

# PROFESSIONAL EXPERIENCE GUIDELINES



## POST-BACCALAUREATE TEACHER

- Your professional experience is based on the Minnesota [Standards of Effective Practice](#) and must total 12 consecutive weeks (or equivalent) in the classroom/center.
- The experience will be completed in a public and/or Lutheran school/center depending on your licensure requirements. Visit the [Professional Experience](#) page on your website for more information.
- Identify two goals for the experience/s. This should be sent via email before beginning the experience for approval. Please use the **Professional Experience Contract & Goals Form** sent to you via email. When writing your goals, think about what you wish to accomplish during your professional experience.
- Keep an electronic **reflection journal** during the experience with at least 2 entries per week for your experience/s. The journal will include but is not limited to, writing about how you are accomplishing your goals, what you have learned and applied regarding MOEs 2a, 5a, and 9a in your portfolio, and any other topics you deem valuable. Send the journal entries every 2 weeks to [Dr. Whaley](#) via email attachment.
- Video **record two lessons** of choice sometime during the experience/s along with the accompanying lesson plan and mail to the Licensure Office. You may video record as many lessons as you wish in order to accomplish your portfolio goals.
- Please make sure you have sent your **\$500 professional experience fee** to the Licensure Office before beginning the experience. Checks should be made out to: Martin Luther College

## LICENSED CLASSROOM SUPERVISOR

- **Provide professional supervision** of the teacher during this experience.
- **Provide guidance, encouragement, and constructive** feedback to the post-baccalaureate teacher.
- **Observe all individual classes** taught by the teacher twice during the experience.
- Complete and submit the **Professional Experience Assessment Form** (send to you via email) to the Licensure Office at the conclusion of the experience/s. An honorarium (gift card) will be provided to the classroom supervisor upon receipt of the assessment form. You may wish to view the [Standards of Effective Practice](#) while completing the assessment form.
- **Read the post-baccalaureate teacher's journal entries** on a weekly basis. Please read, sign, and date the journal entries electronically. You may also add comments if time permits in your schedule.
- **Discuss with the teacher which lesson/s to video record** and help with the recording process if needed. The video recording will be used instead of a face-to-face visit by Dr. Whaley.

## LICENSURE OFFICER

- Dr. Whaley will read your electronic journal.
- Dr. Whaley will watch your 2 recorded lessons and give feedback
- During the required Licensure Seminar EDU9506, Dr. Whaley will guide you through the creation of your professional portfolio.