



CLEMMER COLLEGE of
EDUCATION and
HUMAN DEVELOPMENT
EAST TENNESSEE STATE UNIVERSITY

ETSU Residency Candidate Newsletter

August 2024

Office of Educator Preparation

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Welcome from the Director

Welcome to the beginning of your Residency Year!

On behalf of Clemmer College of Education and Human Development and the Office of Educator Preparation, I want to congratulate and wish you the best during this exciting year. During Pre-Residency, you had the opportunity to experience the first few weeks of school and begin to build relationships with your mentor teacher, students, and school faculty.

During Residency I, your university supervisor will add another level of support as you begin co-teaching with your mentor teacher, engage with other school faculty, and continue to support and teach students.

Residency is an exciting time, and we encourage you to make the most of this experience as you continue to grow as future educators. Remember, residency

is a year-long job interview!

Please do not hesitate to contact our office if we can support you in any way.

Best,

Laura Click

Director of Field Experiences and Residency

Important Dates & Reminders

Pre-Residency: July 8 - August 23: Candidates should enter their enter their complete hours each week in *Student Learning & Licensure by Watermark*.

Friday, August 16: Upload Residency Placement Information document in Student Learning & Licensure by Watermark.

Thursday, August 22: Residency Candidate and Supervisor Virtual Meet & Greet, from 2-3 PM

Friday, August 23: Last Day of Pre-Residency

- Upload Pre-Residency Requirements in Student Learning & Licensure by Watermark
- All Pre-Residency hours must be submitted and approved by mentor teacher in Watermark.
- EDA Self Assessment must be completed in Student Learning & Licensure by Watermark.
- Complete district requirements for Substitute Training and **email the Office of Educator Preparation with your completion date.**

Monday, August 26: First Day of Residency I

August 26- September 6: University Supervisors will schedule and initial visit with residency candidate and their mentor teacher.

Upcoming Residency I Requirements

In addition to logging your hours in Watermark each week, candidates will need to complete the following requirements with their mentor teachers during the Residency I semester.

- ***The Candidate and Mentor Teacher Reflective Discussion Summary***

completed collaboratively between residency candidate and mentor teacher (once a month in Residency I (September, October, and November)

•***Residency Candidate Performance Checklist*** completed by mentor teachers (once a month in Residency I (September, October, and November)

•***Observation #1: Informal Teaching Observation*** completed by university supervisor (By September 30)

•***Observation #2: TEAM Observation*** completed by university supervisor (By October 31)

•***Observation #3: Informal Teaching Observation*** completed by university supervisor (By November 30)

Residency Handbooks

The 2024-2025 Residency Handbook provides expectations, information, and useful resources to support residency candidates throughout the residency year. Candidates have received an emailed copy of the Residency Handbook and can also access the handbook using the link below:

[2024-2025 Residency Handbook](#)

With Residency I starting on Monday, August 26, be sure to refer to the Residency Handbook for your residency expectations. Candidates should also check their ETSU email daily and respond to emails in a timely manner. The Office of Educator Preparation will only communicate with candidates via ETSU email.

Guidelines for Substituting

District Substitute training is a requirement for all residency candidates. Substitute training and other requirements will be provided by the district and completed during Pre-residency. Candidates may count substitute training toward their residency hours; however, candidates **may NOT count time substituting toward their required Pre-residency or Residency I hours.**

Pre-Residency and Residency I

During Pre-residency and Residency I, candidates are allowed to complete substitute teaching whenever they are available and accept a position. This is considered a part-time job for our candidates, and they are unable to count the hours paid for substitute teaching toward their Residency I hours.

Residency II

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 (located in the back of the handbook) 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.

Accident Reporting

If an incident occurs where a candidate is injured at their placement site, the candidate needs to report the injury to the school nurse and follow the district protocol, as well as contact the Office of Educator Preparation, edprep@etsu.edu or 423-439-7597 within 24 hours of the event and complete an [ETSU incident report](#).

Video Permission Requirements

During Residency I and II, you will need video permission from each student's parent and/or guardian to complete filming for observational and/or licensure requirements. Please use the [record keeping document](#) or something like this to identify which families you have or have not gotten permission from. A copy of the video permission letter ([English](#) and [Spanish](#) version) can also be found in your Residency Handbook or the Clemmer College of

Education and Human Development website.

This document needs to be uploaded into Student Learning & Licensure by Watermark BEFORE videos for any purpose can be completed.

Residency Candidates should keep the hard copies of each signed permission slip.

Residency and Supervisor Meet and Greet

August 22, 2024 3:00-4:00pm Virtual Meet and Greet

On Thursday, August 22 from 2:00-3:00, we will hold our second annual virtual Residency Candidate and University Supervisor Meet and Greet. This event was created to allow you to meet and get to know a little about your university supervisor in a low-stress environment.

Over the course of Residency I and Residency II, your university supervisor will serve as an additional mentor by visiting your placement and offering guidance and support. The supervisor's goal is to help you navigate your placement and give constructive advice, so you feel prepared when you enter the field of teaching.

Watermark Time Log & Approval

Watermark Student Learning & Licensure is a platform that allows residency candidates, instructors, mentors, and supervisors to create, share, and collaborate on educational curricula. Candidates can upload their work and other documents to share with their instructors and other stakeholders.

During the residency year, candidates, mentor teachers, and university supervisors will connect on this shared space, complete observations and assessments, and attach additional documents (reflection summaries, performance checklist, etc.) related to the candidates' residency placement. Candidates will also log their residency hours in Watermark so their mentor teachers can approve and university supervisors can monitor.

Accessing Watermark Student Learning & Licensure Login:

1. The log in site can be found on the ERTC's [website](#)
2. Use your ETSU username and password to log in to Watermark
3. If you cannot log in, you will need to reset your password [here](#).

Once you access Watermark you will need to complete the following Pre-residency requirements:

1. Log your hours each day and include a brief description of your activities for each day. (Please go back and log any hours that you

- completed before you had access to your Watermark account)
2. There are two required assignments you will need to complete by August 25th:
 - Complete the EDA Self-Assessment by August 25, 2024.
 - Complete the Residency Placement Information Document with your mentor teacher by August 25, 2024. (You can save this document to your computer and attach in Watermark)

We have also included some links to helpful instructions and videos below:

- [Entering Time Log Data](#)
- [Navigation in Student Learning & Licensure](#)
- [Submitting an Activity \(Assignment\)](#)

If you have any questions, please contact the ETRC (Educational Technology Resource Center) 423-439-7128, or email the Office of Educator Preparation at edprep@etsu.edu.

Communication

The Office of Educator Preparation continues to try to improve the communication efforts between our office and residency candidates. We offer updates regularly in our monthly Residency Newsletter and on our website.

ETSU Residency website

- <https://www.etsu.edu/coe/educator-preparation/residency/default.php>

Monthly Newsletters to Residency Candidates

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