



When concerns (pedagogical or dispositional) arise in the field, the Office of Field Services (OFS) uses evidence gathered from intern, mentor, supervisor, faculty, and OFS representatives to support the intern toward successful completion of his or her experience. OFS guides the decision making process by the overarching understanding that our first responsibility is to the children in P-12 classrooms, our second responsibility is to mentor teachers, and our third responsibility is CSU interns.

During the intercession process, OFS will use a variety of indicators of quality to coach the intern in best practice or to determine a level of negligence. All documentation collected in this process will be kept in a locked drawer in a coordinator's office during active semesters and then filed in student's permanent files in OFS.

The reporting window for concerns is within a 48-hour period. The goal of the intercession process is to reduce conflict and build skills and support for navigating differences and conflicts, which will naturally arise in collaborative experiences. The further away that reporting is from the precipitous, the more that the unaddressed concern will grow and risk becoming unnecessarily larger. Resolution of conflict is preferred over dissolution of match.

Path 1 and Path 2 evidence gathering process:

- Sources of evidence include but are not limited to:
 - Emails
 - Lesson plans
 - Observations
 - Phone scripts
 - Texts
 - Site visits
 - Mid-semester triad and final triad grades*

- Evidence is processed through appropriate tools including:
 - Lesson plan checklist
 - Disposition checklist
 - Syllabi
 - Handbook
 - edTPA task analysis timeline and support tools

* The grade on a final triad constitutes a portion of the course grade but is not indicative of a course final grade.

The Intercession Process can follow one of 2 paths. Data collected may determine need to pursue both paths 1 and 2. OFS Intercession can begin at any point in the semester up through the last day in the field. Circumstances that lead up to OFS intercession may be pedagogical or dispositional in nature.

The reporting window for a concern regarding supervisor, mentor, or intern is within 48 hours.

Path 1: Concern regarding progress

Supervisor or Mentor raises a concern regarding intern progress as a teacher candidate. If evidence gathered in the intercession process indicates that children's learning, safety, and/or dignity is at risk, the process may rapidly escalate to a level 3 concern possibly involving the OFS Director.

Level 1: At first concern based on available data, a **Collaborative Conversation** is held between the supervisor and intern and may include the mentor. The conversation will follow the collaborative template. This results in an informal plan and documentation noting steps toward a specific, measurable goal. The supervisor will email the intern and OFS summarizing the conversation and setting up a check-in point not to exceed 7 days.

The Collaborative Conversation Guide is utilized as a documented first step in coaching an intern. This tool is designed to facilitate consistency among multiple stakeholders, to coach the intern, and to scaffold the development of a skill set that allows for generalization of the skill in other interactions and environments.

Level 2: Data Collection and Conference: This is held by an OFS Program Coordinator.

- Review of evidence either **1)** indicates that children's learning, safety, and/or dignity is at risk may result in a level 2 conference or **2)** shows lack of growth on CPAST rubric and/or disposition checklist.
- The main objective of the data conference is to scaffold intern success and create a **level 2 action plan** using *the mediation conference form*. The action plan goal will be measured and reviewed in no more than 14 days.
- If a new concern arises, an intern may be in the data collection and conference process a maximum of 3 times prior to moving to a concern conference.
- On some occasions, a second coordinator or the supervisor will serve as a scribe for the data conference.

Level 3 Concern Conference: This is held by the OFS Director.

- Evidence indicating lack of growth toward goals of the level 2 action plan or evidence indicating that children's learning, safety, and/or dignity is at risk may result in a level 3 conference.
- A coordinator will serve as a scribe for the level 3 concern conference.

Possible Outcomes Include:

1. Student's growth in pedagogical skills and disposition show evidence of successful completion of field experience.
2. Student is removed from the field by loss of invitation
 - Factors that determine whether or not a new placement will be sought for the same semester or a future semester include:
 - Intern's disposition
 - The point in the semester when the intercession occurs
 - New placements will not be provided if 66% of the field experience or more has been completed prior to invitation loss.
 - The evidence gathered throughout the process
 - Intern's progress and growth as evidenced by observations and triad
 - Interns are limited to two attempts at an experience and will not receive a third placement after being removed from the field a second time. A second placement is not guaranteed based upon factors detailed above.
 - Removal from the field whether by OFS or Mentor, may be as a result of a pedagogical or dispositional concern.
 - Regardless of grade or point in the semester, an intern can lose his or her invitation from a mentor.
3. Student is removed from the Field by OFS
 - OFS will serve as a liaison with ESSC in supporting the student in the petition process to:
 - Graduate without licensure
 - Repeat the experience
 - Proceed following a different path
 - Interns are limited to two attempts at an experience and will not receive a third placement after being removed from the field a second time. A second placement is not guaranteed based upon factors detailed above.
 - Removal from the field whether by OFS or Mentor, may be as a result of a pedagogical or dispositional concern.
 - Regardless of grade or point in the semester, an intern can be pulled from the field.

Path 2: Concern Regarding Goodness of Fit

Intern, Mentor, or supervisor reports a concern based on available data regarding the match and goodness of fit of a placement, experience, or supervisor.

OFS services on behalf of the intern include:

- Use of quality indicators to provide evidence of placement quality
- Seek new placement or alternative supervisor if deemed appropriate
- Provide modified timeline if necessary for assignments or obtainment of needed hours.

Any intern with concern regarding his or her interaction with the intercession process should contact the Office of Institutional Equity (OIE). OIE handles issues of discrimination and/or harassment. Please be aware of the *Discrimination/Harassment Policy* and the *Procedures for Investigating Complaints of Discrimination and Harassment* (“Procedures”). You can find more information about OIE on the website (<http://www.csuohio.edu/institutional-equity/institutional-equity>). For your reference and review, the links to the University’s *Discrimination and Harassment Policy* and the associated Procedures are below. <http://www.csuohio.edu/sites/default/files/3344-2-03%20COR.pdf> https://www.csuohio.edu/sites/default/files/OIE.Procedures.FINAL_.1-19-16_1.pdf