisor | 20 hours total per week <ul style="list-style-type: none"> <li>• Class experience</li> <li>• Prep</li> </ul> |
| <b>WK 30-31</b><br><b>4/30-5/11</b><br><br><b>SDSU end of semester+++</b>                                                    | <b>Teach 100%</b><br><b>Formal Observation #6</b>                                                          | Teacher Candidates are required to prepare, plan, and implement most instruction across the curriculum                                                                | TPE 1 - 6<br><br>TPE focus for spring to be determined collectively by teacher candidate, guide teacher, and supervisor | 20 hours total per week <ul style="list-style-type: none"> <li>• Class experience</li> <li>• Prep</li> </ul> |
| <b>WK 32-35</b><br><b>Agreement to continue needed</b><br><br><b>END OF SCHOOL YEAR FOR ALL STUDENTS</b>                     | <b>Teach 100%</b>                                                                                          | Teacher Candidates are required to prepare, plan, and implement most instruction across the curriculum                                                                | TPE 1 - 6<br><br>TPE focus for spring to be determined collectively by teacher candidate, guide teacher, and supervisor | 20 hours total per week <ul style="list-style-type: none"> <li>• Class experience</li> <li>• Prep</li> </ul> |

8/26/2017