

## Early-Level Transition Conference

The purpose of this paper and meeting is for the teacher candidate and faculty to talk about strengths, challenges, and goals for the mid-level clinical experiences and methods classes. The conference should be held the semester that students are completing ED 284L.

Teacher Candidate's Responsibilities	Committee member's responsibilities	Teacher Advisement Field Placement Office Responsibilities
		Deb emails students and committee members to let them know it is time for ELT conference and provides a link to these instructions. Deb creates ELTP binders for the students.
Set up a time and place so all three people can participate in the meeting together. Meetings typically take 20-30 minutes.	Committee member(s) agree to meeting time and place.	
The teacher candidate should write a paper that reflects on three areas: 1) their observations 2) their service learning project 3) their growth and future teaching experiences and upload this paper to the <b>Reflective Paper</b> tab in TK20. Specific directions are here: <a href="https://www.minotstateu.edu/teu/advising.shtml">https://www.minotstateu.edu/teu/advising.shtml</a>		
The teacher candidate should write a plan for what they need to do in order to get admitted to the teacher education program with specific goals and dates for when things will be attempted. The paper should be uploaded to the <b>Admission and Goals</b> tab in the binder.		

Admissions requirements are here: <a href="https://www.minotstateu.edu/teu/ted_admission.shtml">https://www.minotstateu.edu/teu/ted_admission.shtml</a>		
The teacher candidate should score himself/herself on the rubric in the <b>Self-Assessment</b> tab. The questions are: 1) respect 2) communication and collaboration 3) complexity of content and student learning 4) responsibility 5) service learning project 6) teacher candidate growth. Ratings are from 1 to 3 with 3 as the highest. The teacher should write a brief explanation of their ratings for each item.		
Once the three items (reflective paper, admission and goals, and self-assessment) are completed, the teacher candidate should let the committee members know that it is ready to read at least 48 hours in advance of the meeting. Teacher candidates should SAVE but not SUBMIT the binder.	Committee members should read the information in the three tabs (Reflective Paper, Admission and Goals, and Self-Assessment) in TK20 in advance of the meeting. The ELT binders will be located in the Field Experience tab in the semester in which ED 284L was taken (i.e. Fall 2020) even if the meeting is taking place in Spring 2021.	
At the meeting, the teacher candidate should orally summarize the paper, the plan for admission, and explain the rationale for each rating on the self-assessment.	Both committee members should log into the Early-Level Transition Conference binder in TK20 and score the candidate on	

	the Early Level Conference Clinical rubric. The committee members should click the SAVE button and then the SUBMIT button once the conference is completed.	
After making any necessary changes, the teacher candidate should click the green SUBMIT button.		