

Master of Arts in Teaching HANDBOOK

2024-2025

**For Teacher Candidates, University Supervisors, and
Clinical Educators**

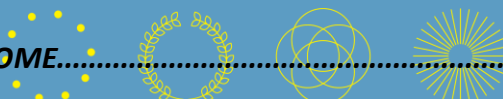
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INTRODUCTION AND WELCOME

The Master of Arts in Teaching (MAT) Program prepares teachers for Elementary grades K-6, grades 6-12 in English, mathematics, science, and social studies subject areas, and grades K-

12 Special Education (General Curriculum). The program also provides the opportunity for candidates to obtain optional add-on licensure in K-12 Special Education (General Curriculum). The MAT Program's signature pedagogy is Experiential Education, where experiences outside of the classroom are linked to the pedagogies and methodological approaches students learn in their coursework and fieldwork. MAT alumni make a difference in schools and classrooms and in the lives of young people. Our students are exceptional, having been selected for admission from a highly competitive pool of applicants each year. Our strengths include both the academic and professional quality of our program as well as the community spirit that is part of being a University of North Carolina Tar Heel.

The MAT curriculum includes 13 months of coursework and field experiences that begin in early June and end the following year in mid-June (see calendar). Students must be enrolled full-time and complete the program in sequence. The core program of study consists of 40+ graduate credits derived from a combination of coursework and fieldwork experiences in the schools; add-on licensure (if selected—add-ons are optional) requires 9 additional graduate credit hours of study and fieldwork experiences in schools. The MAT is built on research-based promising practices, provides early and extensive clinical experience, and engages practicing teachers in collaborative inquiry. The student teaching fieldwork provides candidates for licensure with an opportunity to integrate theory and practice, to demonstrate skills in a structured and supportive environment, and to engage in reflective practice to enhance their strengths and improve upon their weaknesses. Fieldwork is at the heart of the MAT program and is a requirement for state licensure.

The following terminology will be used in this handbook to refer to program stakeholders:

- Intern: The term "Intern" refers to the MAT students who are student teachers; Interns are also sometimes referred to in the field as "pre-service teachers" or "teacher candidates".
- Clinical Educator: The term "Clinical Educator" will be used in this handbook to refer to the classroom teachers who serve as mentors to the MAT Interns. In the field, Clinical Educators are sometimes referred to as "mentor teachers", "cooperating teachers", or "clinical teachers". An Intern may have one or more Clinical Educators depending on the classroom structure and choice of completing an add-on.
- Supervisor: The term "Supervisor" in this handbook refers to the university-based Supervisor who will oversee the Intern's progression through the program. Each Intern will be assigned a Supervisor who will be the main contact for field observations and general support related to field placements. An Intern may have one or more Supervisors depending on the choice of completing an add-on.

MAT Orientation Sessions

To familiarize all stakeholders with the program structure and expectations, a variety of MAT Orientation Sessions and semester "Launches" will be held, as follows:

Interns: Interns will engage in three orientation/launch sessions throughout the year at program transitions, as follows (see calendar for dates):

1. Program Entry Orientation: In early May, there is a required Intern/student teaching orientation for the entire MAT cohort. The agenda includes an overview of the coursework and internship and provides an opportunity for students to ask questions about all aspects of the program.
2. Fall Fieldwork Launch: Before the start of the Fall semester, there is a required Intern/student teaching launch meeting for the entire MAT cohort. The agenda will review of the MAT program, School of Education (the School) services, the Handbook including the year-long calendar, and address preparing for fieldwork (e.g., schedule, observations, expectations for professionalism of student interns in the field) and provide an opportunity for students to set goals and expectations for fieldwork.
3. Spring Student Teaching Launch: Similar to the Fall Fieldwork Launch, in January before entering full-time student teaching, there will be a required Intern/student teaching launch meeting for the entire MAT cohort. Topics will include goal setting, creating a lead teaching schedule, and the observation/evaluation expectations (including edTPA).

Clinical Educators: At the beginning of the school year, the School and MAT Program faculty will provide several options for Clinical Educator training to facilitate successful ongoing mentorship of Interns throughout the year. During this orientation, Clinical Educators will: learn about the MAT Program’s approaches and pedagogies; review the schedule, requirements, and benefits of being a Clinical Educator; and network with other Clinical Educators across schools and districts. Completion of this training is required each year to serve as a Clinical Educator, even if training has already been completed in a prior year (due to programmatic changes and updates). Clinical Educators will have a second meeting in the Spring to continue building relationships with the university and review requirements and best practices for the coming semester.

Supervisors: University-based Supervisors are required as a part of their contract to attend and assist with both the Intern and Clinical Educator orientations. In addition, a Supervisor training will be offered within the program faculty and/or Supervisor meetings prior to the start of the fall semester. Supervisor responsibilities, detailed in each contract, include ongoing planning/training with the MAT Program Director, attendance at all orientations and supervisor meetings, and the responsibility for planning and running ongoing Special Topics Seminars throughout the year.

STUDENT TEACHING INTERNSHIP CALENDAR: 2024-25

Summer 2024	
<u>Dates</u>	<u>Responsibilities</u>
May 8	MAT Program Orientation—all MAT students must attend

June 3-June 28	MAT Summer Session I: EDUC 614 and EDUC 615 (ELEM and SPED section 1; Secondary section 2)
July 1-July 5	4 th of July Break, No classes
July 8-Aug. 2	MAT Summer Session II: EDUC 628 (all students); EDUC 689 (elementary); EDUC 532 (secondary), EDMX782 (K-12 SPED & SPED add-on)
Aug. 5-16	Summer Break, no classes

<p style="text-align: center;">Fall 2024</p> <p><i>Fall schedule includes 1-hour weekly seminar meeting with supervisors (these are not noted below—supervisors will schedule these individually by group).</i></p> <p><i>Required Special Topic Seminars will be scheduled throughout the Fall semester. Supervisor Seminars will not be held the weeks these are held.</i></p> <p><i>Both are required components for EDUC 701.</i></p>	
<u>Dates</u>	<u>Responsibilities</u>
Thur., Aug. 15	In-person MAT Fall Launch 10:00-12:30 pm —all MAT students must attend
Mon., Aug. 19	First Day of UNC Classes
Week of Mon., Aug. 19	Begin regular MAT schedule—classes meet per regular schedule; fieldwork in schools on Wednesday/Thursday schedule (PD days, preparing for instruction, follow mentor teacher's schedule)
Thurs., Aug. 22 and Fri., Aug. 23	REI Training at the CCEE No fieldwork or Friday courses
Mon., Aug. 26-Fri., Aug., 30	One-Week Immersion in Fieldwork No Monday/Tuesday or Friday (add-on) daytime classes; evening and online asynchronous courses will meet according to instructor's discretion.
Mon., Sept 2	Labor Day Holiday No classes/fieldwork

Tues., Sept 3	University Wellbeing Day- No classes or fieldwork
Wed., Sept 4	Begin regular MAT schedule—classes meet per regular schedule; fieldwork in schools on Wednesday/Thursday schedule
Thur., Sept 5	Special Topics Seminar #1 CCEE - 5:15-6:45 pm
Mon., Sept 23	University Wellbeing Day- No classes or fieldwork
Thu. Oct. 10	Special Topics Seminar #2 CCEE - 5:15-6:45 pm
Thur. Oct 17-Fri. Oct 18	Fall Break
Thur. Nov. 14	Special Topics Seminar #3 CCEE - 5:15-6:45 pm
Nov. 27-29	Thanksgiving Holiday No class/fieldwork
Weds. Dec. 4	LDOC Coursework & Last Day Fieldwork

Spring 2025

Spring schedule includes 1-hour weekly seminar meeting with supervisors (these are not noted below—supervisors will schedule these individually by group).

Required Special Topic Seminars will be scheduled throughout the Spring semester. Supervisor Seminars will not be held the weeks these are held.

Both are required components for EDUC 746.

Note: Interns follow school district calendar for holidays, teacher workdays & spring break (See Appendix F)

<u>Dates</u>	<u>Responsibilities</u>
Wed. Jan 8	First Day of Classes @ UNC (FDOC)

Wed. Jan 8	MAT Spring Student Teaching Launch 9:30-noon
Thur. Jan 9	Begin Attending Placement Full Time per school district calendar (after noon)
Mon., Jan. 20	Dr. MLK Jr. Day - No School
Wed. Jan 22	Special Topics Seminar #1 Virtual - 5:15-6:45 pm
Wed. Feb 19	Special Topics Seminar #2 Virtual - 5:15-6:45 pm
Spring Breaks:	Spring Break for CHCCS, Chatham, Durham, Orange & Wake – See individual school district calendars for exact dates/workdays, etc.
Wed., March 19	Special Topics Seminar #3 Virtual - 5:15-6:45 pm
Tue., March 25	EDUC 747 Principal Panel
Thur., April 3	Completed edTPA Portfolio uploaded to Pearson website by 11:59 p.m. <u><i>You should plan to upload and review your files at least 48 hours prior to this date to allow for processing time.</i></u>
Fri., April 4	CCATE Research Symposium: All STs are excused from their placements to join the CCATE area for a day of professional engagement and learning
Thur., April 10	Outward Bound Pre-Trip Meeting
Wed. April 23	Special Topics Seminar #4 CCEE – 5:15-6:45 pm
Fri., April 25	Last Day in student teaching placement for Elementary and Special Education Student Teachers
Tue., April 29	Last Day of Classes UNC & Last day in student teaching placement for Middle and Secondary Student Teachers
Mon., April 28-Fri., May 2	Elementary Math Workshop

May 7th	MAT Program Orientation for incoming 2025-2026 cohort
Thur. May 15	Deadline for Licensure exams—Praxis or Praxis/Pearson (UNC institution code is #5816)
Saturday, May 10	School of Education Commencement & family reception

Summer 2025	
Dates	Responsibilities
Weds., May 14 to Fri. May 30, 2025	EDMX 708: MAT Maymester and Capstone Course. If students have chosen the local Chapel Hill option, this class is held in-person, on campus; plan to meet daily during this time according to hours listed in ConnectCarolina. Dates for Outward Bound and TTT will be announced.
May 29 & May 30, 2025	Maymester exam days—UNC Academic Calendar

STUDENT TEACHING INTERNSHIP OVERVIEW

Student teaching internship assignments, or "placements", are made collaboratively between the MAT program and district partners, guided (though not guaranteed) by placement preferences provided by MAT students through the New Admissions Survey distributed to MAT students at the time of program orientation. Field experiences usually occur within a 40-mile radius of Chapel Hill, and students are expected to provide their own transportation to field sites; carpooling, where possible, is encouraged.

The qualifications and teaching schedules of clinical educators are carefully reviewed to ensure high quality, developmentally appropriate placements for each MAT intern. No change in the student teaching internship assignment (either for partial or whole day) can be made without permission of the MAT Program Director and the district placement liaison.

FALL STUDENT TEACHING INTERNSHIP

Fall Student Teaching Load and Internship Expectations

UNC licensure program Interns must be in their placements on Wednesdays and Thursdays throughout the fall semester (see calendar). Interns will coordinate with their Clinical Educators to attend summer teacher workdays during the first week of UNC classes (see calendar).

Interns are also required to attend placements for the first week of school (see calendar). For these weeks, Interns are excused from School of Education daytime courses to attend their school placements full time (evening and online courses will meet per the instructor's schedule). After this week immersion, Interns will resume attending placements on Wednesdays and Thursdays for the remainder of the semester.

Clinical Educator Observations & Expectations

The role of the Clinical Educator ("cooperating/mentor teacher") is to be the Intern's professional mentor. This includes modeling best practices and helping Student Teachers develop within their new environment. Clinical Educators should begin including Student Teachers in conversations around all parts of the profession, though the teaching responsibilities remain the purview of the Clinical Educators. Clinical Educators should help Student Teachers see themselves in the role of teacher, rather than just an assistant, to help them begin their transition in the Spring.

We know that our Clinical Educators will be observing most lessons the Intern conducts and will be providing ongoing feedback which is vital for the Intern's development. For the fall internship, the MAT program requires Clinical Educators to perform at least one formal observation of the Intern teaching a lesson. It is the Intern's responsibility to schedule and plan this observed lesson, which should be planned using the *MAT Lesson Plan Template* (see Appendix A). The Clinical Educator should document her/his observation and feedback using the *Clinical Educator Formal Observation Template* (see Appendix B) or another form of their choosing. Formal observations will be shared with the Intern during a post-observation conference and the formal observation document(s) will be uploaded to Canvas by the Intern. After Interns plan and teach the lesson, they will create an entry in their *Reflection Journal* (see fieldwork syllabus for details) to reflect on the experience, which they are also required to upload to Canvas. Completing this reflection right after the lesson observation and debriefing conversation is highly recommended.

Students completing an optional "add-on" are required to complete the Add-on fieldwork portfolio and complete observations and fieldwork with in-service teacher mentors as required by each portfolio item.

Initial Fall Triad Meeting

During the first two weeks of school, the supervisor will schedule and facilitate an initial triad meeting between the Intern, Clinical Educator and University supervisor. The purpose of this meeting is to discuss expectations for the semester among the triad, set initial goals related to NC Teacher Candidate Rubric (NCTCER). It is also recommended that the dates for observations are established for all members of the triad at this meeting.

Fall Supervisor Observations

The University Supervisor serves as the Intern's School of Education liaison and advocate. For the fall internship, the Supervisor and/or internship course instructor will observe the Intern at least one time during the fall semester, EITHER teaching a lesson (planned using the *MAT*

Lesson Plan Template) OR observe the Intern more broadly engaging with students during instructional time in the classroom. The format and type of observation is up to the discretion of the Supervisor in conversation with the Intern and the Clinical Educator. The Supervisor will document her/his observation and feedback using the *QRC Observation Protocol* (see Appendix C). Formal observations will be shared with the Intern during a post-observation conference and the formal observation document(s) will be uploaded to Taskstream. After Interns plan and teach the lesson, they will write a reflection entry in their *Reflection Journal* and upload it to Canvas. Completing this reflection right after the lesson is highly recommended.

Students completing an optional "add-on" are required to complete the Add-on fieldwork portfolio and complete observations and fieldwork with in-service teacher mentors as required by each portfolio item.

Fall Summative Evaluation/Three-Way Conference

One Three-Way ("Triad") Conference with the Clinical Educator(s), Add-On Clinical Educator (if applicable) University Supervisor, and Intern will be conducted the last week of the fall semester. At the conference, the *North Carolina Teacher Candidate Evaluation Rubric*¹ will be discussed and rated, and the scores recorded in Taskstream. Interns may be rated below proficiency, and this score does not impact course grades. This evaluation serves as a pre-assessment for spring student teaching to impact goal setting during the Final Triad Meeting. A dispositions assessment may also be discussed at that time. At times it makes the most sense for the fall summative evaluation/three-way conference to be combined with the spring initial triad conference—and this is acceptable if all parties agree.

Fall Methods Course Connections

Interns are expected to become an integral part of the classroom. Active participation – including observing and reflecting on pedagogical practices discussed in disciplinary methods classes and teaching small or whole group lessons when appropriate – are ways to connect with the students and Clinical Educator. Interns will be tasked to plan and execute lessons connected to the methods block. University Supervisors will observe Interns formally at least once in the fall semester. The lesson taught for this observation may be one of the lessons taught for the methods block. Interns may also choose other lessons for their Supervisor and Clinical Educator to observe for feedback.

Fall Seminars and Programming

There are two types of Seminars in the fall:

1. Weekly Reflective Seminars are an integral part of the MAT Interns' fieldwork practice. In the fall, these will be scheduled by each individual supervisor and will last for approximately 1 hour/week. The purpose of these seminars is for the Interns to take charge of their learning by participating in reflective discussions about their practice, guided by Supervisors and, at times, program faculty. It is the Intern's responsibility to maintain the *Reflective Journal* weekly and bring it to all Reflective Seminars to share

¹ The NC Teacher Candidate Evaluation Rubric is available in the Student Teacher Folder [in Canvas](#)

with colleagues, Supervisors, and instructors. Interns are expected to participate fully and meaningfully in these seminars through contributing to discussions, offering their own problems of practice, and/or sharing their reflective journal with the seminar group.

2. Interns will participate in special topics seminars throughout the course of the fall semester on the dates specified on the calendar. The topics covered in these seminars will vary depending on need. Typical seminars will include discussion around EdTPA, building sustainable teaching practices, translating your methods instruction into classroom practices, and working with your CE in novel ways.

Attendance at all seminars is required, though absences may be excused according to the University attendance policy; students must notify their supervisor and any other necessary parties as soon as they are aware they will be absent from a seminar and are responsible for obtaining information about the seminar from a MAT colleague or their University Supervisor.

Reflection Journal

In addition to participation in the Reflective Seminars, Interns are expected to engage in reflective practice about their classroom experiences, interactions, and teaching practices. This reflective practice happens throughout the internship experience through conversation with the Intern's Clinical Educator, colleagues, and Supervisor. To document this reflective practice, Interns are required to create at least one formal *Reflection Journal* entry per week (see Appendix D), either about a formally observed lesson (see above) or about their teaching practice more broadly. Supervisors will provide prompts throughout the fall semester. It is the Intern's responsibility to maintain the *Reflection Journal* weekly and bring it to all Reflective Seminars and EE (see above and calendar) to share with colleagues, Supervisors, and instructors. Interns are required to scan and upload their *Reflection Journal* to Canvas monthly basis. The Canvas assignments will be titled "[Month] Journal."

SPRING STUDENT TEACHING INTERNSHIP

Internship & Lead Teaching Expectations (for primary and add-on programs of study)

UNC licensure program Interns are required to attend their full-time placements for the entire spring semester. Interns will begin in their placements on the first day of UNC classes in January and follow their school district's calendar through the last day of fieldwork in May (see calendar). Interns, in consultation with their Clinical Educator and supervisor, will take responsibility for one content area or instructional block at a time, "ramping up" to full-time lead teaching in their primary program of study content area for a minimum of 6 weeks as approved by the primary Clinical Educator and University Supervisor. Students completing one of the optional add-on programs of study in Special Education will continue working on their add-on fieldwork portfolio. The lead teaching schedule for both the primary program of study and the optional add-on program of study should be designed and approved before the second week of the spring semester begins. See appendix J for a sample ramp up schedule.

While teaching full-time, Interns are responsible for all the planning, teaching, assessing, and other classroom duties that the Clinical Educator would normally perform. This includes maintaining regular, appropriate communication with students' families to keep them informed of

any relevant classroom activities or issues. During this time, Interns and Clinical Educators may continue working in a co-planning and co-teaching manner according to school protocols; at times, it is expected that the Clinical Educator will leave the classroom and work in an accessible nearby space to provide the Intern with the feel and responsibility of teaching fully independently. During the semester, Interns will follow the school system's calendar, including spring break and teacher workdays and are expected to attend all grade level (e.g., PLC) and professional development meetings with their Clinical Educators; IEP, 504 and other meetings should also be attended as needed/appropriate. Interns will be formally observed by both the Clinical Educator(s) and the University Supervisor according to the schedules described below.

Initial Spring Triad Meeting

During the first two weeks of the spring semester, the University supervisor will schedule and facilitate an initial triad meeting between the Intern, Clinical Educator and University supervisor. This can take the place of the fall summative three-way meeting. The purpose of this meeting is to discuss expectations for the spring semester among the triad, set goals related to NC Teacher Candidate Rubric (NCTCER), determine a ramp-up to lead teaching schedule, and review progress on the program adopted dispositions assessment. It is also highly recommended that the dates for observations are established for all members of the triad.

Spring Clinical Educator Role and Observations

The role of the Clinical Educator is to be the Intern's professional mentor. We know that our Clinical Educators will be observing most lessons the Intern conducts and will be providing ongoing feedback which is vital for the Intern's development. The School of Education asks Clinical Educators to perform three or more formal observations of the Intern teaching lessons – planned using the MAT Lesson Plan Template – and document her/his observation and feedback using the *Clinical Educator Formal Observation Template*. Formal observations will be shared with the Intern during a post-observation conference and the formal observation document(s) will be uploaded to Canvas by the Intern. After Interns plan and teach the lesson, they will create an entry in their *Reflection Journal* to reflect on the experience, which they are also required to upload to Canvas. Completing this reflection right after the lesson observation and debriefing conversation is highly recommended.

Students completing an optional "add-on" are required to complete the Add-on fieldwork portfolio and complete observations and fieldwork with in-service teacher mentors as required by each portfolio item.

Spring University Supervisor Role and Observations

The University Supervisor serves as the Intern's School of Education liaison and advocate. The Supervisor will perform three or more formal observations of the Intern teaching lessons – planned using the MAT Lesson Plan Template – and document her/his observation and feedback using the *QRC Observation Protocol* (Appendix C). These formal observations will be shared with the Intern during a post-observation conference and the formal observation document will be uploaded to Taskstream by the Supervisor. After Interns plan and teach the lesson, they will create an entry in their *Reflection Journal* to reflect on the experience, which

they are also required to upload to Canvas. Completing this reflection right after the lesson observation and debriefing conversation is highly recommended.

Students completing an optional "add-on" are required to complete the Add-on fieldwork portfolio and complete observations and fieldwork with in-service teacher mentors as required by each portfolio item.

Spring Three-Way Conferences (mid-point and summative)

Triad conferences (Clinical Educator, University Supervisor, and Intern) will be conducted twice during the spring internship: midway through the spring (March), and the last week of student teaching. At each conference, the *NC Teacher Candidate Evaluation Rubric* will be discussed and rated, and the document will be uploaded to Taskstream by the Supervisor. Some notes:

1. The mid-point triad conference is a crucial time during which all targeted areas for improvement must be identified and a remediation plan put in place if necessary. In rare cases, Interns may be placed on an action plan at this time, though any concerns about progress should be identified and communicated to the supervisor and intern prior to this meeting. If necessary, these action plans may include extending the internship to allow for sufficient time to reach *proficient* on the "IHE Certificate of Teaching Capacity Form" (see Appendix G).
2. At the summative three-way conference, Teacher Candidates must be rated *proficient* or above in every rubric to successfully meet the requirements and pass student teaching, unless other arrangements are made to extend student teaching experiences. Documentation of proficiency will be recorded on the "IHE Certificate of Teaching Capacity Form" (see Appendix G) distributed via Qualtrics; to be recommended for licensure, interns must be rated as proficient or higher on a preponderance of items.

Spring Seminars & Other Programming

There are three types of meetings that will occur in the spring:

1. Weekly Reflective Seminars are an integral part of the MAT Interns' fieldwork practice. The purpose of these seminars is for the Interns to take charge of their learning by participating in reflective discussions about their practice, guided by Supervisors and, at times, program faculty. Interns are expected to have their Reflection Journal completed for the week by the time of the seminar and bring it to the seminar for potential work with its contents.
2. Special Topic Seminars will continue throughout the spring semester on topics related to program completion, edTPA, licensure, job search, and panels with various audiences. These will be announced by email and/or through supervisors' communication.

Attendance at all seminars is required, though absences may be excused according to the University attendance policy; students must fill out the Internship Absentee Form [<https://go.unc.edu/internabsence>] as soon as they are aware they will be absent from a seminar and are responsible for obtaining information about the seminar from a MAT colleague or their University Supervisor.

Reflection Journal

As in the Fall semester, Interns are expected to reflect often on their classroom experiences, interactions, and teaching practices during the Spring semester. This reflective practice happens informally throughout the internship experience through conversation with the Intern's Clinical Educator, colleagues, and Supervisor. To document this reflective practice, Interns are required to create at least one *Reflection Journal* entry per week, either about a formally observed lesson (see above) or about their teaching practice more broadly. It is the Intern's responsibility to maintain the *Reflection Journal* weekly and bring it to all Reflective Seminars and meetings with Supervisors to share with colleagues, Supervisors, and instructors. Interns are required to scan and upload their *Reflection Journal* to Canvas monthly.

UNIVERSITY AND SCHOOL OF EDUCATION EXPECTATIONS AND REGULATIONS GOVERNING THE INTERNSHIP

As with any professional educator preparation program, the regulations and policies pertaining to student teaching are continually evolving due to the dynamic nature of professional organizations, legislation, and licensure. General regulations and policies that govern undergraduate and graduate internships may come from local public school district partners and the UNC-Chapel Hill School of Education. Questions regarding the undergraduate and graduate internships may be directed to the MAT Program Director and the Assistant Dean of Educator Preparation and Accreditation, located in the Office of Student Affairs in Peabody 103.

UNC-Chapel Hill and the School of Education have established certain regulations that will help Interns work more effectively with Clinical Educators. Regulations require Interns to adhere to the following:

- Observe the same hours required for teachers while on assignment in schools, which may include duty stations, extracurricular activities, grade level meetings, and other professional developments (PDs).
- Follow the local school calendar during the semester in place of the University's calendar, including holidays and breaks.
- Become a member of the school faculty throughout the student teaching internship. Participate in official school functions such as faculty meetings, in-service training programs, teacher workdays, parent meetings, etc.
- Interns are permitted to work as paid substitute teachers during hours not designated for their internship responsibilities. As Fall placement constitutes coursework, interns may not substitute on Wednesday or Thursday, but may substitute Monday, Tuesday, or Friday given no conflicts with their university classes.
- Note that while it is beneficial for the Intern to be left alone in a room for short periods, the Clinical Educator must always be accessible and on campus for the Intern during the internship.

Policies Governing Student Teaching Absences

Consistent attendance at the internship site and at required seminars is critical to teacher candidate development and for the continuity of classroom instruction for the Clinical Educator and her/his P-12 students. Absences for valid reasons are excused **only** by the University Supervisor. It is the Intern's responsibility to notify their Clinical Educator of the absence and submit an Internship Absentee Form [<https://go.unc.edu/internabsence>] to her/his University Supervisor in advance of the absence or as soon as the Intern realizes an absence is necessary. Excessive absenteeism, even if excused, is not permitted (see below).

For the Clinical Educator to lead instruction during the Intern's absence, all instructional plans and materials for the period of the absence **must** be available in the classroom.

Excusable Absences:

- Attendance in Court: documentation required.
- Interview with an employing official (principal or HR): prior confirmation by University Supervisor required.
- Job fairs: documentation required if outside of those offered by UNC. If an Intern chooses not to attend a job fair promoted by UNC, students are expected to report to student teaching placement and follow their regular schedule.
- Professional meetings/conferences/workshops: documentation required
- Religious holiday/observance.
- Scheduled medical/health care appointments: documentation required.
- Illness: If an Intern is sick and unable to attend school, s/he must contact the University Supervisor and the Clinical Educator before the start of the school day or the day before.
- Serious immediate family illness/Death. In this case, wherever possible, the Intern must contact the University Supervisor and the Clinical Educator as soon as possible, preferably before the start of the school day that will be missed.

Interns who anticipate being absent for a medical appointment, religious holiday, or some other valid reason must receive **prior approval** from their University Supervisor and their Clinical Educators. Interns are encouraged to make **ALL** non-emergency appointments outside of school hours.

Regardless of reasons for the excused absences, Interns are required to make up any days over **three** days in the semester. The Clinical Educator and the Supervisor will arrange for the Intern to make up the missed days. Grades will be held until these days have been made up.

Unexcused Absences:

An **unexcused absence** occurs when an Intern is absent for any reason not included in the list of excused absences above and/or does not attend school and fails to communicate the absence to the University Supervisor via the Internship Absentee Form [<https://go.unc.edu/internabsence>]. An unexcused absence is cause for **termination** of the internship.

The School of Education will **automatically terminate the internship** for any Intern who misses more than a total of **five days** during the internship without a plan for making up missed days, whether or not the absences are excused. Students must follow the University appeals process to be readmitted to the applicable Licensure Program.

A Note About Travel:

The MAT program understands that, on rare and unavoidable occasions (e.g., funerals), unexpected travel may conflict with a student's fieldwork and/or coursework obligations. However, you are expected NOT to schedule vacations, family events, weddings, or other travel which will take you away from your placement or coursework during the MAT. Interns are expected to consult the MAT program schedule, UNC's Academic calendar, and their placement district's academic calendar prior to making any travel arrangements. If a travel absence occurs, it should be reported using the Internship Absentee Form (<https://go.unc.edu/internabsence>) and will be considered an unexcused absence and must be made up.

Intern Expectations and Professional Conduct

As a professional teacher preparation program, we expect that Interns will:

- Always act in a professional manner including wearing professional attire. Interns should not wear shorts, flip-flops, caps/hats, sweatshirts, etc. even if this is the common attire for the experienced teachers at the school. All clothing should be in good condition (e.g., no rips/tears, stains, fraying) and provide adequate coverage not only when one is standing still, but also when sitting, reaching overhead, or bending down/over. The hem of skirts and dresses should come no more than two inches above the knee. Pants/slacks should be worn with a dress shirt or blouse; polo shirts are acceptable, but it is not necessary to wear a tie if wearing a button-down shirt. If you are in doubt about whether an article of clothing is appropriate for wear in a classroom setting, ask your supervisor and/or Clinical Educator prior to wearing the garment or choose something else.
- Adhere to attendance policies. Arrive at the school at the same time as the teachers and expect to spend the full school day and any additional planning or meeting time as the Clinical Educator requests. If unforeseen circumstances should cause the Intern to be tardy for school, the Intern must contact the Clinical Educator and the University Supervisor as soon as possible; excessive tardiness is not permitted and may require the implementation of an action plan (see below).
- Follow the instructional calendar for the district in which you are placed. Interns are expected to follow the vacation calendar of the school for the full-time student teaching semester, not UNC's calendar.
- Conform to the same professional standards as the regular staff members of the placement school and uphold the Code of Ethics for NC Educators (<http://www.ncpublicschools.org/docs/effectiveness-model/ncees/standards/code-of-ethics.pdf>).
- Recognize the potential in all students and their families. Comment favorably on the good things happening in the school and contribute positively to the school community and culture.

- Proactively seek advice from other professionals, including Clinical Educator and University Supervisor.
- Respect the confidentiality of all students in conversations with colleagues, in written assignments, and on any form of social media. To maintain everyone's privacy and safety, it is expected that an Intern reports any actual or suspected breach of confidentiality to both their Clinical Educator and Supervisor as soon as it is discovered and does not discuss it with MAT peers or school colleagues. If you are unsure about a situation regarding the ethics of data protection/privacy, ask your Clinical Educator and/or Supervisor.

Instructional Practice Expectations

The following guidelines are provided to guide the Intern's instructional practice. Interns are expected to, in conjunction with their Clinical Educator's and Supervisor's support:

- Collaborate with the Clinical Educator to consult the NC standard course of study and school district pacing guide to plan for instruction that will meet the needs of the learners in your classes. Consider students' background and individual learning needs as you develop instructional plans.
- Maintain a record of lesson plans throughout the fall and spring internships.
- Regularly engage in reflection on your teaching practice and observations in both written and oral formats.
- Create lesson plans and instructional activities that draw upon available resources (from your coursework, from your Clinical Educator and the school, and from your peers) that yield original instructional plans that meet the learning needs of your classes. Modify and extend prepared lesson/unit plans and cite resources, as appropriate.
- Be proactively involved in every step of the educational process including from planning to instruction to assessment. Contribute to the grading of assignments, posting grades, lunch duty, IEP meetings, parent communications, parent meetings, open house, PLC meetings, teacher workdays, professional development, etc.
- Consult with Clinical Educator on significant curriculum, policy, and discipline decisions.
- Be available to help students as needed.
- Consult with Clinical Educator to arrange to observe other teachers in the school during non-instructional time and engage with other members of the school community.
- Attend various extracurricular activities, such as school plays, musicals, or sporting events, to learn more about their students and to develop a better sense of the school community and culture.

ACTION PLANS, MODIFICATIONS, AND TERMINATION OF THE STUDENT TEACHING INTERNSHIP

Action Plans

Teacher candidate performance will be assessed regularly by the Clinical Educator and University Supervisor. If an Intern is evaluated as not making adequate progress, as assessed on the NC Teacher Candidate Rubric, an Action Plan will be collaboratively developed by the MAT Program Director, Clinical Educator, and University Supervisor. A sample Action Plan is

available in the Appendix E. The completed Action Plan will be archived in the Intern's Internship Portfolio in Taskstream making it available to the University Supervisor, Program Director, and the Assistant Dean of Educator Preparation and Accreditation for monitoring. Improvements to the Action Plan will be led by the University Supervisor and Clinical Educator with regular input from the MAT Program Director. Failure to make the performance improvements outlined in the Action Plan may lead to modification or termination of the student teaching internship and jeopardize the teacher candidate's ability to successfully complete the program of study.

Modification of the Internship

Circumstances other than poor performance may require modification of the student teaching internship. It is important for the University Supervisor to inform the MAT Program Director, the Assistant Dean of Student Affairs, the Assistant Dean of Educator Preparation and Accreditation, and the Clinical Placement and Licensure Manager, in writing, when an Intern is unable to follow the regular student teaching schedule and meet the instructional and professional expectations of the internship site. The University Supervisor must include in writing the rationale for any modification of student teaching. The Intern, Supervisor, Clinical Educator and MAT Program Director must sign and date a copy of the letter, which will be submitted to the student's Taskstream portfolio and filed with the Office of Student Affairs. The Intern will receive a copy of the letter for his or her files. Please be aware that modifications may also include additional documentation from a medical provider or other campus resources.

Termination of the Internship

For MAT Interns

If a MAT Intern is terminated from their student teaching internship by either the School of Education or in some cases, the District Partner, for performance related issues the candidate will earn a "F" (Fail) in the student teaching internship and will not graduate from the MAT program. Any grade of F will make the candidate academically ineligible to continue their graduate study, and once an F is earned in the student teaching internship, it is not repeatable for credit. See The Graduate School Handbook for more details <http://handbook.unc.edu/eligibility.html>

Leave of Absence/Withdrawal

If a student qualifies for a medical withdrawal from the university during the student teaching internship, it may be possible to return in a future term and finish the remainder of their internship. All requests to do so will be reviewed by the MAT Program Director, the Assistant Dean of Student Affairs, and the Assistant Dean of Educator Preparation and Accreditation. Consult the Graduate School Handbook for more details.

Leave of Absence Process

The student is required to communicate your decision with the MAT Program Director, Program Administrative Support Specialist and Clinical Placements Manager. In addition to the process, the student must fill out the Leave of Absent form <https://gradschool.unc.edu/pdf/loareq.pdf>

POLICY FOR EARLY RELEASE FROM STUDENT TEACHING/EARLY EMPLOYMENT

UNC-CH recognizes that education is ever changing and growing in different ways, thus we are ready to adapt. UNC-CH has heard from our district partners, school communities, and students the need for some flexibility to either engage in long-term substituting or be hired early. To accommodate and adapt UNC-CH has developed two paths for students which benefit hiring districts and program completion:

1. Long-Term Substitute Teacher: to be hired as a long-term substitute teacher; and
2. Residency Teacher: to be hired as a Residency licensed (RL) teacher (Teacher of Record)

Employment as a Long-term Substitute Teacher:

This is a UNC student intern who is the lead in the classroom while the teacher of record is out for an extended period.

Students must meet the following:

1. Earn at least a “meets requirements” ratings on all standards by the third observation
2. Yield a satisfactory mid-term observation conference between the student teacher, clinical educator, and university supervisor AND/OR successful full-time lead teaching
3. Complete all required coursework with accommodations to attend UNC class meeting times with the district if necessary and licensure requirements by the end of the MAT in summer II
4. Prepare and submit the Teacher Performance Assessment (edTPA), and yield passing scores
5. Students must earn a “P” or better in all coursework

Districts and Hiring Liaison must agree to the following:

1. Assign a mentor to the long-term substitute and forward that information to the SOE Assistant Dean for Educator Preparation and Accreditation and the MAT program director.
2. Ensure that the student is subbing in the licensure area of preparation
3. Accommodate the students' needs/request for time to attend UNC required courses
4. The principal of the employing student shall conduct a formal observation for the student using the SOE observation form and submit it to the MAT program director and SOE Assistant Dean of Educator Preparation and Accreditation by the designated due date

Important notes for long-term subs:

- Released Student teachers are not considered licensed personnel until after the official date of graduation for the semester in which they graduate. Student teachers should be informed by the hiring district that they will only receive substitute pay for the early release period. UNC SOE will not send any letters to confirm a student's status as graduated and/or licensure requirements completed until after all grades have cleared the Registrar's Office and graduation status confirmed. This may take as much as three weeks after a semester ends.
- The hiring school/school district is responsible for remuneration directly to the student teacher. The UNC SOE shall not act as the fiscal agent once the student teacher is released from student teaching.

- Student teachers are released from the Student Teaching placement only. They are still required to complete degree requirements, such as all other courses and edTPA requirements and other licensure requirements from the program or university and attend mandatory seminars.
- Student teachers shall be allowed to attend the Graduate Recognition Ceremony for their program. A substitute shall be provided for them to attend on the day of the ceremony in the semester in which they graduate, either May or December.

Process and Requirements for Employment as a Residency License Teacher:

This is a student intern who is hired by the district prior to program completion, is placed on RL licenses and is noted as the teacher of record. This individual is hired by the district, mentored by the district, and enrolled in the MAT as their EPP. The individual must meet all UNC-CH MAT requirements to clear the RL licenses.

To be considered for RL release the following must occur:

1. Request for early release to become an RL teacher should originate from the employing principal/school system and must be sent directly to the MAT Program Director and SOE Assistant Dean of Educator Preparation and Accreditation through this survey: https://unc.az1.qualtrics.com/jfe/form/SV_5iDnIEmpjCZVHJs
2. Request will be reviewed by the MAT Program Director, SOE Assistant Dean of Educator Preparation and Accreditation, and the University Supervisor for the following requirements:
 - A. Completion of all fall coursework with no grades of “L” (low pass) or “INC” (incomplete), to include in any add-on coursework
 - B. Successful completion of fall internship, including triad meeting with supervisor and clinical educator
 - C. Enrollment in spring coursework for complete MAT and if appropriate RL work
 - D. Professional dispositions for moving to become teacher of record
3. Student teachers must agree to be pre-released, and they always hold the right to refuse the release and should do so without repercussion from the University or School System.
4. The University Supervisor and MAT Program Director will develop a support plan.
5. The University Supervisor, MAT Program Director and/or Assistant Dean of Educator Preparation and Accreditation will meet with the student to discuss the hiring process.
6. MAT Program Director and/or Assistant Dean of Educator Preparation and Accreditation must meet with the hiring principal to agree upon the support plan.

Hiring Preferences per the program:

1. Employment at the same school as clinical placement site with the clinical educator serving as the mentor
2. Employment within the same school district as clinical placement site
3. To the extent practicable, limit additional duties added to the RL hires

Expectations of the MAT candidate in the RL position:

1. Enroll in and successfully complete the coursework in spring
2. Complete the EDA, professional educator disposition per the triad meetings and NCTCER
3. Three observations
4. Participate in closing triad meeting at conclusion in spring term
5. Three observations by Clinical educator receiving stipend

6. Submit edTPA by program established deadline, with cohort in coursework; see MAT handbook
7. Pass all licensure exams as appropriate to the content area
8. Successfully complete Maymester course

Expectations of the University Supervisor in RL positions:

1. University supervisor assigned to the MAT student teacher for the Fall term will continue to serve in this role unless hired in another school, in which University supervisor may change.
2. Support preparation of edTPA portfolio submission in concert with spring MAT coursework
3. See appendix II below

Expectations of the Clinical Educator in the RL position:

1. Conduct three observations during spring term
2. Participate in triad meetings at completion of RL internship (spring)
3. Support preparation of edTPA portfolio submission

Important note:

MAT candidates in RL positions shall be allowed to attend the Graduate Recognition Ceremony for their program. A substitute shall be approved by the hiring district to allow the candidate to attend.

PROGRAM COMPLETION AND LICENSURE

At program completion, the MAT Program evaluates Intern performance on four metrics to make the final determination regarding program completion and the associated recommendation for licensure. These metrics include successful completion of the following, each of which is discussed in the sections below:

1. NC Teacher Candidate Rubric & LEA/IHE Certification of Teaching Capacity
2. edTPA
3. NC Licensure Exams
4. Course Grades

NC Teacher Candidate Rubric & LEA/IHE Certificate of Teaching Capacity

The student internship is completed near the close of the spring semester. At that time a Final Triad Meeting (conference) is held with the Intern, the Clinical Educator, and the University Supervisor to discuss the student's performance during student teaching and the "LEA/IHE Certification of Teaching Capacity" (Appendix G) form is completed and signed. These forms are aligned with the School of Education Principles and Dispositions, as well as with the North Carolina Professional Teaching Standards and licensure requirements. Upon completion, the NC Teacher Candidate Rubric and the LEA/IHE Certification of Teaching Capacity must be uploaded to Taskstream. The University Supervisor will upload the NC Teacher Candidate Rubric. The Intern is responsible for securing all signatures prior to uploading the LEA/IHE Certification of Teaching Capacity. All documents should be submitted by the final day of the student teaching/internship assignment.

edTPA

All UNC Interns are required to successfully complete an edTPA portfolio in their content/licensure area. Students in the Elementary Education and Special Education cohort will choose between math or literacy for their edTPA portfolio.

An edTPA handbook can be downloaded from the SOE's Student Teacher Canvas site. The MAT Program Director and/or Assistant Dean of Educator Preparation and Accreditation will explain the edTPA process in detail beginning in the fall term to ensure Interns are knowledgeable of the edTPA requirements and prepared to develop their portfolios.

You will engage in edTPA preparation through your fall methods coursework and special topics seminars. There are also many options to engage support for the edTPA, particularly in the spring semester through advanced methods courses (secondary) and through supervisor/faculty support (elementary). It is the expectation that you take advantage of these opportunities early and often. Pearson provides explicit instructions about types of feedback on edTPA that is allowable from supervisors, mentor teachers, and colleagues here (<https://www.edtpa.com/Content/Docs/GuidelinesForSupportingCandidates.pdf>). Ultimately, edTPA completion is the responsibility of the student intern: be proactive, pace yourself, and you will be successful.

All edTPA portfolios completed by UNC Interns are required to be officially scored by Pearson, the operational partner of SCALE at Stanford University. The School will provide each Intern with a voucher to cover the cost of official scoring by Pearson. All UNC Interns must submit their portfolios directly to Pearson by the date noted on the Student Teaching Internship Calendar (see above).

If the edTPA is not successfully passed on the candidate's first attempt (this is rare) or if condition codes prevent full scoring by Pearson, the candidate is responsible for paying the necessary fees for rescoring. For this reason, it is imperative that the student teacher take advantage of all opportunities provided by the program related to edTPA support and completion.

Passing score for edTPA is established by the NC Department of Public Instruction

All UNC Interns must pass the edTPA teacher performance assessment to be recommended for licensure. The edTPA must be completed during the student teaching internship and the passing criteria are listed on the NC DPI website (see https://www.edtpa.com/PageView.aspx?f=GEN_NorthCarolina.html)

- **Note:** all assessment rubrics are scored on a 5-point scale where 5 is the high end of the scale.
- Candidates will have one opportunity to revise and resubmit portfolio items and will be on a tight 7-10 day turnaround to remediate and resubmit to edTPA for official scoring. Students must pass the edTPA in order to be recommended for licensure and to complete the program. Cost for resubmitting tasks for rescoring are the responsibility of the teacher candidate.

Licensure Exams

UNC requires all Interns to complete all licensure exams required by NCDPI for NC Licensure prior to program completion and prior to recommending the candidate for initial teacher licensure. **The deadline for submitting official passing licensure test scores into your Taskstream account is May 15, 2025.** The students are required to list University of North Carolina-Chapel Hill (school code #5816) as the score recipient.

Licensure exams differ based on the licensure area and are determined by the State Board of Education; information as of the date of the publishing of this Handbook is presented below. For the most current licensure information, visit the UNC SOE Licensure website, <https://ed.unc.edu/academics/licensure/testing-required-for-nc-licensure/>

Elementary-Level Interns—Pearson and/or Praxis

Candidates seeking the elementary education license must take and pass the following tests in order to be recommended for licensure:

- Praxis Test 7813 – CKT Math Subtest with a score of 150 or higher (after fall coursework) **AND**
- The Pearson 190: Pearson Foundations of Reading with a score of 233 or higher.²

Secondary-level (6-12) Interns—Praxis II Exams

To be recommended for NC licensure in the Content Areas in grades 6-9 and/or 9-12, the following are required:

- Successfully passing the following tests based on the grade level:
 - Middle Grades Licensure (6-9)
 - Must pass appropriate content test offered by Praxis:
 - Language Arts (Test 5047)
 - Mathematics (Test 5164)
 - Science (Test 5442)
 - Social Studies (Test 5089)
 - Secondary Licensure (9-12)
 - Must pass appropriate content test:
 - English (Test 5038)
 - Mathematics (Test 5165)
 - Comprehensive Science (Test 5436)
 - Comprehensive Social Studies (Test 5081)

MAT candidates may pursue licensure across grades 6-12 by passing the required exams. A Middle Grade MAT candidate would need to pass the two secondary level Praxis II exams; a Secondary MAT candidate would need to pass the Middle Grades Praxis II exam.

²The program strongly recommends that Elementary MAT candidates take the NC Foundations of Reading exam over the winter break, after completing the literacy course sequence.

K-12 Special Education (General Curriculum) Interns—Pearson and/or Praxis II (Program Strand or Add-on)

MAT teacher candidates in the primary program of study area of K-12 Special Education, **OR** any MAT candidate pursuing an add-on K-12 Special Education (General Curriculum) license may take one of two tests that fulfill the mathematics subtest requirement; as of April 6, 2019 the Pearson Test 103 – Multisubject Subtest is no longer a requirement for the K-12 SPED education license). Therefore, a candidate seeking K-12 Special Education (General Curriculum) license must take and pass the following tests:

- Praxis Test 5355 – Special Education: Core Knowledge and Mild to Moderate Applications with a score of 158 or higher **AND**
- Praxis Test 7813 – CKT Math Subtest with a score of 150 or higher **AND**
- The Pearson 190: Pearson Foundations of Reading with a score of 233 or higher (recommend) **OR** Pearson Test 090 – Foundations of Reading with a score of 229 or higher.³

The program strongly recommends that Elementary and K-12 SPED MAT candidates take the NC Foundations of Reading exam over the winter break.

Course Grades & Eligibility

Students in the MAT who earn an "L", or low pass" grade may be put onto an MAT action plan. More than two grades of "L", or low pass, will be exited from the program according to the rules set forth in the UNC Graduate School Handbook. See <http://handbook.unc.edu/preface.html>

A student must have a final grade recorded in all courses before beginning the spring internship.

ACCESSIBILITY RESOURCES & SERVICES

If you have a medical condition/disability that may require reasonable accommodation to ensure equal access to this program, please contact the Department of Disability Services at 919.962.8300, on the internet at <http://disabilityservices.unc.edu/eligibility> or via email at disabilityservices@unc.edu. **We recommend that you initiate engaging with accessibility resources as soon as possible immediately following acceptance of your offer of admission to the MAT and matriculation into the MAT.** This will allow adequate time for services to be established, particularly if you are enrolling in summer classes. We also recommend that you alert your instructors about your accommodations prior to the beginning of the summer term, where applicable, to ensure services can begin, even if an official accessibility plan through the Department of Disability Services has not yet been established.

GRADUATION

MAT students are eligible to walk in the May graduation ceremony each year, and it is a time-honored tradition that students, their families, and faculty alike look forward to. **Please note, however, that the official conferral date of the MAT degrees is in August after the completion of summer MAT coursework.** For this reason, MAT students should not apply to

³The program strongly recommends that Elementary MAT candidates take the NC Foundations of Reading exam over the winter break, after completing the literacy course sequence.

graduate in spring; if you do so, you will not be able to register for your summer course(s) needed to complete your degree. You will need to wait until your summer courses have begun to apply to graduate in August. The following information is provided for MAT students to plan for walking in the May graduation ceremony, which typically is scheduled for the second weekend of May each year.

CEREMONY

The School of Education Commencement ceremony for all School of Education programs, including the MAT, will take place on Saturday of graduation weekend. MAT students, who will officially graduate in August because you are finishing summer coursework, are encouraged to attend this ceremony as the school does not host a commencement ceremony in the summer. The MAT Program Director will provide your name to be included in the ceremony program which means you are planning on participating in the ceremony. Again, because you are officially graduating in the summer, you should not apply to graduate in May, as a degree application will prevent you from registering for summer courses. Rather, you will need to ensure that you apply to graduate prior to the summer deadline, which is typically in July. If you apply to graduate in spring in error, you will need to contact the Assistant Dean of Student Affairs in the School of Education to fix this.

RECEPTION

Immediately following the School of Education commencement ceremony, MAT students and their families are invited to attend the SOE reception. Information about this event will be sent out in the spring semester from the Assistant Dean of Student Affairs prior to the event. Details will include location, time, RSVP due date, and ticketing information.

REGALIA

Academic regalia is required for all persons participating in any departmental or university wide commencement event. The UNC Student Stores sells regalia for undergraduates, masters, and doctoral students. Students can order caps, gowns, and announcements online through the Student Stores. Online orders typically open in mid-March and run through early April through store.unc.edu (graduation tile on front page) and in the store March through May. Master of Arts in Teaching graduates should ALL select Master of Education in the drop down on the Student Stores website to get the light blue hood for Education. For questions about regalia or announcements please email graduation@store.unc.edu.

DIPLOMAS

Diplomas are printed with each graduate's full legal name as it appears in ConnectCarolina. Please check your StudentCenter to make sure your name appears in the system exactly as you would like it to on your diploma. If you find an error, please contact the records department in the University Registrar's Office (records@unc.edu). Should you fail to correct an error prior to the printing of your diploma, there is a replacement charge. The School of Education does not issue or mail diplomas; they are mailed centrally from the University Registrar's Office. If you experience a problem with the receipt of your diploma, please contact the records department at records@unc.edu.

MAT applicants graduating in August: Most professional graduate diplomas are printed ahead of graduation and can be released on Commencement Sunday after degrees have been conferred by the Chancellor, from the Office of the University Registrar. They will continue to be available for pick-up through the end of May, after which any remaining will be mailed from the Office of the University Registrar to the graduate's home address as it appears in ConnectCarolina. Students should send diploma questions to registrar@unc.edu.

MAIN UNIVERSITY CEREMONY IN KENAN STADIUM

Information on the UNC wide ceremony at Kenan Stadium can be found on the Commencement website at <http://commencement.unc.edu>.

FREQUENTLY ASKED QUESTIONS

What if I need to miss a day of my Student Teaching placement?

- Email your Clinical Educator and University Supervisor prior to the absence. Then, submit the form found at <https://go.unc.edu/internabsence>.
- More information: [Page 18 of the Handbook](#).

What is the deadline for _____ or when is _____ being held?

- The full MAT calendar can be found [on Page 7 of the Handbook](#).
- For course specific information, please refer to your syllabus.
- If you cannot find the answer, please ask your direct supervisor or Jia Heiny @ jiali@email.unc.edu.

How many observations with my University Supervisor will I have each semester?

- You will have at least 1 in the fall and 3 in the spring.
- More information about observations can be found in the Handbook.

What do I need to turn in for my formal University Supervisor and Clinical Educator observations?

- A lesson plan (48 hours in advance) to both your supervisor and CE.
- A reflection (after teaching), which takes place of your Reflection Journal for that week
- Notes: Upload both documents to Canvas.

What does the lesson plan for formal observations need to look like?

- A sample MAT lesson plan template can be found in the handbook ([see appendix](#))
- Alternately, you can use a template that is provided by a faculty member or a mentor; however, it needs to show a deep understanding of the planning needed for a single lesson.
- You must turn this lesson plan into your supervisor and CE 48 hours prior to your observation.

What are Reflection Journals and when are they due?

- Regular and deep reflection on teaching practice is instrumental to your growth as a novice teacher. You will keep a Reflection Journal throughout your time in the MAT.

- Weekly reflection entries are required, though often student teachers find it useful to write much more frequently.
- Full details about the Reflection Journaling are provided in your fieldwork syllabi each semester.
- Interns are required to create at least one Reflection Journal entry per week either about a formally observed lesson or about their teaching practice more broadly.
- You may write about a topic of your choice; supervisors and faculty may also give you periodic prompts.
- Interns are required to scan and upload their Reflection Journal to [Canvas](#) on a monthly basis.

What do I do with my video permission forms for EdTPA?

- Video permission forms for edTPA should be scanned and uploaded to your Taskstream.
- It is recommended that you scan and upload them as soon as you receive them all back from your students rather than waiting until after you submit your edTPA.

Are we allowed to see sample/exemplar edTPAs?

- We do not provide sample edTPAs for your review, nor does Pearson.
- The document “Making Good Choices” as well as the “Rubric Level Progressions” are provided for you to guide you as you prepare your edTPA.

Who can provide support for my edTPA?

Pearson provides explicit instructions about types of feedback that is allowable here (<https://www.edtpa.com/Content/Docs/GuidelinesForSupportingCandidates.pdf>). Please review these for details, but in summary:

- Interns may elicit direct feedback from their Clinical Educators.
- Interns may give each other direct feedback.
- Supervisors may ask you questions or provide prompts for reflection, but they may not provide direct edits or specific writing suggestions (page 4).

My family is already making plans to attend my graduation! How do I find out more information about graduation weekend?

- You may walk in the May UNC graduation, though technically your degree will be conferred in August because you will still take your Maymester capstone course.
- Do not register for Spring graduation—the program will provide a list of all students who are eligible to walk.
- All graduation questions should be directed to the SOE Student Affairs. Please contact SOEStudentAffairs@unc.edu
- See graduation information in [the MAT Handbook](#).

When do I need to complete licensure tests and how do I know what tests I need to take?

- Licensure tests must be completed by early June of the year you are graduating. Delaying may result in a delay of when you will be able to obtain your license.
- We recommend you take them after completing fall and/or spring MAT coursework while the information is still fresh from coursework.

- See https://soe.unc.edu/services/student_affairs/testing.php for a list of specific licensure tests you need to take according to your program of study.
- Upload passing test score reports in Taskstream in the *Placement Forms and Licensure Requirements* portfolio.

What if I am offered a job before I complete the MAT? Can I be released early from Student Teaching?

In remarkable circumstances, a school district may inquire about offering an intern a position as a full-time substitute teacher to complete the full school year. The MAT program's Early Release Policy and Procedure ([Appendix I](#)) provides options for interns in this situation and requires approval from the university supervisor, Program Director, and the Assistant Dean for Educator Preparation and Accreditation. Requests for early release must come from the principal and cannot be initiated by the student teacher.

When will I get my NC teaching license?

MAT students graduate in August, so they are eligible to apply for NC licensure after they receive their degree-awarded transcripts, typically in mid-August. To assist with the job hunt, the School's Educator Preparation and Accreditation team will prepare Program Verification letters for MAT interns that indicate their good standing in the program.

Why do I need to enroll in Taskstream again in fall and winter since I did it already in summer?

MAT Students are required to enroll in three portfolios, including: (1) Placement forms and licensure requirements, (2) Teacher Candidate Evaluation and (3) edTPA Program. Students need to manually self-enroll in individual portfolio when the enrollment guide and code are distributed. All related documents are stored on the Canvas Student Teacher site. If you have questions about Taskstream enrollment, contact Jia Heiny at Jialiu@email.unc.edu.

Am I allowed to work during the MAT?

While we cannot require you not to work during the MAT, we strongly discourage it. The MAT is an intensive, year-long, 40+ credit hour graduate-level program that brings with it significant time commitments toward coursework, fieldwork, and homework. The rigorous demands of the graduate-level coursework, readings, and writing are simultaneously combined with the professional obligations of your fieldwork placement, which leaves little time or energy for work outside of the MAT.

Can a public-school system hire a teacher candidate to serve as a substitute teacher and can the teacher candidate receive pay for serving in this capacity?

Please refer to the Residency Licensure Policy: [Process and Requirements for Employment as a Residency License Teacher](#)

Does the teacher candidate have the same legal standing as a regular teacher?

Our attorney advises us that although teacher candidates do not have the same legal standing as regular teachers, many of their responsibilities and protections are the same. G. S. 115C-307 imposes upon teacher candidates the same responsibilities and grants them the same authorities regarding discipline as regular teachers. G. S. 115C-309 grants teacher candidates the same legal protection as a regular teacher. It provides that the teacher candidate under the supervision of a licensed teacher or principal shall have "the protection of the laws accorded the licensed teacher."

What are the health requirements for teacher candidates?

All teacher candidates and graduate Interns are required to file a completed Health Examination Certificate with the Student Teaching Placement Coordinator prior to visiting the schools. Additionally, Criminal Background Checks may be required for each school system.

PROFESSIONAL EMAIL COMMUNICATION GUIDELINES

Email "Dos"

- Open with an appropriate greeting such as: "Dear Dr. Damico "Hello Dr. Lys", or "Hi Mr. Powell"
- Note that you may use first names of professors once they have explicitly invited you to do so

*If you are unsure about a person's title, look it up or ask them.

- Tell the person who you are if you are not certain they will know: "I'm X..."
- Tell the person how you know them or what class you are in: "...in Y Class."
- Continue with question/issue/proposed solution
- Sign off with a polite closing: e.g. "Thanks, your name"
- Emails should be: brief, polite, direct
- If it takes more than 1-2 short paragraphs, it is best to set up a meeting to discuss it
- If there is an issue, suggest a solution, but don't expect that it will always be accepted.

Email "Don'ts"

- Send an email with only an attachment and no message
- Send an email without proofreading it (people don't expect pristine spelling or punctuation, but you should make sure that your email says what you intended and is clear).
- Avoid "text talk" (i.e. TTYL)

APPENDICES

LIST OF ITEMS IN THE APPENDIX:

- A. MAT Lesson Plan Template
- B. Clinical Educator Formal Observation Template
- C. QRC Observation Protocol
- D. Reflection Journal
- E. Sample Action Plan (Taskstream version may vary)
- F. District Partner Calendars
- G. LEA/IHE Certificate of Teaching Capacity
- H. Early Release Policy and Procedure

APPENDIX A: MAT LESSON PLAN TEMPLATE

Teacher Candidate:

Grade Level:

Lesson Title/Focus:

Date:

Time:

NCDPI/Common Core Learning Standard(s):

Objective/Focus (e.g., “I Can” Statement/Essential Question):

Materials Needed:

Adaptations for Special Needs (EC, ELL, IEP, 504):

Adaptations for Diverse Learners:

Grouping Strategies:

THE LESSON/LEARNING TASKS/SEQUENCE/ORGANIZATION:

Introduction/“Before” (Time – Time):

- .
- .

Instruction for Learning and Engagement/“During” (Time – Time):

- .
- .

Engagement and Practice/“During”: (Time – Time):

- .
- .

Closure/ “After”: (Time – Time):

- .
- .

ASSESSMENT(S) (include formative and summative assessments where applicable):

- **Formative:**
- **Summative:**

APPENDIX B: CLINICAL EDUCATOR FORMAL EVALUATION TEMPLATE

Name:

Observation #:

Time:

Date:

Lesson/Subject:

Focus Statement/Question:

NCDPI/Common Core Learning Standard(s):

Time	Running Record	Comments

Overall Successes	Next Steps/Goals
1	<ul style="list-style-type: none">Content Goal:Management Goal:
2	
3	

APPENDIX C: QRC (Quality Responsive Classrooms) OBSERVATION PROTOCOL

<i>Student Domains and indicators</i> to look for during observation
<p>1) Students take an active role in creating and maintaining classroom norms and protocols.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1.1 Students know how to use/access resources (materials & one another) and know where to get materials, whether provided by the teacher or within the larger learning space.. <input type="checkbox"/> 1.2 Students have internalized and follow classroom/activity norms and expectations, and prompt and remind one another when necessary. <input type="checkbox"/> 1.3 Students appear to be self-directed, and engage productively in the learning task without waiting for continual teacher direction.
<p>2) Students generate and/or participate in the process of how to meet learning goals and assignments.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2.1 Students have appropriate options in how to meet learning goals or fulfill learning tasks, e.g., multiple ways to represent, solve, and/or respond to a problem or question, and/or appropriate choices within the context of the lesson. <input type="checkbox"/> 2.2 Students ask one another questions regarding learning activities to clarify expectations or assignment procedures. <input type="checkbox"/> 2.3 Students can monitor their individual and collective progress toward learning objective(s).
<p>3) Students participate in learning and support each other in building understanding or knowledge.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3.1 Students volunteer relevant background knowledge and/or experiences. <input type="checkbox"/> 3.2 Students seek out opportunities to extend their understanding of the content (e.g., asking questions beyond those posed by teacher, bring in outside materials or references to academic topic). <input type="checkbox"/> 3.3 Students use their first language and/or vernacular ways of speaking to support their peers academically, to clarify their thinking, and to build bridges to academic ways of talking. <input type="checkbox"/> 3.4 Students are productively, actively, and appropriately engaged in learning activities most of the time (not just behavior compliance, but active engagement in learning). <input type="checkbox"/> 3.5 In general, students have opportunities to collaborate with peers and are actively engaged in academic talk.

Teaching Domains and indicators to look for during observation

1) Focuses on clear and challenging learning goals.

- ☐ **1.1** Sets and **conveys** clear **content and skill objectives** as well as clear **language objectives**.
- ☐ **1.2** Learning objectives include **higher order thinking** language (e.g. apply knowledge, engage in dialogue, make predictions, synthesize, evaluate, and analyze).
- ☐ **1.3** Refers to **“big ideas” and key learning**, and emphasizes/reminds students of these **throughout the lesson/unit**.
- ☐ **1.4** Selects **appropriate learning materials and tasks** for learning objectives.
- ☐ **1.5** Communicates and reinforces **procedural directions and lesson structures in clear and concise ways** that move the lesson forward in a timely fashion.

2) Engages students in content and learning activities in a responsive way.

- ☐ **2.1** Makes lesson’s **content relevant/useful** to the lives of their students.
- ☐ **2.2** Shows regard for student experiences and integrates **multiple perspectives/lenses** to encourage students to think critically (optional ways to solve/think, divergent thinking, look at it from a different viewpoint).
- ☐ **2.3** Engages in **feedback loops** (more than one back-and-forth interaction with substance) that include higher order thinking questions to probe and gain knowledge of students’ understanding.
- ☐ **2.4** **Fosters and pushes students to engage in metacognition** (e.g., thinking aloud, discussing thought processes).
- ☐ **2.5** **Responsive** to student questions/concerns, and takes advantage of “teachable moments” to clarify students’ understandings of learning goals of lesson/unit.

3) Supports students in their academic progress.

- ☐ **3.1** **Paces** instruction based on student learning needs.
- ☐ **3.2** **Scaffolds** information/tasks to meet students needs, **so all students can access** information and meet goals (e.g., breaks projects/tasks down, differentiates).
- ☐ **3.3** Builds varied and engaging opportunities for **meaningful application** of content (e.g., projects, thematic instruction, connections to community and/or culture outside of school).
- ☐ **3.4** **Permits/supports meaningful peer interactions** and conversations with regard to academic content.
- ☐ **3.5** Facilitates **development of increased student responsibility** for learning (e.g., goal setting, note taking, peer and self assessment with rubrics).

4) Strategies are present for supporting culturally and linguistically diverse learners.

- ☐ **4.1** Links **vernacular to academic** language/discipline-area terms.
- ☐ **4.2** Makes **strategic use** of students' first language or oral traditions.
- ☐ **4.3** Integrates instructional strategies to **support language development** (English language learners & transitions from vernacular to academic language)

Classroom Community Domains and indicators to look for during observation

1) Physical characteristics of the classroom support academic learning.

- ☐ **1.1** Learning and language **objectives visibly displayed** in room, including nonlinguistic representations.
- ☐ **1.2** **Student work** respectfully and thoughtfully displayed.
- ☐ **1.3** A **resource-rich environment** has been created that supports student learning (e.g., word walls, charts and pictures of key content learning, book centers, paper or other materials needed for learning tasks, etc.).
- ☐ **1.4** Teacher **strategically uses** the space to be conducive to learning (e.g., desk arrangements for different groupings, organization of materials and resources in classroom).
- ☐ **1.5** Teacher moves around the classroom, **attends to most students** (may include students with unique learning needs).

2) Socio-emotional climate of the classroom supports student engagement and belonging.

- ☐ **2.1** Teacher-student and student-student **interactions** seem cohesive, supportive, safe, and often characterized by humor and warmth.
- ☐ **2.2** Teacher communicates a **belief that students can succeed** both academically and personally, and the teacher **won't give up** on students.
- ☐ **2.3** Regarding **students' culture** and **use of native language**, teacher is sensitive, responsive, and accepting.
- ☐ **2.4** Teacher **demonstrates and promotes caring interactions**, e.g., personal knowledge of students (names, families, learning needs), greeting students, fostering a climate where students know one another.
- ☐ **2.5** There is an **absence or intolerance of bullying and teasing**.

3) Classroom management reflects a commitment to fairness, justice, and promotes a low-conflict environment.

- ☐ **3.1** Teacher has established **positive relationships, effective routines, and norms of conduct** that foster a **positive learning community**.
- ☐ **3.2** Teacher is **respectfully assertive** and **attends to behavior issues promptly** and appropriately.
- ☐ **3.3** In the presence of disruptive behavior, there is evidence of an established **progressive discipline plan** that **consistently and respectfully** reinforces **expectations and/or consequences**.
- ☐ **3.4 Conflict** (teacher-student and student-student) is **mediated respectfully** with a resolution maintaining everyone's dignity.
- ☐ **3.5 Absence of teacher-student power struggles** or harmful confrontations with or in front of students.
- ☐ **3.6** Teacher shows **no bias, favoritism, or preferential treatment**

APPENDIX D: REFLECTION JOURNAL

You will keep a *Reflection Journal* to assist in your reflective practice during your fieldwork. The goal is to move beyond the “best practices” notion of implementation that has become the standard expectation of teacher learning into the realm of reflective, responsive practice. Your Reflection Journal is a place where you will connect what you notice, hear, see, remember, reflect on, and wonder about in relation to the words, images, actions, theories and work in your coursework and fieldwork.

The format of your *Reflection Journal* is up to your discretion in the sense that we want you to make choices about how and where you journal in ways that will best support your own personal growth. Keep in mind that you will be doing this reflective writing (as well as drawing and artifact collection) regularly and so it must be something which you can readily access. You also need to have it with you at all seminars to be ready to share portions of it (if you are comfortable sharing). We highly recommend a spiral or bound notebook that you can easily keep in your teacher bag.

Your Reflection Journal is not a place to take notes in class or your fieldwork placement, nor is it a place where you make to-do lists or lesson plans. It is a reflective space where you engage in thinking about your growth and challenges in relation to your teaching practice. Done right, it will be a wonderful artifact that you create about your student teaching experience, one which you will treasure for many years. In one sense, your Reflection Journal is a serious piece of reflective work, but it is also meant to be lighthearted and playful. Do not overthink it or spend excessive amounts of time perfecting it for anyone except yourself. Be open to including drawings or physical artifacts/photos are you are able—the more you put into this piece of work, the more you will get out of it.

You will occasionally share your journal with your instructor/Supervisor and peers so please bring it to all classes and seminars. If you have ideas or suggestions to make the work more worthwhile or engaging to help you reflect and grow, suggest them to your supervisor. As a growing professional you get out of this what you put into it.

TO START: purchase or repurpose a composition notebook that you like. Write your name on it and gussy it up or keep it plain to start (as you wish). Then do your first entry. You have begun.

APPENDIX E: ACTION PLAN TEMPLATE

Teacher Candidate _____ PID# _____

Clinical Educator _____

University Supervisor _____

Specific Concern(s) _____

Plan for Improvement

Required Action	Target Date	Assessment Method & Criteria	Evaluator(s)	Follow-Up

Source: Adapted from Maximum Mentoring: An Action Guide for TEacher Trainers and Cooperating Teachers by Rudney and Guillaume.

Signed and Dated:

University Supervisor _____ Date _____

Clinical Educator _____ Date _____

Student Intern _____ Date _____

APPENDIX F: DISTRICT PARTNER AND UNC ACADEMIC CALENDARS

As an emerging teaching professional, it is the Intern's responsibility to access and follow their placement district's academic calendar in conjunction with the UNC academic calendar and MAT program schedule, where appropriate. We highly encourage Interns to consult these calendars prior to making travel plans or purchasing airline tickets for holidays and breaks.

- UNC's Academic Calendar: <https://registrar.unc.edu/academic-calendar/>
- District Partner Academic Calendars are available on the following district sites

Appendix G: LEA/IHE Certificate of Teaching Capacity

LEA/IHE Certification of Teaching Capacity

Candidate Name: _____ School: _____
 Cooperating Teacher Name: _____ Grade: _____
 LEA: _____ IHE: _____

In addition to all other state and institutional requirements, the candidate must meet each of the descriptors identified in this document to be recommended for licensure.

Standards Met: 4 = Accomplished 3 = Proficient Standards Not Met: 2 = Developing 1 = Emerging

Standard/Element	Proficient Descriptor	Rating			
		Standard Met	Standard Not Met		
Professionalism					
1e. Teachers demonstrate high ethical standards.	1e.1 Upholds the <i>Code of Ethics for North Carolina Educators</i> and the <i>Standards for Professional Conduct</i> .	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional): 				
Classroom Climate/Culture					
1a. Teachers lead in their classrooms.	1a.3 Maintains a safe and orderly classroom that facilitates student learning.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional): 				
	1a.4 Uses positive management of student behavior, including strategies of conflict resolution and anger management, effective communication for defusing and deescalating disruptive or dangerous behavior, and safe and appropriate seclusion and restraint.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional): 				

Standard/Element	Proficient Descriptor	Rating			
		Standard Met		Standard Not Met	
2a. Teachers provide an environment in which each child has a positive, nurturing relationship with caring adults.	2a.1 Maintains a positive and nurturing learning environment.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional):				
2c. Teachers treat students as individuals.	2c.1 Maintains a learning environment that conveys high expectations of every student.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional):				
4g. Teachers communicate effectively.	4g.1 Uses a variety of methods to communicate effectively with all students.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional):				
	4g.2 Consistently encourages and supports students to articulate thoughts and ideas clearly and effectively.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional):				
Instruction					
2b. Teachers embrace diversity in the school community and in the world.	2b.1 Appropriately uses materials or lessons that counteract stereotypes and acknowledges the contributions of all cultures.	<div>4 Accomplished</div>	<div>3 Proficient</div>	<div>2 Developing</div>	<div>1 Emerging</div>
	Comments (optional):				

Appendix H: MAT Licensure Exam Cost Chart

MAT Licensure Exam Cost Chart

**as of May 2021*

SPECIAL EDUCATION (K-12) **same for add-on*

190	Pearson Foundations of Reading (or Pearson Test 090)	\$139
5355	Praxis II Special Education: Core Knowledge and Mild to Moderate Applications	\$146
7813	Praxis II Content Knowledge for Teaching Mathematics CKT Subtest	\$74
	Total Cost	\$359

ELEMENTARY EDUCATION (K-6)

190	Pearson Foundations of Reading	\$139
7813	Praxis II Content Knowledge for Teaching Mathematics CKT Subtest	\$74
	Total Cost	\$213

MIDDLE GRADES EDUCATION (6-9)

Social Studies (Middle Grades)

5089	Praxis II Middle School Social Studies	\$146
	Total Cost	\$146

English Language Arts (Middle Grades)

5047	Praxis II Middle School English Language Arts	\$146
	Total Cost	\$146

Science (Middle Grades)

5442	Praxis II Middle School Science	\$120
	Total Cost	\$120

Mathematics (Middle Grades)

5164	Praxis II Middle School Mathematics	\$120
	Total Cost	\$120

SECONDARY EDUCATION (9-12)

**Principles of Learning and Teaching (7-12) (5624) costs \$146 and is required for licensure only if edTPA is not completed. Because edTPA is required for MAT, most candidates will not have to take Principles of Learning and Teaching (7-12)*

Social Studies (Secondary)

5081	Praxis II Social Studies: Content Knowledge	\$120
	Total Cost	\$120

English Language Arts (Secondary)

5038	Praxis II English Language Arts: Content Knowledge	\$120
	Total Cost	\$120

Science (Secondary)

5435	Praxis II General Science: Content Knowledge	\$120
	Total Cost	\$120

Mathematics (Secondary)

5165	Praxis II Mathematics	\$120
	Total Cost	\$120

Appendix I: MAT RL (Residency License) Supervisor Responsibilities – Spring Semester

Title	Attendees	Description	Timing*
Initial Triad Meeting	MAT RL, Coach/Mentor, University Supervisor	<ul style="list-style-type: none"> • Goal setting • Establishing edTPA timeline • Reviewing expectations of participants in TRIAD 	January
Spring Observation #1	MAT RL, University Supervisor	<ul style="list-style-type: none"> • MAT RL sends lesson plan 24 hours in advance 	Late January/ early February
Spring Observation #2	MAT RL, University Supervisor	<ul style="list-style-type: none"> • MAT RL sends lesson plan 24 hours in advance 	February
Mid-semester NCTCER (North Carolina Teacher Candidate Evaluation Rubric)	MAT RL, Coach/Mentor, University Supervisor	<ul style="list-style-type: none"> • Completed by Supervisor • MAT RL should self-reflect and come with artifacts and explanations 	Late February/ early March
Spring Observation #3	MAT RL, University Supervisor	<ul style="list-style-type: none"> • MAT RL sends lesson plan 24 hours in advance 	March
EdTPA submission	MAT RL		March 23**
Summative NCTCER (North Carolina Teacher Candidate Evaluation Rubric)	MAT RL, Coach/Mentor, University Supervisor	<ul style="list-style-type: none"> • Completed by Supervisor • MAT RL should self-reflect and come with artifacts and explanations 	Mid-April
Certificate of Teaching Capacity	MAT RL, Principal or principal designee, Coach/Mentor, University Supervisor	<ul style="list-style-type: none"> • Completed by Supervisor with input from Principal or designee, Coach/Mentor, and MAT RL 	Late April/ early May

**Based on the start-date for the MAT RL, the scheduling of these requirements could be earlier.*

***edTPA submission is April 3, with April 3 submission the score report would return by April 24.*

Appendix J: Example Spring Ramp-Up Schedule

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Suggested Timeline



Submit edTPA

Teach 1 Class

Teach 2 Classes

Teach 3 Classes

Teach 4+ Classes

Observation/Assist

No Students

Potentially No Students

Official First Day

Last Day