**Directions for TaskStream**

**General Background Information**

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| Admissions Materials | |
| * Personal Statement | This is the essay you used when you applied to Cambridge College. |
| * Transcripts | Transcripts from other colleges you have attended. |
| * Current Resume |  |
| * Completed Copy of ILP | Please upload an electronic copy. |
| Required Program Artifacts | |
| * MTEL scores | Please scan and upload a copy of the results of your MTEL test.  If you are a student outside of Massachusetts, please upload your MTEL test results AND any other state licensure exam such as Praxis and GACE. |
| * Advising | Completed and signed advising folder including evidence of at least three advising sessions with your advisor (ProSem Leader). |
| * Personal Philosophy | Identify the rubrics and use the imbedded standards. |
| * Pre-Practicum | Please complete Appendix E and F from the Practicum Handbook to record pre-practicum hours by course. Please make sure all forms are signed before submitting.   1. Appendix E -- Pre-practicum Log documented hours by class 2. Appendix F – Pre-Practicum Observation Form |
| * Lesson Plan (1) | 1. Directions from the TaskStream homepage   1. Click on -- Lessons, Units & Rubrics tab 2. Click on **Lesson Builder**   1) Title the new lesson.  2) Choose a format – ***select TS Basic lesson***  3) Fill it in!  4) Done  2. Select one lesson plan from your practicum that showcases your pedagogical skills. Include modifications for student(s)   * with Special Needs, * diverse academic skills * English language learners   3. Use the Massachusetts Curriculum Frameworks/Common Core Standards that are applicable. |
| * Student Work | Select the work of one student from your selected lesson. Upload this to TaskStream. |
| * Student Work Assessment/Rubric | Complete the rubric on assessment. |
| * Bibliography | From the TaskStream basic lesson plan, identify the resources used. |
| * Technology | Use the TaskStream basic lesson plan to document technology used.  Assessment Met -- Unmet |
| * Student PPA (Self Assessment) | Candidate’s self-assessment – Official MA PPA |
| * Subject Specific Questions | Assessment Met -- Unmet |
| * Cambridge College Supervisor and Supervising Practitioner | Cambridge College Supervisor and Supervising Practitioner both use the Cambridge College form for each of their three observations.   * Observations should occur at the beginning, middle and end of the practicum. * Student, practicum supervisor and supervising practitioner initial where designated at the conclusion of each observation.     Complete the first observation in week 1 - 4  Second observation to take place in week 8 - 11  Third observation to take place in week 14 -16   * Supervising practitioner’s assessment – 3 sets of the Cambridge College Observation Form * Cambridge College supervisor’s assessment - 3 sets of the Cambridge College Observation Form. |
| * Final Pre-Service Performance Assessment (PPA) | Combined assessment from college supervisor and supervising practitioner    · The Cambridge College Practicum Supervisor utilizes this form as a summative assessment of the student’s practicum   experience.  The Practicum Supervisor must use their personal observations in conjunction with the observation assessments by the Supervising Practitioner to capture a balanced assessment reflecting all six observations (3 from the College Supervisor and 3 from the Supervising Practitioner).  · Initials from the College Supervisor and Supervising Practitioner are required as designated on pages 2-5 of the PPA form.  The dates of the observation visits are also to be filled-in where required.  · On page 6 of the Summative Decision, full signatures are required.  · The Cambridge College Supervisor completes the Summative Decision on page 6 and provides a narrative summation of the student’s practicum experience. |
| * Written Narrative of Practicum Experience | Refer to Rubric |
| * Journal | Please add at least twice weekly journal narratives reflecting your experience.  Entries must be added for each week of your Practicum.  Date each submission accordingly.  Please do not submit until you have attached all journal entries.  If you would like your instructor to review, please send for "comment" as needed.  Do not submit for final evaluation until all weekly entries are attached to this tab.  Assessment Met -- Unmet |
| Teacher of Students with Moderate Disabilities | |
| * Preparing Students for General Education | Demonstrate how to prepare students for general education classrooms. Include examples of how to design or modify curriculum, instructional materials, and general education classroom environments for students with moderate disabilities. Provide examples of behavior management principles used in the classroom.  Assessment Met -- Unmet |
| * Preparing an ILP | Show evidence of the preparation, implementation and evaluation of Individualized Education Programs (IEP). Include:   * 2 to 3 examples of goals/objectives used in Individualized Education Programs (IEP).   Demonstrate understanding of educational terminology for students with mild to moderate disabilities.  Assessment Met -- Unmet |
| * Outside Agencies | Demonstrate knowledge of services provided by other agencies.  Assessment Met -- Unmet |
| * Laws and Regulations | Show evidence of an understanding of federal and state laws and regulations pertaining to special education.  Assessment Met -- Unmet |
| * Child Development | Demonstrate methods of assessing physical, emotional, intellectual, and social development of children and adolescents.  Assessment Met -- Unmet |
| Teachers of Students of English as a Second Language | |
| * Lesson Plan |  |
| * Modifications |  |
| * Laws and Regulations | Evidence of an understanding of federal and state laws and regulations pertaining to ELLS.  Assessment Met -- Unmet |
| * Outside Agencies | Evidence of knowledge of services provided by community agencies for ELLS and their families.  Assessment Met -- Unmet |