

DCT Orientation: Topics to Discuss

Below is a list of topics UCR Supervisors should consider including in their DCT orientation. It is highly recommended that the discussion topics be linked to the pages where they are covered in the District Cooperating Teacher Handbook (available on eLearn, <https://elearnhome.ucr.edu>).

Introduce yourself

- Tell about your background and experience.
- Provide your contact information.
- Request DCT contact information (including after hours).
- Establish a warm and supportive relationship with staff, emphasizing their importance to UCR's program and to the establishment of a well-trained teaching profession.

Explain the UCR TEP

- Share about the cohort structure of the TEP.
- Share the syllabi for the fieldwork and seminar courses that the students are enrolled in for the quarter. Information about requirements for teaching units, technology, etc., which may impact the DCT's classroom, should be discussed.
- Share the TEP policy that student teachers are not to be placed with family members or friends.
- Share the field placement requirements of 200 per quarter (Fall, Winter, Spring) for a total of 600 for the year. Remind them that the length of a university quarter is 10 weeks, but the actual dates spent in the classroom may vary to accommodate district timelines.
- As per the current California credentialing law, district-employed supervisors (i.e., DCTs) must provide minimally 5 hours per week of support and guidance to their teacher candidate.
- As per the current California credentialing law, a candidate is only required to have one placement over the duration of their teacher preparation program. However, while it is no longer required (as it was with the SB2042 credential), Multiple and Single Subject student teachers "may" have two one-semester placements. For districts whose first semester ends in December, the UCR fall quarter spans the first semester; the UCR winter and spring quarters (combined) span the second semester.
- In the Education Specialist program, student teachers are provided a staged entry into their fieldwork, which includes gradual assumption of teaching

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responsibilities over the three UCR quarters (see student teaching fieldwork syllabus).

- All student teachers are expected to arrive at their sites at least a half-hour before their scheduled time and to stay on campus for sufficient time to prepare for class, conference with teachers, etc.
- All student teachers are to participate in faculty and grade level meetings, professional development, etc., as their fieldwork hours will permit. Attendance at some of these meetings may be requirements for their seminar or other courses. As such, the time that they must spend at the meetings would not count toward their fieldwork hours but instead be considered as time required to complete their course assignments.
- Review the edTPA: Teaching Performance Assessment requirements for the quarter (share course syllabus, as well)
- edTPA completion and passage are required of student teachers by the CTC to be issued a preliminary teaching credential

Student Teachers Substitute Policy

- Student teachers are not required to substitute.
- Student teachers are encouraged to obtain their substitute permit at the district where they are student teaching.
- Student teachers with a substitute permit may substitute for their cooperating teachers as long as it does not interfere with their attendance in seminar, UCR workshops, or other courses.
- Multiple days of substituting are subject to approval by the supervisor to assure that the candidate has adequate supervision and guidance during student teaching.

Additional Meetings with District Cooperating Teachers

- Supervisors should meet with DCTs at least once each quarter to keep them updated on schedules, requirements, etc., as well as to answer and questions or concerns that they might have regarding their student teachers.
- Supervisors should also be available by email, phone, and during school site visits in order to keep the lines of communication open with the DCTs.