ETSU Residency Candidate Newsletter
March 2025
### Office of Educator Preparation

In this Newsletter

- **Upcoming Dates**
- **Teacher Candidate Spotlights**
- **Career Opportunities**
- **Proctoring Information**
- **Mentor and University Supervisor Awards**
- **Reminders**
- **edTPA**
- **Residency II Key Roles**
- **Student Learning & Licensure by Watermark Requirements**
- **Residency II Substitute Teaching Guidelines**
- **Contact Us**

Upcoming Dates

- **ETSU Office of Educator Preparation Career Fair:** April 7, 2025 1pm-4pm (Candidates are excused half-day from their placement if they are attending this event.)

- **Last Day of Residency II:** May 2 (Candidates are required to make up all absences during Residency II after this date.)

- **Sevierville Cohort Pinning Ceremony:** ETSU Sevierville Campus, Tuesday, May 6, 2025 at 6pm.

- **Main Campus Pinning Ceremony:** DP Culp Center, Martha Street Auditorium, Thursday, May 8, 2025 at 6pm.

Residency Candidate Spotlight
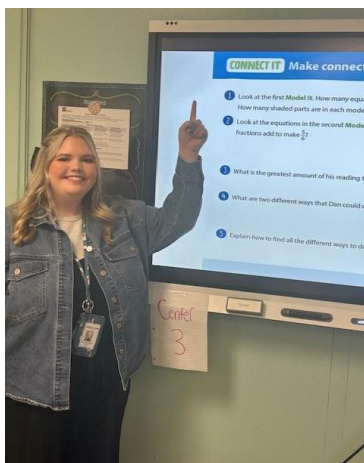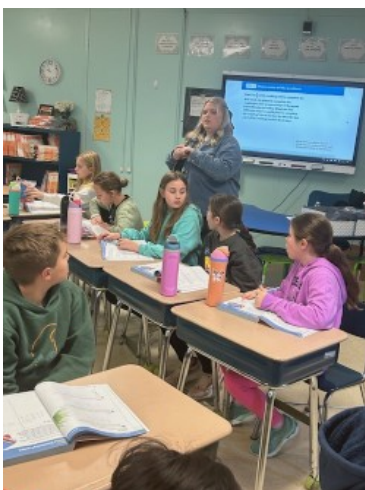
Pictured above is Abigail Woodward, 4th grade Clinical Practice Permit Teacher, at Love Chapel Elementary in Unicoi County.
Abby recently taught her 4th graders to decompose fractions as a sum of fractions with the same denominators. The students used fraction models, number lines, and equations to solve problems. They also worked in pairs and groups to apply their knowledge of fractional relationships to analyze real-world situations.

Occupational Licensure Candidate Spotlight

Students from Volunteer High School's Structural Systems class, taught by Occupational Licensure candidate Wes Bowery, are applying their knowledge of power tools safely and correctly while adhering to OSHA guidelines for safe operation and accident prevention. As part of a hands-on project, they are removing unused lockers to create space for a new classroom.

By taking what they've learned in the classroom and putting it into practice, these students are not only developing their technical skills but also providing a valuable service to their school. Each student takes on the role of job supervisor during the removal process, gaining first hand experience in job site responsibilities. Working together, they must follow safety protocols and collaborate effectively to complete the project.

Ed Prep Career Fair

ETSU Educator Preparation Career Fair
When? April 7, 1:00-4:00 P.M.
Where? D.P. Culp Center Ballroom

Click **HERE** to see more information on Handshake!

Here's what you can do to be prepared:
- Update your Handshake profile. Make sure it reflects your latest experiences and job preferences - especially role and location!

- Know before you go. Use the Handshake app to see the event map, browse employers that'll be there, and favorite the ones you want to meet.
- Be ready to talk about yourself. Prepare some talking points about your career interests as well as your academic and extracurricular experience.
- Make an appointment with Career Services to ensure your resume is up to date. You can also stop by the Student Success Office in Warf-Pickel, room 201 on Tuesdays and Wednesdays from 10am - 1pm for drop in resume reviews!

Greenville City Schools Job Fair
When? April 1, 4:30-6:00 P.M.
Where? Greeneville High School Café (210 Tusculum Blvd., Greeneville, TN 37745)

Campbell County Schools Career Opportunities

Click **HERE** to view a list of current openings!
If you have any questions, please contact Mandy Starrett at (423)-562-8377.

Proctoring Information

- Residency candidates gain valuable experiences by administering or proctoring state tests and providing a level of support to schools to creates a win-win situation for everyone.
- During testing, residency candidates should follow the same schedule as their mentor teacher. When mentor teachers are administering tests, residency candidates can also be used to administer tests or proctor.
- Once mentor teachers have finished testing for the day, residency candidates should return to their placement classroom and resume co-teaching with their mentor teacher and should not continue to be used to administer tests or as a proctor.

Mentor and University Supervisor Awards

- The Office of Educator Preparation recognizes outstanding mentor teachers and university supervisors during the upcoming Pinning Ceremonies.
- Any candidates that would like to nominate their mentor teacher or university supervisor for this award needs to email their nomination, along with a detailed reason for their nomination.
- All nominations should be sent by **Monday, April 7, 2025** to edprep@etsu.edu

Reminders

1. Residency candidates should email and text their University Supervisor if there are schedule changes to the normal school day (e.g., sickness, car trouble, etc.)
2. Residency candidates should complete an ETSU Residency Coaching Contract if they are planning to coach in any capacity during Residency II (e.g., new head or assistant coaching position, returning head or assistant coaching position). Coaching before this contract is approved could risk removal from Residency II.
3. Residency candidates should complete a Professional Development Permission form if they would like to attend a professional development outside of their district. This needs to be submitted at least 2 weeks prior to the event for approval. Each program has specific guidelines that need to be completed if attending a Professional Development event outside of their school district.

edTPA

Keep Calm and Carry On: Tips for Finishing the edTPA

March Newsletter

LIFE GOES ON

Tips for Candidates:

1.   Make sure to check your edTPA with your edTPA rubric.
2. Adhere to your program of study's Bootcamp and Submission dates.
3. Once you submit your edTPA, go and celebrate! You have completed a lot and now you deserve a treat!

Tip for Mentors

Your candidate may have a lot of nerves about their upcoming edTPA submission date and score report day. Continue to encourage them through this journey.

Residency II Key Roles

- Residency candidates should remember to check their emails daily and respond to emails in a timely manner.

- Candidates should follow their school district calendar during Residency II NOT ETSU's calendar.

- Daily arrival and departure times should be consistent with your mentor teacher. Sign in/out of the school and log field hours weekly in SL&L by Watermark. Remind your mentor teacher to approve your hours each week.

- Notify your mentor teacher and ETSU supervisor if you are going to be absent or late. **At minimum, send one email copying the appropriate stakeholders** (mentor teacher, ETSU supervisor, and principal/ secretary) as soon as possible. **This needs to happen before your school day starts.**

- Attend all events that are required of your mentor teacher (Ex. Faculty meetings, before and after school duties, grade level programs, PTSA, etc.)

- Participate with your mentor teacher in planning sessions, PLC, IEP, data meetings, or collaborative work sessions.

- Actively participating in the classroom with mentor teacher and students. (This is not a time to work on other assignments, check emails, or work on edTPA.)

- Designate a set time each week to meet with your mentor teacher and reflect on their strengths and areas of refinement. (Candidate and Mentor Reflective Discussion Summary should be completed and uploaded to SL&L by Watermark a minimum of two times each month to document these meetings.)

- Mentor teachers should complete one Candidate Performance Checklist each month on the candidate's professional dispositions. Mentor teachers and candidates should review the document together and candidates will upload the document to Watermark, SL&L each month.

- Candidates should be teaching or co-teaching regularly in a variety of groupings (whole group, small group, one-on-one) and content areas (if applicable). Residency II is the time for you to get as much teaching experience as possible.

- When candidates are being observed by their ETSU supervisor, lesson plans should be submitted to both the mentor teacher and ETSU supervisor a **minimum of 2 days in advance** so the plans can be reviewed prior to the lesson. Candidates can use a mentor approved lesson plan for the observation completed by the mentor teacher.

Student Learning & Licensure by Watermark Requirements

Candidates are responsible for uploading residency candidate performance checklists and mentor and residency reflective discussion summaries.

Candidates should be logging their clinical hours on a daily basis. Your mentor teacher should review and approve these hours at the end of each week. You should also follow the school protocol for signing in and out of the school each day. **If you will be absent or tardy, you should, at minimum, send one email copying the appropriate stakeholders (mentor teacher, ETSU supervisor, and principal) as soon as possible.**

If any candidate or mentor teacher is having difficulty accessing SL&L by Watermark, please contact the Office of Educator Preparation at edprep@etsu.edu, or Dr. Tami Baker, bakert@etsu.edu, at the ETRC immediately so the issue can be resolved.

Residency II Substitute Teaching Guidelines

During Residency II, candidates are allowed to substitute in two settings, but must follow the guidelines below:

1. In the event a mentor teacher is absent, residency candidates will be paid to substitute for their mentor teacher without restrictions.
2. Residency candidates can substitute in other classrooms within their placement school after their edTPA filming is complete and they have obtained approval from their mentor teacher and ETSU supervisor. Candidates are limited to 5 days of substitute teaching in other classrooms.

For residency candidates to substitute teach in other classrooms during Residency II, they will need to complete the following protocol:

1. Complete the Candidate to Substitute Agreement which requires approval signatures from their mentor teacher, school principal, ETSU supervisor, and ETSU seminar leader.
2. After the agreement is complete with signatures, the candidate should email the contract to their ETSU supervisor and upload it into Watermark, Student Learning & Licensure.
3. Candidates are responsible for recording dates, locations, subject and/or grade level of their substitute experience on the Watermark time log.

*Candidates may be removed from eligibility for substitute teaching at any time, for any reason or for no reason, by the principal of the school, mentor teacher, and/or ETSU Supervisor, or seminar leader.
**Long-term substituting must receive prior approval through the Office of Educator Preparation.
***When substituting, the candidate is acting as a substitute for the school system rather than as a teacher candidate for ETSU. Candidates will abide by all policies, rules and regulations of the school system while performing the duties of a substitute teacher.

If you have any questions regarding these guidelines and requirements, please contact the Office of Educator Preparation using the contacts below.

Laura Click
Director of Field Experiences and Residency,
Clemmer College of Education and Human Development
clicklm@etsu.edu
(423) 439-4200

Chelsey Mitchell
Placement Coordinator,
Clemmer College of Education and Human Development
mitchellcb@etsu.edu
(423) 439-7597

Thomma Grindstaff
Certification Coordinator,
Clemmer College of Education and Human Development
grindstt@etsu.edu
(423) 439-7562

Taylor Burkey
Educator Preparation Coordinator,
Clemmer College of Education and Human Development
burkeyt@etsu.edu
(423) 439-4256

Angela Shelton
edTPA Coordinator,
Clemmer College of Education and Human Development
sheltonam1@etsu.edu
(423) 794-7977

Cynthia Chambers
Associate Dean of Education Preparation
Clemmer College of Education and Human Development
chamberc@etsu.edu
(423) 439-7586

Clemmer College of Education and Human Development
Office of Educator Preparation
Warf Pickel Hall, Room 305
edprep@etsu.edu

Clemmer College | 321 Warf-Pickel Hall P.O. Box 70685 | Johnson City, TN 37601 US