Fall 2019 Student Teacher Orientation

Welcome to your student teaching semester!
Here is some important information regarding upcoming student teaching tasks and materials:

**Sign-in Sheet** – Please be sure to sign the attendance sheet before you leave today.

**Today’s Agenda and Fall Calendar** – Note breakout session locations and important dates for fall.

**Career Center**
Be sure to make use of the resources at UK’s Stuckert Career Center. You can contact them at 257-2746 and set up a **Handshake** account through their website: [http://www.uky.edu/careercenter/students](http://www.uky.edu/careercenter/students). Currently our assigned (interim) career center liaison is Beth.Austin@uky.edu.

**Certification Application Information**
In order to get your KY teaching certification, you must submit an application. Application materials and detailed instructions are online: [https://education.uky.edu/accreditation/certification/](https://education.uky.edu/accreditation/certification/).

**Day Tracking**
Student teachers MUST document days spent in the student teaching classroom online through the OTIS system [http://otisonline.org/](http://otisonline.org/). A passing grade cannot be assigned to a student who has fewer than 70 days recorded in OTIS. **Stay on top of this throughout the semester!** An OTIS tutorial is in this packet, but if you have further questions about using the system, contact Dr. Gerry Swan: gerry.swan@uky.edu.

**Shaping Effective Teaching – Student Teaching Handbook**
If you haven’t already, please read this handbook. It outlines expectations and guidelines for all members of the student teaching triad, and it also contains helpful resources (click link in 3rd bullet of “All” section): [https://education.uky.edu/ocp/resources/](https://education.uky.edu/ocp/resources/).

**Perception Evaluation** of University Supervisor, Cooperating Teacher, and TEP
Take a couple of minutes at the end of the semester to honestly and objectively evaluate the university supervisor who observes you in your classroom, your cooperating teacher, and the Teacher Education Program (TEP) at UK. We compile the confidential results annually and consider the information vital when making program decisions. at the end of the semester a link to the evaluation form will appear in OTIS [http://otisonline.org/](http://otisonline.org/), and we will send a reminder via email.

**Performance Evaluation** of Student Teacher
Your CT should evaluate your progress in the classroom using OTIS [http://otisonline.org/](http://otisonline.org/) at the **midpoint AND end** of your placement(s). You may be called upon to assist your CT in navigating the site to enter data. If further assistance is needed, contact Dr. Gerry Swan: gerry.swan@uky.edu.

**Professional Organizations** – Please consider joining KAPE or KEA. Representatives of these organizations may have tables outside the auditorium this morning. If not, you can also visit their websites for more information: [www.kea.org](http://www.kea.org) and [www.kentuckyteachers.org](http://www.kentuckyteachers.org)

**Website – Other Resources**
The “Resources for Student Teaching” page [https://education.uky.edu/ocp/resources/](https://education.uky.edu/ocp/resources/) is divided up by audience to whom each resource pertains. Most items of interest to you will be under the sections marked “All” and “Student Teachers”.

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Office of Clinical Practices & School Partnerships  
University of Kentucky  
104 Taylor Education Bldg.  
P: 859-257-1961  
F: 859-257-2734
OTIS Online Portfolio
Instructions for Student Teachers
Day Tracking and Perception Evaluations

if you do not already have one, create an Account in OTIS:
1. Go to the website: https://otis.coe.uky.edu/openportfolioCl/login/adduserform2.php
2. Fill out the form using registration code “whiskers”.

OTIS Video tutorial http://tinyurl.com/OTIS-ST The screenshots look different but instructions are still helpful.

Submitting Weekly Attendance Report
1. Log in on the OTIS website
   a. Go to the website: https://otis.coe.uky.edu/openportfolioCl/password.php
   b. Enter userid and password
   c. Click “Sign in”.
2. Create an attendance report
   a. Create the shell for a new report
      i. Under “Reports and Forms”, click “Report Writer”
      ii. Click the button "Create New Report" at the top of the page.
      iii. Fill out ALL fields, including “Weekly Student Teaching Report”, and the date.
      iv. Click the “Create Report” button. This will take you back to the report summary page where you should see that a new record has been created in the “Reports In-Progress” section.
         1. In-progress reports are listed first.
         2. Submitted reports are in a separate section.
   b. To actually fill out the report:
      i. On the left side of the screen, click “edit report” next to the entry you just created.
      ii. Use the drop-down box to enter the number of days spent at your placement that week.
      iii. Check boxes for any of the numbered co-teaching strategies that you utilized that week.
      iv. Add narrative, as applicable, including reasons for missed days (illness, snow day, school holiday, etc.)
      v. Click the “Save Changes to Report” button at the bottom of the page, which takes you back to the “Reports In-Progress” screen.
   c. IMPORTANT: Submit the report:
      i. On the “Reports In-Progress” screen, **click the light blue “Submit” button to the left of the entry you just edited** and follow any additional prompts.
      ii. The report should now appear in the “Completed Reports” section.
3. Editing or Deleting Reports
   a. You have 48 hours after submitting a report to “unsubmit” and then edit or delete it.
   b. After 48 hours, you will have to contact gerry.swan@uky.edu for assistance in editing or deleting.

Helpful Hint
1. Click the “Duplicate” button next to a report in the “Completed Reports” section.
   a. This creates a copy of it in the “Reports-in-Progress” section
      i. Modify report by clicking “Edit Report”, then complete and submit using directions above.
      ii. This way you can avoid filling out the program, semester, etc. info every time.
   b. If you do this accidentally, you can just delete it while it is still in progress.

Submitting a perception evaluation of UK’s TEP, your CT and your US – at end of semester
1. At the end of the semester, a link should appear in the “Forms/Evaluations” column.
2. Follow the instructions to submit your evaluation.
3. Confidentiality:
   a. Even though you must be logged in to submit, your userid is not attached to your responses.
   b. Fall and spring data are combined and redacted before distribution to further ensure confidentiality.

If you have questions along the way, your university supervisor may be able to help you. Alternatively, you may contact UK professor gerry.swan@uky.edu for assistance.
STUDENT TEACHER ORIENTATION SCHEDULE – FALL 2019
Taylor Education Building Auditorium – August 13, 2019

9:00 – 9:15 a.m. Welcome and Overview of Orientation Materials – Dr. Sharon Brennan

9:15 – 10:00 a.m. Guest speakers: UK Stuckert Career Center – Beth Austin
Teacher Certification – Christopher Reese & Dr. Gary Schroeder

10:00 – 10:15 a.m. General Issues – Dr. Sharon Brennan

10:30 a.m. – noon *Breakout sessions with Program Coordinators

<table>
<thead>
<tr>
<th>Program</th>
<th>Breakout Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>no breakout session</td>
</tr>
<tr>
<td>Art</td>
<td>n/a</td>
</tr>
<tr>
<td>Elementary</td>
<td>TEB Auditorium</td>
</tr>
<tr>
<td>KHP – *11:00-12:30</td>
<td>123 Seaton Bldg.</td>
</tr>
<tr>
<td>LBD &amp; MSD</td>
<td>n/a</td>
</tr>
<tr>
<td>MAT Math &amp; Science</td>
<td>n/a</td>
</tr>
<tr>
<td>MIC English</td>
<td>*check with Dr. Burns</td>
</tr>
<tr>
<td>MIC Soc. Studies</td>
<td>no breakout session</td>
</tr>
<tr>
<td>Middle School</td>
<td>n/a</td>
</tr>
<tr>
<td>Music</td>
<td>Fine Arts Library - Music Ed. Resource Room</td>
</tr>
<tr>
<td>STEM-PLUS</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*Times and locations of breakout sessions subject to change. Contact your prog. coordinator for info.

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IMPORTANT DATES – FALL 2019

June 30       Last day to apply for a December 2019 undergraduate degree (online in MyUK)
August 12     University Supervisors’ Meeting: 9:00 am, location TBD
August 13     Student Orientation meeting @ Taylor Education Building Auditorium
August 14     First day of student teaching assignments for Fall 2019 student teachers except AGR STs and STs placed in Shelby Co. and Scott Co.
September 11  Supervisor/Cooperating Teacher Training; time and location TBD
             pre-registration recommended; contact fieldx@uky.edu
September 20  Last day to apply for a December 2019 graduate degree (online in MyUK)
October 14    Fall 2019 student teachers with dual placement students begin 2nd placements
November 15   PROFESSIONAL SEMINAR for Fall 2019 & Spring 2020 student teachers
             Gatton Student Center, 8:00 a.m. - 12:30 p.m.
November 30   Last day to apply for a May 2020 undergraduate degree (online in MyUK)
December 13   End of Fall 2019 semester
March 24, 2020 Education Career Fair, 3:30-6:00, Woodford Reserve Room at Kroger Field

Visit the Praxis website at [www.ets.org/praxis](http://www.ets.org/praxis) for test information and registration deadlines.

Updated 8/7/19