



HSU Secondary Education Teacher of Record/Intern Candidate Log

Example:

Date	Activity Description	Aligned TPE(s)	Hours
3/24	SED 746 Project (digital tool research, professional development in the form of professional book presentation)	3.1, 3.4, 3.6	6.5
3/25	Grading (provided feedback on 3 essays)	5.3	3
4/2	First day of graded, online classes. Prep and setup (5 hours) and Zoom meeting (1 hour) with 8s introducing Zoom and assignments	1.3, 1.8, 3.1, 3.6	6
4/3	Emails, prep, followup (8am-12pm) Zoom class (1p-2p)	1.2, 6.5	5

Please use the log below to document your support and supervision hours weekly. Interns must maintain a log that is reflective of Employer-based and Commission Approved Preparation Program activities used to meet program requirements. Simply add more rows as needed to document your support and supervision.

Use [Appendix A & B](#) for a deeper understanding of the requirements, and to complete a Professional Development Plan with your University Supervisor, Mentor, and Site Administrator.

*Interns must document 144 hours of support and supervision **annually**, as well as 45 hours of support and supervision specific to teaching English Learners. Finally, Interns must receive support and guidance from a district-employed supervisor for 5 hours per week.*





California Teaching Performance Expectations (TPE) to be Observed During Supervision

1. Engaging and Supporting All Students in Learning.

- 1.2 Maintain ongoing communication with students and families, including the use of technology to communicate with and support students and families, and to communicate achievement expectations and student progress
- 1.3 Connect subject matter to real-life contexts and provide active learning experiences to engage student interest, support student motivation, and allow students to extend their learning.
- 1.6 Provide a supportive learning environment for students' first and/or second language acquisition by using research-based instructional approaches, including focused English Language Development, Specially Designed Academic Instruction in English (SDAIE), scaffolding across content areas, and structured English immersion, and demonstrate an understanding of the difference among students whose only instructional need is to acquire Standard English proficiency, students who may have an identified disability affecting their ability to acquire Standard English proficiency, and students who may have both a need to acquire Standard English proficiency and an identified disability.
- 1.8 Monitor student learning and adjust instruction while teaching so that students continue to be actively engaged in learning.

2. Creating and Maintaining Effective Environments for Student Learning.

- 2.2 Create learning environments (i.e., traditional, blended, and online) that promote productive student learning, encourage positive interactions among students, reflect diversity and multiple perspectives, and are culturally responsive.
- 2.3 Establish, maintain, and monitor inclusive learning environments that are physically, mentally, intellectually, and emotionally healthy and safe to enable all students to learn, and recognize and appropriately address instances of intolerance and harassment among students, such as bullying, racism, and sexism.
- 2.6 Establish and maintain clear expectations for positive classroom behavior and for student-to-student and student-to-teacher interactions by communicating classroom routines, procedures, and norms to students and families.

3. Understanding and Organizing Subject Matter for Student Learning.

- 3.1 Demonstrate knowledge of subject matter, including the adopted California State Standards and curriculum frameworks.
- 3.4 Individually and through consultation and collaboration with other educators and members of the larger school community, plan for effective subject matter instruction and use multiple means of representing, expressing, and engaging students to demonstrate their knowledge.
- 3.6 Use and adapt resources, standards-aligned instructional materials, and a range of technology, including assistive technology, to facilitate students' equitable access to the curriculum.

4. Planning Instruction and Designing Learning Experiences for All Students.

- 4.1 Locate and apply information about students' current academic status, content- and standards-related learning needs and goals, assessment data, language proficiency status, and cultural background for both short-term and long-term instructional planning purposes.
- 4.2 Understand and apply knowledge of the range and characteristics of typical and atypical child development from birth through adolescence to help inform instructional planning and learning experiences for all students.
- 4.6 Access resources for planning and instruction, including the expertise of community and school colleagues through in-person or virtual collaboration, co-teaching, coaching, and/or networking.
- 4.8 Use digital tools and learning technologies across learning environments as appropriate to create new content and provide personalized and integrated technology-rich lessons to engage students in learning, promote digital literacy, and offer students multiple means to demonstrate their learning.

5. Assessing Student Learning.

- 5.3 Involve all students in self-assessment and reflection on their learning goals and progress and provide students with opportunities to revise or reframe their work based on assessment feedback.
- 5.5 Use assessment information in a timely manner to assist students and families in understanding student progress in meeting learning goals.
- 5.6 Work with specialists to interpret assessment results from formative and summative assessments to distinguish between students whose first language is English, English learners, Standard English learners, and students with language or other disabilities.

6. Developing as a Professional Educator.

- 6.1 Reflect on their own teaching practice and level of subject matter and pedagogical knowledge to plan and implement instruction that can improve student learning.
- 6.3 Establish professional learning goals and make progress to improve their practice by routinely engaging in communication and inquiry with colleagues.
- 6.4 Demonstrate how and when to involve other adults and to communicate effectively with peers and colleagues, families, and members of the larger school community to support teacher and student learning.
- 6.5 Demonstrate professional responsibility for all aspects of student learning and classroom management, including responsibility for the learning outcomes of all students, along with appropriate concerns and policies regarding the privacy, health, and safety of students and families. Beginning teachers conduct themselves with integrity and model ethical conduct for themselves and others.
- 6.6 Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.