

## **Professional Experience Guidelines**

### **POST-BACCALAUREATE TEACHER**

- ❖ Please make sure you have sent your \$500 professional experience fee to the Licensure Office before beginning the experience. Cash or check only, payable to:

**Martin Luther College  
Licensure Office  
1995 Luther Court  
New Ulm, MN 56073**

- Your professional experience is based on the Minnesota [Standards of Effective Practice](#) and must total 12 consecutive weeks (or equivalent) in a classroom/center.
- The experience will be completed in a Lutheran and/or public school/center depending on your licensure requirements. Visit the [Professional Experience](#) page on the website for more information.
- Identify two goals for each required experience. These goals should be sent via email for approval before beginning the experience. 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 entries should be more “reflective” in nature and not like a diary entry. The journal will include but is not limited to, writing about how you are accomplishing your goals, what you have learned and applied regarding the Models of Evidence for your MLC portfolio, and any other topics you deem valuable. Send the journal entries for review every two weeks to [Dr. Whaley](#) via email attachment.
- Video record two lessons of choice sometime during the experience(s) along with their accompanying lesson plans and send to [Dr. Whaley](#) via e-mail electronically.
- Prepare and present your MLC Portfolio before you complete the program. Please see the Portfolio Guidelines for more detailed information.

### **LICENSED CLASSROOM SUPERVISOR**

- Provide professional supervision of the teacher during this experience.
- Provide guidance, encouragement, and constructive feedback to the post-baccalaureate teacher.
- Observe classes taught by the teacher a minimum of two times during the experience.

- Complete and submit the Professional Experience Assessment Form (sent to you via email) to the Licensure Office at the conclusion of the experience(s). An honorarium (\$10/week) 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 lessons to video record** and help with the recording process if needed. The video recording will be used instead of a face-to-face visit with 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 EDU9506 Licensure Seminar, Dr. Whaley will guide you through the creation of your MLC Graduation Portfolio.
- Dr. Whaley and another MLC professor will listen to and assess your MLC Graduation Portfolio.