

# **SJSU Formatting and Submission Guidelines for the Teaching Event**

The following guidelines should be used to prepare all parts of your Teaching Event. This format will allow scorers to efficiently review and score all Teaching Events. **FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN YOUR TEACHING EVENT BEING RETURNED UNSCORED OR SIGNIFICANTLY DELAY THE SCORING PROCESS.** In order to assist you in completing this process, there is a PACT Resource Room located in Sweeney Hall Room 445. Please visit the College of Education website to view Resource Room hours of operation.

## **Where to Submit the Teaching Event**

Teaching Events should be submitted by Monday, April 15, 2013 at 4pm to Sweeney Hall 107 or placed into the drop box located in Sweeney Hall Room 108. Be sure to sign the check-off list when you drop off your PACT. If the office is closed when you drop off your PACT, send an email to the PACT Coordinator to get a confirmation of submission. Late submissions will only be accepted with documentation of extenuating circumstances and may delay your credential by up to a semester. Please see the SJSU PACT website ([www.sjsu.edu/education/pact](http://www.sjsu.edu/education/pact)) for current PACT policies – including information about late submissions.

## **What Will Be Submitted**

- **ONE hard copy** of the commentaries and student work/lesson documentation as described below along with the **Checklist for Assembling Your Teaching Event**, and the **Teaching Event Authenticity Sign-off Form**
- a CD or DVD or a thumb drive that contains the lesson video, an e-version of the commentaries, student work/lesson documentation, and scanned copies of consent forms as described below. **All commentaries should be saved in a single file.**
- All of the above should be submitted in a large envelope with your student ID written in the upper right corner. **The hard copy should be bound with a binder clip.** Please no binders, folders or dividers.

## **Commentaries Submitted on Paper**

Commentaries are your written descriptive, analytic, and reflective responses to specific prompts as directed in the Teaching Event Handbook. Commentaries should be in the following format.

- Typed or word processed on 8.5" by 11" white paper in black ink
- Font size should be at least 12 point size and an easily readable font (e.g., Times, Times New Roman, or Arial; not italics)
- Length kept within suggested page limits, which are based on previous experience with Teaching Event submissions. Suggested page lengths are based on single spaced text, with a blank line between paragraphs, 1" margins, and include copies of the prompts.
- Individual pages **should not be** enclosed in plastic page protectors.

## **Student Work Samples**

Student work samples will be submitted in **Task 4. Assessing Student Learning**. Student work samples should be submitted in the following format.

- Select samples to meet the criteria indicated by the Teaching Event Handbook directions.
- Work samples should be written by the students (with some exceptions for kindergarten).

- Names of students, yourself, and the school should be removed with correcting fluid, tape, or marker prior to copying/scanning.
- Label work samples as Work Sample 1, 2, or 3.

## Documentation of Lessons

Documentation of lessons such as lesson plans, handouts, assessments, rubrics, overhead transparencies, or other instructional materials will be submitted with various Teaching Event tasks to demonstrate the events that occurred in the learning segment. Please label all documents with a number corresponding to the relevant lesson plan(s).

## Page Numbering

Number every page of the paper copy of your Teaching Event sequentially from beginning to end, *including pages of student work and documentation of lessons*. Page numbers may be handwritten on paper copies.

## SJSU Identification Number

Label all pages of the paper copy of your Teaching Event (commentaries, student work samples, and lesson documentation) with your SJSU Student ID number. If you use a word processor, include your SJSU Student ID number as a running header or footer on every page. You may find it saves time to print a sheet of labels containing your SJSU ID number and apply the labels in the top or bottom margin of student work samples and lesson documentation.

## Video Clips

Video clip(s) are submitted as part of **Task 3. Instructing Students & Supporting Learning**. Video should be submitted in the following format.

- All videos should be saved to a CD or DVD disc or on a thumb drive in a format that will play in Quicktime or Windows Media Player. Other formats (such as dvd, RealOne) will be accepted but if the scorer cannot open your video file, you may be asked to resubmit the same video in a different format which can delay scoring of your event.
- The time length of the video to be submitted is specified in the Teaching Event Handbook.
- You and your students should be clearly visible and audible.
- Individual video clips should be **continuous and unedited**, with no interruption in events.
- If possible, use a tripod to avoid wobbling.
- Further recommendations for videotaping your class are available in **Procedures for Classroom Videotaping**, located on the SJSU College of Ed website.

## Electronic Format for Teaching Events

SJSU is not using an online submission process for Fall 10. For now students will submit ONE hard copy of the complete event along with a cd or DVD that contains the Quicktime video, the commentaries, student work and lesson materials, and scanned copies of consent forms.

## Use of Submitted Materials

Your Teaching Event and related materials may be used for training scorers or university faculty/supervisors or for purposes of research for validating the assessment. Your name, school, and students' names will be kept absolutely confidential. Please remember to check the box on the Authenticity Form so that the College of Ed will have a supply of Teaching Events to use as models for future candidates.

**Please respect the privacy of your students and their families. Candidates must not misuse the video or data they have collected. Do not share, post on the internet or play the video in any venue that may compromise the privacy and/or the identities of your students.**

# Submitting Your Teaching Event

- ☐ Please submit your complete Teaching Event to the PACT Office (Sweeney Hall Room 107 by 4pm on Monday, April 15, 2013 or into the dropbox located in Sweeney Hall 108. For any questions regarding your drop off please contact the PACT Coordinator.

## Organizing your Teaching Event for Submission

- ☐ Organize the commentaries and paper documentation in the order shown in the **Checklist for Assembling Your Teaching Event**. The electronic version of the commentaries should be consolidated to one file (i.e. Tasks 1-5 all in one file, not separate)
- ☐ Fasten all pages together in order using a binder clip. **Do not** submit pages in plastic protectors.
- ☐ Place all materials (Teaching Event documentation, and CD or DVD or thumb drive) into a large envelope. Complete the **Teaching Event Authenticity Sign-Off Form**.
- ☐ Write your SJSU ID number on the outside of the envelope. Make sure your SJSU ID is on every page of the commentary.
- ☐ **Retain for your own records a complete copy of your Teaching Event, including:**
  - 1) Computer file copies of all commentaries and other materials created by you
  - 2) Paper copies of materials from other sources (e.g., student work, assessment instruments)
  - 3) A copy of the videotape or file(s) with the video clip(s)

# Checklist for Assembling Your Teaching Event

For the paper copy of your Teaching Event, place the following materials in the order listed. If you are constructing an electronic Teaching Event, make sure that all of the following are included. Your program will give you instructions for submitting the **Teaching Event Authenticity Sign-Off Form**. In addition, you should complete the online **PACT Demographic Survey** after you turn in your Teaching Event. A link will be emailed to you.

**Required Forms** (these can be downloaded from the **SJSU College of Ed website**)

- ☐ Teaching Event Authenticity Sign-Off Form
- ☐ Checklist for Assembling Your Teaching Event

## Task 1. Context for Learning

- ☐ Context for Learning Form
- ☐ Commentary on your instructional context

## Task 2. Planning for Instruction & Assessment

- ☐ Lesson Plans for learning segment
- ☐ Instructional materials, e.g., class handouts, overheads, and formal assessments (including evaluation criteria) labeled by the lesson number(s) (e.g., Lesson 1, Lessons 2-3) for which each document will be used
- ☐ Commentary explaining your thinking behind your instruction and assessment plans

## Task 3. Instructing Students & Supporting Learning

- ☐ Video clip(s)
- ☐ Video Label Form (found in the handbook)
- ☐ Commentary explaining and analyzing the teaching and learning portrayed in the video

## Task 4. Assessing Student Learning

- ☐ Work samples from three students to illustrate what students generally understood and what a number of students were still struggling to understand
- ☐ Evaluative criteria or rubrics used to assess student performance on the assessment
- ☐ Commentary analyzing student learning and identifying next steps in instruction

## Task 5. Reflecting on Teaching & Learning

- ☐ Daily reflections for each lesson taught within your learning segment
- ☐ Commentary analyzing what you learned about your students and your teaching practice from teaching the learning segment and identifying changes you might make in your teaching practice based on this analysis

# Teaching Event

## Authenticity and Consent Sign-Off Form

(Submit this form with your completed Teaching Event.)

This Teaching Event has been submitted as part of an assessment whose passage will be required for completing the requirements for a California Multiple/Single Subject(s) Teaching Credential under S.B. 2042. This attestation is acknowledgement that the ultimate responsibility for compiling the documentation (including writing the commentaries) lies with the credential candidate. However, credential candidates are encouraged to seek assistance, input and feedback from their university supervisors, cooperating/master teachers, university instructors, or other credential candidates during the Teaching Event development process.

### Attestation by Credential Candidate

- I have primary responsibility for teaching the students/class during the learning segment profiled in this Teaching Event;
- The video clip(s) submitted show me teaching the students/class profiled in this Teaching Event and the students who appear in the video clip have submitted signed parental authorization permitting them to appear;
- The student work included in the documentation is that of my students who are profiled in the learning segment documented in this Teaching Event;
- I am sole author of the teacher commentaries and other written responses to prompts and forms in this Teaching Event;
- Appropriate citations have been made for all materials in the Teaching Event whose sources are from published text, the Internet, or other educators.

☐

By checking this box, I give permission for my teaching event to be used anonymously in the future for instructional purposes as well as for departmental professional development.

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*Teacher Candidate's Signature*

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*Teacher Candidate's Name (printed)*

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*Date*

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*Teacher Candidate ID #*

### Attestation by University Supervisor

To the best of my knowledge, the statements above are accurate.

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*University Supervisor's Signature*

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*University Supervisor's Name (printed)*

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*Date*