MEMORANDUM

TO: Prospective Student Teachers

FROM: Dr. Violet Henderson, Clinical Director of Early Childhood Education
Dr. Leanna Lucero, Clinical Director of Elementary Education
Dr. Yvonne Moreno, Clinical Director of Special Education
Dr. Tracey Gorham Blanco, Clinical Director of Secondary Education

SUBJECT: Student Teaching Entry Packet (STEP)

Dear Teacher Candidate,

We are pleased that you have reached a critical point in your pursuit to become a licensed educator. As a culminating experience, student teaching is a time to expand your knowledge of teaching, learning, and children/youth development. It is also a time to take risks in a supportive environment. The packet process is designed to give you the opportunity to demonstrate student teaching readiness based on entry level teacher education competencies and the programmatic focus areas of content, pedagogy, and children/youth development. As such, please spend some time reflecting on your overall experiences up to this point that shape how you situate yourself as an educator in the frameworks of children/youth, content, and pedagogy. This packet includes the directions and forms necessary for completing the packet.

Your packet will be submitted via a STEP submission portal, and they are due on the semester prior to student teaching on the first Friday of October (Fall) or the first Friday of March (Spring). Applications will be evaluated by faculty for admission to student teaching and submitted to cooperating teachers who will use your information to screen you for placement in the public schools. Submission of packet does not guarantee admission to student teaching. You will be notified in writing should your packet submission not meet the high standards of faculty in the College of Health, Education, and Social Transformation.

STEP Packets will be submitted electronically within the STEP Portal. Save each of your documents as a PDF in order to upload to the electronic submission portal.

To access the STEP Portal, use the link included up above, or enter the following web address directly in your web browser: https://forms.gle/QddQLiD8sn5JNzz48

STEP Packet Documents

The digital STEP packet must consist of the following documents and be submitted using the Student Teacher Entrance Portfolio (STEP) Portal **one semester prior to the student teaching semester.** STEP packets are due on **the first Friday of October (Fall), or the first Friday of March (Spring).** In order for your packet to be considered, it must be complete. An incomplete packet will render you ineligible for student teaching. **Late, incomplete, or insufficiently organized submissions will not be reviewed and will render you ineligible for student teaching. You will have the opportunity to resubmit your STEP packet one time during the next submission cycle.**

_____	1. Student Teaching Info Card (Student Info Card available on STEP website)
_____	2. A Letter of Introduction (instructions and guidelines enclosed)
_____	3. A Self-Evaluation of Student Teaching Preparedness survey (self-evaluation form available on STEP Website)
_____	4. A Lesson Plan from your Content Area (instructions enclosed & template available on STEP Website)
_____	5. A Confidential Faculty Recommendation from your Content Area (Provide the Name and Email address for your recommender – an automatic request will be sent to the recommender to fill out an electronic form)
_____	6. Evaluation Copies and Reflection – • Include copies of **all** evaluations from practicum placements where your cooperating classroom teachers and/or NMSU faculty evaluated your teaching. • Write a narrative reflection (1 page minimum) detailing your reflection over the experiences and evaluations you have received.
_____	7. Copy of current Degree Check dated within the semester of STEP submission - **Undergraduate students** will get a degree check with Dr. Margo Trevino-Torres - **Music** must submit a STAR audit report ***reviewed and signed*** by Music Education Advisor - **Graduate students** must submit an updated Master's Program of Study o Please see your Program Director to complete/update a Program of Study
_____	8. Unofficial transcripts (obtain from NMSU Registrar, **NOT** College of HEST Advising Center or mynmsu screenshots)

For Spring 2024 student teachers and beyond, new testing requirements have gone into effect:
There will be <u>NO Praxis testing requirements</u> for submission of the STEP packets.

All Elementary Educator seeking licensure must still complete Praxis: Teaching of Reading Elementary Examination per state statute 22-10A-1 NMSA 1978.
The Teaching of Reading Elementary Examination will be taken during Student Teaching for all Elementary Education majors.

Directions: Write a thoughtful 2-3 page typed, single-spaced *business letter* of introduction demonstrating your understanding of the foundation for teaching and learning through expounding upon your working knowledge of self, children/youth, content, and pedagogy. This letter will be evaluated by faculty; however, it will ultimately be given to your prospective cooperating mentor teacher and university supervisor. Your letter should reflect *professional business letter formatting* and preparation. Please address the following concepts in your letter:

1. What is your role as a professional educator in a diverse society?
2. Identify three (3) of your strength areas based on the content, professional knowledge, skills and/or dispositions you possess.
3. Why are you passionate about teaching in your specific area/content field?
4. Identify one (1) specific goal or area of growth/improvement.
5. What are your specific expectations of the cooperating teacher in light of these strengths and areas for growth?
6. Detail your experience working with children/youth (practica, internships, substitute teaching, employment, volunteer work, etc.) What have these experiences ultimately taught you about the complexity of children/youth and their lives and what is required of you as a professional educator to engage them in learning?
7. Identify what you believe is one of the greatest challenges facing education. Include how you feel your role as a novice educator can impact that challenge.

LESSON PLAN from CONTENT AREA*

Developing your skills and abilities as a teacher is dependent upon your ability to develop quality lessons plans that take into account the **content**, **timing**, **student needs**, and **teacher needs** prior to delivery of a lesson. During student teaching there is an expectation that you will submit all lesson plans for approval by the cooperating teacher at least one week prior to delivery. Therefore, it is paramount that you demonstrate proficiency in the ability to write, think, and connect your stated instructional goals to the delivery and assessment of students.

Choose a topic represented in the standards and benchmarks of the content area and age group you desire to work with during student teaching. Develop a lesson utilizing the approved NMSU Lesson Plan template. You may utilize a lesson plan that you have had evaluated in another course or create a new one, but either way, it should represent your BEST work in lesson planning.

*NMSU Lesson Plan Templates available on STEP Website

FACULTY RECOMMENDATION FOR ADMISSION TO STUDENT TEACHING
College of Education
NEW MEXICO STATE UNIVERSITY

NAME OF CANDIDATE_____**BANNER ID**_____

MAJOR_____**CONTENT AREA**_____

Evaluator: Please supply a rating which most closely represents your evaluation of the Teacher Candidate (TC) for each disposition. If you have had insufficient opportunity to observe a particular trait, please mark N/A.

4 EXCEEDS PROFICIENCY	3 PROFICIENT	2 NEARING PROFICIENT	1 NOT PROFICIENT
TC performs the competency accurately, consistently and efficiently.	TC performs the competency consistently and without significant error.	TC performs the competency but has several areas for improvement within its designation.	TC fails to demonstrate the competency and/or the application of the competency.

Exhibits a positive disposition toward all colleagues and students _____

Seeks advice and resources _____

Accepts feedback _____

Works effectively with the colleagues _____

Follows through on all obligations _____

Demonstrates responsibility for professional growth _____

Uses verbal, nonverbal & other techniques to enhance student engagement _____

Demonstrates thoughtful and responsive listening and speaking _____

Demonstrates appropriate and relevant knowledge in the content areas _____

Demonstrates awareness of multicultural content & pedagogy in meeting students' needs _____

Demonstrates confidence in content area throughout planning & delivery _____

Demonstrates skills to adapt and work with diverse learners (including special needs, advanced, race, gender, language) _____

Demonstrates sensitivity to New Mexico's unique linguistic and cultural diversity _____

Name of Evaluator (print)_____**Position**_____

Department: _____**Phone Number**_____

Evaluator's Signature_____

==FOR INFORMATIONAL PURPOSES ONLY – RECOMMENDER WILL RECEIVE AN EMAIL WITH LINK TO ONLINE RECOMMENDATION FORM.==

COLLEGE OF HEALTH, EDUCATION, & SOCIAL TRANSFORMATION – NEW MEXICO STATE UNIVERSITY
STEP APPLICATION FOR STUDENT TEACHING EVALUATION FORM (SAMPLE)

Student Name _____Banner ID #_____

	EXCEEDS PROFICIENCY	PROFICIENT	NEARING PROFICIENCY	NOT PROFICIENT	Score
LETTER OF INTRODUCTION Professional representation of self Understanding of diversity Knowledge of educational field Ability to engage in self-reflection Overall written communication	4	3	2	1	_____
LESSON PLAN (see rubric)	4	3	2	1	_____
TRANSCRIPTS Performance in coursework Evidence of content knowledge	4	3	2	1	_____
PRACTICA EVALUATIONS Pedagogical skills Professionalism Openness to feedback and supervision Reflective practice Working with diverse learners	4	3	2	1	_____

TOTAL   _____

The College of HEST Student Teaching Admission Committee will use this form as a guide when reviewing packet Applications to Student Teaching.

For Program Director use only:

FACULTY RECOMMENDATION (average transferred from form)					_____
DISPOSITIONS	Pass _____		Fail _____		Not completed_____