

CPDT Paraprofessional Initiative At-A-Glance  
Participation Requirements and General Overview of  
TCED 4378 & TCED 4978

<b>TCED 4378 Internship I</b>	<b>TCED 4978 Internship II_Clinical Teaching</b>
<u>Recommended</u> that the paraprofessional has one year of instructional aide experience	<u>Recommended</u> that the paraprofessional has one year of instructional aide experience
<u>Required per TEA:</u> Must hold a paraprofessional certificate from SBEC	<u>Required per TEA:</u> Must hold a paraprofessional certificate from SBEC
<u>Recommended</u> that job description/role matches certification being sought	<u>Recommended</u> that job description/role matches certification being sought
Submit service record to advisor/CPDT office	Submit service record to advisor/CPDT office
Submit paraprofessional daily schedule to CPDT office and field supervisor. Submission of daily schedule will ensure that the paraprofessional continues to meet with students while completing course requirements.	Submit paraprofessional daily schedule to CPDT office and field supervisor. Submission of daily schedule will ensure that the paraprofessional continues to meet with students while completing course requirements.
Field supervisor will meet with assigned cooperating teacher and principal re: What will student teaching semester look like? <i>Example Question to ask regarding SPED paraprofessional: Is the SPED paraprofessional an inclusion aide who visits special education students in which he/she works with both special education and general education students or is the SPED paraprofessional a resource or life skills aide?</i>	Field supervisor will meet with assigned cooperating teacher and principal re: What will student teaching semester look like? <i>Example Question to ask regarding SPED paraprofessional: Is the SPED paraprofessional an inclusion aide who visits special education students in which he/she works with both special education and general education students or is the SPED paraprofessional a resource or life skills aide?</i>
<u>Note:</u> Cooperating teacher should be one of the teachers on the para schedule if possible---principal decision. <i>It is recommended that when meeting with the campus principal about placement that the field supervisor request to have one of the teachers that is on the paraprofessional schedule serve as the cooperating teacher.</i>	<u>Note:</u> Cooperating teacher should be one of the teachers on the para schedule if possible---principal decision <i>It is recommended that when meeting with the campus principal about placement that the field supervisor request to have one of the teachers that is on the paraprofessional schedule serve as the cooperating teacher.</i>
Each paraprofessional's internship experience will be different from other paraprofessionals in other districts/campuses based on individual roles and responsibilities i.e. Bilingual, SPED, Title I, etc. <i>It is recommended that the paraprofessional's role match the certification being sought.</i>	Each paraprofessional's internship experience will be different from other paraprofessionals in other districts/campuses based on individual roles and responsibilities i.e. Bilingual, SPED, Title I, etc. <i>It is recommended that the paraprofessional's role match the certification being sought.</i>
Adapt all applicable assignments to paraprofessional schedule <i>i.e. examples are included in course specifics located in this document</i>	Adapt all assignments to paraprofessional schedule <i>i.e. examples are included in course specifics located in this document</i>

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All paraprofessionals will use COE lesson plan documents, rather than district lesson plan documents for assignments	All paraprofessionals will use COE lesson plan documents, rather than district lesson plan documents for assignments
Excused from CRASE Training. All paraprofessionals will provide documentation of <i>district intruder, active shooter, ALICE</i> , etc. professional development training to field supervisor.	Excused from YMHFA Training. All paraprofessionals will provide documentation of district YMHFA professional development training to field supervisor. <i>Note: Subject to change per TEA requirements.</i>
Contact field supervisor or CPDT Director with specific questions regarding internship experience.	Contact field supervisor or CPDT Director with specific questions regarding internship experience.
<b>Course Specifics</b>	<b>Course Specifics</b>
Follow assigned paraprofessional daily schedule	Follow assigned paraprofessional daily schedule
<u>Not required to attend if on contract:</u> Internship I Orientation; A separate virtual orientation can be held for paraprofessionals at the end of the school workday.	Regarding the eight days of substituting that is required, it is recommended that the paraprofessional be afforded the opportunity to substitute in a classroom outside of his/her daily responsibilities as this is a UHCL requirement for all TCED 4978 clinical teachers. The campus administration has the authority to remove a paraprofessional from his/her daily schedule to substitute in a classroom. The paraprofessional will record the substitute experience on the Internship II/Clinical Teaching Classroom Coverage Information document.
<u>Seminars:</u> While the field supervisor will have the discretion to decide how he/she will conduct the course seminars, the following seminar examples are recommended: record virtual seminar for the paraprofessionals to view asynchronously; work with the campus administration regarding paraprofessional attendance at the seminar; schedule the seminar at the end of the school work day, etc. <i>NOTE: Paraprofessionals should not take a personal day/ sick day to attend a seminar.</i>	<u>Seminars:</u> While the field supervisor will have the discretion to decide how he/she will conduct the course seminars, the following seminar examples are recommended: record virtual seminar for the paraprofessionals to view asynchronously; work with the campus administration regarding paraprofessional attendance at the seminar; schedule the seminar at the end of the school work day, etc. <i>NOTE: Paraprofessionals should not take a personal day/ sick day to attend a seminar.</i>
<u>In assigned cooperating teacher classroom:</u> Can teach to small group vs whole group; Co-Teaching Options: One Teach, One Observe; One Teach, One Assist; Parallel Teaching; Station Teaching; Alternative Teaching; Team Teaching;	<u>ITE is 6 weeks with assigned cooperating teacher:</u> Can teach to small group vs whole group; Co-Teaching Options: One Teach, One Observe; One Teach, One Assist; Parallel Teaching; Station Teaching; Alternative Teaching; Team Teaching;

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<p>Supervisor will complete one formal observation. Minutes of observations may be cumulative due to schedule i.e. 45 minutes.          Cooperating teacher will complete one formal observation--- no minute requirement</p>	<p>Supervisor will complete three formal observations. Minutes of observations may be cumulative due to schedule i.e. 45 minutes          Cooperating teacher will complete two formal observations—no minute requirement</p>
<p>Plan and teach two lessons using COE lesson plan format          The COE lesson plan rubrics will be used to assess the qualities of the written lesson plan.</p>	<p>Plan and teach two lessons using COE lesson plan format as part of Impact on Student Learning Assignment. The COE lesson plan rubrics will be used to assess the qualities of the written lesson plan.</p>
<p><u>The TCED 4378 assignments listed below do not require the paraprofessional to interact with students in a classroom:</u>          practice exam/TEXES exam log; lesson plan reflections; supervisor choice reflections; video classroom observation reflection; crisis management plan/school safety plan; writing two lesson plans; begin to create an electronic and/or hard copy substitute folder</p>	<p><u>The TCED 4978 assignments listed below do not require the paraprofessional to interact with students in a classroom:</u>          Viewing TEA ethics videos &amp; writing reflection; clinical teaching log documentation; resume writing; data analysis statistical impact on student learning reflection; data analysis narrative impact student learning reflection; TTESS Summative reflection and conference with field supervisor; professional development workshops (participate in district workshops for assignment); creating electronic and/or hard copy substitute folder; professional responsibilities: <i>attendance at UHCL job fair is optional; career services workshop is optional;</i></p>
<p><u>The TCED 4378 assignments listed below require the paraprofessional to interact with students:</u>          SPED CERTIFICATION ONLY</p> <ul style="list-style-type: none"> <li>• SEED Document</li> </ul> <p>ESL CERTIFICATION ONLY</p> <ul style="list-style-type: none"> <li>• ELL Shadowing Document</li> </ul>	<p><u>The TCED 4978 assignments listed below require the paraprofessional to interact with students:</u>          SPED CERTIFICATION ONLY</p> <ul style="list-style-type: none"> <li>• SEED Document</li> </ul> <p>ESL CERTIFICATION ONLY</p> <ul style="list-style-type: none"> <li>• ELL Shadowing Document</li> </ul> <p>Teach two lessons (videotape one lesson) during Impact on Student Learning to be observed by cooperating teacher/field supervisor; administer pre/post-test during Impact on Student Learning; teach an additional three lessons to be observed by cooperating teacher/field supervisor</p>

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	Can provide perk day for cooperating teacher if principal agrees; this will require paraprofessional schedule adjustment; consultation with field supervisor and principal required
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