

**Health Education**  
**Professional Development School (PDS) Experience**  
**Handbook**



Department of Health Promotion and Exercise Sciences  
Western Connecticut State University

## Table of Contents

Conceptual Frameworks .....	3
PDS School Experience .....	4
Placement of Candidates .....	4
Beginning the PDS Experience .....	4
Responsibilities of the WCSU PDS Students .....	5
Responsibilities of the Assigned Classroom Teachers .....	6
Responsibilities of the PDS Coordinator .....	6
Responsibilities of the University Faculty .....	6
What to do If a Problem Arises .....	6
Attendance .....	6
Evaluation .....	7
Placement Requirements .....	7
Candidate Evaluation Form .....	8
Contact Information .....	11
Directions to Schools .....	12

## Conceptual Framework for Education Programs at Western Connecticut State University

### Shared Vision and Theme of the Education Unit

A conceptual framework captures the shared vision of the unit, guides the activities of faculty and candidates, and becomes the vehicle through which the unit's goals are articulated to the broader community.

The vision of the Western Connecticut State University Education Department is reflected in the term **EDUCATOR** (Expertise in content knowledge, Diversity, Unity, Classroom and school leadership, Attitudes, Technology, Organize knowledge and facilitate learning, Reflective practitioner) and the theme *Preparing teachers and counselors to facilitate student growth and achievement in the 21st Century*.

### **EDUCATOR**

**E** (Expertise in content knowledge,

**D** Diversity,

**U** Unity,

**C** Classroom and school leadership,

**A** Attitudes,

**T** Technology,

**O** Organize knowledge and facilitate learning,

**R** Reflective practitioner)

The components of our Conceptual Framework underscore our belief that teachers and counselors in the new millennium must understand how to use information technologies and how to work effectively with the diversity of students found in public schools in order to prepare all students for success in a technological, multicultural, and global society.

Teachers and counselors must know how to work collaboratively with colleagues and communicate with a variety of constituencies in order to be classroom and school leaders capable of effecting change and ensuring quality educational programs for all students. They must be reflective practitioners who continually evaluate and modify their practice, not only to meet the learning and developmental needs of students, but also to keep pace with a rapidly changing society and world.

The term **EDUCATOR** embodies the components of our Conceptual Framework and serves to remind us that we, the faculty, are first and foremost responsible for preparing the educators of the future. (See [www.wcsu.edu](http://www.wcsu.edu) )

## Values, Commitments and Professional Ethics [V.C.E.]

1. *Believe that all people can learn.*
2. *Respect diversity.*
3. *Value and communicate with families.*
4. *Demonstrate a commitment to teaching and learning.*
5. *Be a reflective practitioner.*
6. *Think critically.*
7. *Demonstrate ethical and professional behavior.*

Department of Health Education  
Western Connecticut State University  
Fall 2013

### **The Professional Development School (PDS) Experience**

Candidates for teacher certification who are enrolled in the health education professional program at WestConn are placed in public school classrooms for two weeks in conjunction with their educational methods courses in the areas of: instruction, assessments, integrating language, and content practices. Student candidates work with students under the direction of public school classroom teachers and are also supervised by university faculty. During the fall semester, health education candidates spend one week in an elementary/middle school placement and one week in a High School placement (Greater Danbury area schools). Additionally, Health Education students observe, prepare, and present a lesson to students in a preschool environment.

### **Placement of Candidates**

The coordinator of the health professional development school experience works with the Public School PDS liaison to pair student candidates with public school teachers during the ten days of this field experience.

### **Beginning the PDS**

During the Fall 2013 semester, the health candidates' PDS experience will run from Monday, **November 18th through Friday, November 22<sup>nd</sup> for the first week** and after Thanksgiving week, **Monday, December 2<sup>nd</sup> through Friday, December 6<sup>th</sup> for the second week.** (10 days total)

**Seminars will run after school at Bethel Schools for three days each week. (Mon. Tues. Thurs.) of which student candidates are expected to attend.**

On **Monday, November 18th**, candidates should arrive at the assigned school and report to the **Main Office** according to the following schedules. Then, after the Thanksgiving break, report on **Monday, December 2nd**, to the second school to which they have been assigned and report promptly to the main office, according to the follow time schedule.

Danbury High School: Candidates arrive at 7:00 AM  
43 Clapboard ridge Rd  
Danbury, CT 06811  
(Hours 7:20 – 2:00)

East Ridge Middle School: Candidates arrive at 7:45 AM, unless otherwise noted  
10 East Ridge Rd.  
Ridgefield, CT 06877  
(Hours 8:04 – 2:50)

Whisconier Middle School: Candidates arrive at 7:40  
17 Whisconier Rd.  
Brookfield, CT 06804  
(Hours 7:55 – 2:40)

This will give the school staff time to sign you in, issue your security pass and show you to your assigned room.

### **Responsibilities of the WestConn PDS Students**

Each student candidate must adhere to the responsibilities as outlined by his/her assigned classroom teacher, the school district and university supervisor. The following list is designed to guide the collaboration between the student candidate and assigned classroom teacher. Items may vary as the needs of the candidate dictate and based on the expectations of the assigned teacher.

- 1) Plan one lesson
- 2) Work with individual students
  - a. To accommodate for learning differences
  - b. As an after school tutor or study helper
- 3) Write daily reflections on experience working with individual students. These reflections will be submitted weekly, no later than Sunday evening, to the instructor of your health methods course. Other reports depend on course instructors.
- 4) Spend one week in a high school setting and one week in Middle or Elementary school setting. Participate in extra school duties and activities.
- 5) Participate in extra school activities and duties.
- 6) Attend staff meetings.
- 7) Attend staff development days.
- 8) Dress in a professional manner
- 9) Conduct yourself according to the Code of Professional Responsibility for Teachers (Sec. 10-145d-440a) of the CT State Regulations.

### **Responsibilities of the Assigned Classroom Teachers**

- 1) Serve as a role model for the student candidate by continually promoting professionalism (i.e., discussing career responsibilities and professional development opportunities).
- 2) Encouraging and guiding professional growth for the student candidate.
- 3) Acclimating the student candidate to the school setting, policies and procedures and inviting the candidate to attend meetings when appropriate.
- 4) Inform and guide the student candidate with school policies and rules concerning classroom management and discipline.
- 5) Encourage and allow the student candidate to be involved in the classroom setting.

### **Responsibilities of the PDS Coordinator:**

The PDS Coordinator serves as the WestConn liaison to the public schools participating in the PDS, and works with school personnel to ensure the success of the PDS. The coordinator is responsible for providing information to the PDS schools and answering questions from school personnel. He or she, in consultation with school personnel, places student candidates in classrooms and orients candidates, university faculty and public school assigned teachers to the PDS Experience.

### **Responsibilities of the WestConn Faculty:**

University faculty prepares the candidates for the PDS during the professional semester methods courses. They visit the public school classrooms in which their student candidates have been placed at least twice during the PDS Experience (one visit to middle school, one visit to high school). At the close of the two week experience, they guide the candidates to reflect on what they have learned, identifying topics in need of further study or elaboration. Faculty will also work with students to improve areas of weakness identified by assigned teachers on the evaluation form.

### **What If a Problem Arises?**

If the assigned classroom teachers have any concerns regarding the candidate, they should inform their school administrator and contact the WestConn PDS Health Education Coordinator, Dr. Virginia Verhoff ([verhoffv@wcsu.edu](mailto:verhoffv@wcsu.edu)). Similarly, if the candidate has concerns regarding the PDS assignment, he or she should notify the PDS Health Coordinator and/or Chair of the Education Department.

### **Attendance:**

Candidates for certification are **required** to attend **each day** the Professional Development Experience as scheduled. A student with a serious illness or emergency must notify their classroom teacher and PDS coordinator and make up all absences, starting on the Monday following the final day of the PDS. The University Health

Services requires documentation (i.e., doctor's note or equivalent) of illness or the nature of the emergency in the event of an absence.

**Code of Responsibilities for Teachers State regulations (sec.10-145d-440a)**

[http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/ethics/tchr\\_code.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/ethics/tchr_code.pdf)

Teacher **candidates are required to read** the regulations and adhere to the Code during the field experience.

**Restrictions:** WCSU students are reminded that once they sign into the school for the day, they are not permitted to leave during the day for lunch or any other reason unless approved by the building principal.

**Evaluation:**

Candidates will be evaluated by the classroom teachers using the evaluation form that follows. The form must be signed by both the classroom teacher(s) and candidate, acknowledging that the items on the form have been reviewed and discussed between the teacher and student candidate. *A final grade for the experience will be determined by the PDS University Coordinator. The signed form should be **returned immediately** upon completion of the Professional Development Experience **to the health education coordinator** ([Verhoffv@wcsu.edu](mailto:Verhoffv@wcsu.edu) or faxed to 203 837-8638.) (Note: a passing grade is required before a student teacher assignment can be finalized).*

**Placement Requirement:**

Connecticut State Statues requires local and regional boards of education to fingerprint individuals seeking placement in the district for the purpose of completing educator preparation requirements in nonpaid, noncertified positions (e.g. student teachers, interns, observations, etc.) (House Bill 6901). Any person in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate pursuant to chapter 166, who performs a service involving direct student contact to submit to state and national criminal history records checks within thirty days from the date such worker begins to perform such service.

*Note: Once on file from the Regional Service Center then your fingerprinting results may be use again for student teaching.*

Education Connection is the Regional Education Service Center which supports school district in Western Connecticut. Appointments are made for fingerprinting by the Education Connection receptionists:

*(There will be a fee for fingerprinting; \$43.25 last year.)*

Barbara Westner at the Litchfield Office  
355 Goshen Road  
Litchfield, CT 06759  
860-567-0863

Connie Phillippi at the Danbury Office  
345 Main Street  
Danbury, CT 06810  
203-791-1904

**Health Education Professional Development School Experience  
Fall - 2013  
Candidate Evaluation Form**

WCSU Teacher Candidate: \_\_\_\_\_ School \_\_\_\_\_

Teacher \_\_\_\_\_ Grade Level \_\_\_\_\_

Please use the following scale to evaluate the pre-service student teacher candidate in items 1-11 below as based on the five days they spent in your classroom.

**Rating Scale**

- 3 Target** An extensive knowledge and understanding of the area is provided. **(Skill is at a level that would serve as an example for other pre-service candidates)**
- 2 Acceptable** A solid knowledge and understanding of the area is given. **(Skill level is sound and appropriate)**
- 1 Unacceptable** Area lacks knowledge base. **(Skill level is deficient or not effective)**
- 0 No Evidence (N/E)** No evidence candidate had an opportunity to demonstrate this skill. **(non-observable)**

**I. Teacher candidate's demonstrated applied knowledge: (planning, instructing and assessing)**

- \_\_\_ **1.** Demonstrated knowledge and understanding appropriate to health education  
*VCE = 1,2,4,6*
- \_\_\_ **2.** Demonstrated knowledge of content standards as they relate to class lessons  
*VCE = 1,2,4,6*
- \_\_\_ **3.** Demonstrated understanding of individual differences  
*VCE = 1,2,3,4*
- \_\_\_ **4.** Communicated clearly, using acceptable written and oral expressions with students.  
*VCE = 3, 4, 7*
- \_\_\_ **5.** Fostered a leaning community by establishing a positive rapport, engaging students and encouraging students to respect differences  
*VCE = 1, 2, 3,4,5,7*
- \_\_\_ **6.** Communicated and reinforced developmentally appropriate standards of behavior. (i.e., knowledge of management techniques)  
*VCE = 1,2,4,7*

\_\_\_7. Adapted to classroom organization and routines

VCE = 1, 4, 7

\_\_\_ 8. Demonstrated knowledge and application of instructional technology skills

VCE = 1, 4

**II. Teacher candidate’s demonstrated professional responsibilities: (ethical practices, appropriate interaction and self- evaluation with mentor)**

\_\_\_ 9. Appropriate interaction with individuals and groups of students

VCE = 1, 2,3,4,7

\_\_\_10. Demonstrated appropriate professional behavior with regards to PDS

Responsibilities (i.e. followed school policies and procedures; reported on time, dressed appropriately and demonstrated appropriate ethical behavior)

VCE = 4, 5, 7

**III. Teacher candidate’s demonstrated field experience performance: (entry level to student teaching)**

\_\_\_11. Predictability of success as a classroom student teacher

VCE = 1,2,3,4,5,6,7

*Areas needing attention prior to student teaching*

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**IV. Teacher candidate’s participation in other activities: (Please indicate if the student candidate participated in any of the following activities)**

Worked with special needs students? Yes \_\_\_ No \_\_\_ N/E \_\_\_

VCE = 1.2.3

Completed and /or shared any extra-duty tasks? Yes \_\_\_ No \_\_\_ N/E \_\_\_

VCE = 3, 4, 7

Attended staff meeting(s), activities and seminars? Yes \_\_\_ No \_\_\_ N/E \_\_\_

VCE = 4, 7

**PDS Teacher Candidate:** \_\_\_\_\_  
(Print Name) (Signature) (Date)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**PDS Classroom Teacher:** \_\_\_\_\_  
(Print Name) (Signature) (Date)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**PDS Liaison** \_\_\_\_\_  
(Print Name) (Signature) (Date)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Final Grade:** (Completed by **PDS WCSU Coordinator**) \_\_\_\_\_  
(A passing grade is required before placement in a student teaching assignment can be finalized).

## **Contact Information - Public School Staff**

### **Danbury High School**

**Ms. Doreen Roberts, Health/PE Coordinator- Danbury High School**

E-mail: [robbid@danbury.k12.ct.us](mailto:robbid@danbury.k12.ct.us)

**Ms. Lisa Frese, Health Teacher Office # 794-8600 ext. 401**

E-mail: [fresel@danbury.k12.ct.us](mailto:fresel@danbury.k12.ct.us)

### **East Ridge Middle School – Ridgefield, CT**

**Ms. Barbara Jennings, Health Teacher**

E-mail: [bjennings@ridgefield.org](mailto:bjennings@ridgefield.org)

### **Whisconier Middle School – Brookfield, CT**

**Ms. Joanne Thompson, Health teacher**

E-mail: [thompsonjo@brookfieldps.org](mailto:thompsonjo@brookfieldps.org)

## **Contact Information – WCSU Staff**

**Dr. Virginia Verhoff, Coordinator of Health Education Program and PDS Liaison**

Office #: 203 837-8883; Cell Phone: 203 788-9474; E-mail: [verhoffv@wcsu.edu](mailto:verhoffv@wcsu.edu)

**Dr. Jesse House, Dean - School of Professional Studies**

Office #: (203) 837-9500; Location: WH 123; E-mail [housej@wcsu.edu](mailto:housej@wcsu.edu)

**Dr. Robyn Housemann, Department Co-Chair of Health Promotion & Exercise Sciences**

Office # (203) 837-8882; E-mail: [HousemannR@wcsu.edu](mailto:HousemannR@wcsu.edu)

**Professor Jody Rajcula, Department Co-Chair of Health Promotion & Exercise**

Sciences, Office # (203) 837-8688; E-mail: [RajculaJ@WCSU.edu](mailto:RajculaJ@WCSU.edu)

## Directions to Danbury High School

### From Midtown Campus

**43 Clapboard Ridge Rd, Danbury, CT 06811-4529**

**Total Travel Estimate : 2.41 miles - about 6 minutes**

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1. Start out going <b>southwest</b> on <b>White St</b> toward <b>5th Ave.</b>	go 0.4 mi
2. Turn <b>right</b> onto <b>Lee Hartell Dr.</b>	go 0.1 mi
3. Turn <b>left</b> onto <b>Crosby St.</b>	go 0.1 mi
4. Turn <b>right</b> onto <b>Main St / CT-53.</b> Continue to follow <b>Main St.</b>	go 0.9 mi
5. <b>Main St</b> becomes <b>CT-39 / Clapboard Ridge Rd.</b>	go 0.9 mi
6. <b>43 CLAPBOARD RIDGE RD</b> is on the <b>right.</b>	go 0.0 mi

## Directions to East Ridge Middle School

### From Midtown Campus

**10 E Ridge Rd, Ridgefield, CT 06877-5022**

**Total Travel Estimate: 11.73 miles - about 23 minutes**

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1. Start out going <b>southwest</b> on <b>White St</b> toward <b>5th Ave.</b>	go 0.4 mi
2. Turn <b>right</b> onto <b>Lee Hartell Dr.</b>	go 0.1 mi
3. Turn <b>left</b> onto <b>Crosby St.</b>	go 0.1 mi
4. Turn <b>right</b> onto <b>Main St / CT-53.</b> Continue to follow <b>Main St.</b>	go 0.8 mi
5. Merge onto <b>I-84 W / US-7 S</b> via the ramp on the <b>left</b> toward <b>N.Y. State / Norwalk.</b>	go 1.5 mi
6. Keep <b>left</b> to take <b>US-7 S</b> via <b>EXIT 3</b> toward <b>Norwalk.</b>	go 4.9 mi
7. Turn <b>right</b> onto <b>Danbury Rd / CT-35.</b>	go 2.7 mi

8. Turn <b>left</b> onto <b>Main St / CT-35.</b>	go 0.9 mi
9. Turn <b>left</b> onto <b>Branchville Rd / CT-102.</b>	go 0.3 mi
10. Turn <b>left</b> onto <b>E Ridge St.</b>	go 0.0 mi
11. <b>10 E RIDGE RD.</b>	go 0.0 mi

**Directions to Whisconier Middle School**  
**17 W Whisconier Rd, Brookfield, CT 06804-3746**  
**Total Travel Estimate: 7.42 miles – about 13 minutes**

**From Midtown Campus**

1. Start out going <b>east</b> on <b>White St</b> toward <b>8th Ave.</b>	go 0.8 mi
2. <b>White St</b> becomes <b>Newtown Rd.</b>	go 1.5 mi
3. Merge onto <b>I-84 E</b> via the ramp on the <b>left</b> toward <b>Waterbury.</b>	go 2.9 mi
4. Take the <b>CT-25</b> exit, <b>EXIT 9</b> , toward <b>Brookfield.</b>	go 0.1 mi
5. Keep <b>left</b> to take the ramp toward <b>Hawleyville/ Brookfield.</b>	go 0.0 mi
6. Turn <b>left</b> onto <b>CT-25 / Hawleyville Rd.</b> Continue to follow <b>CT-25.</b>	go 1.9 mi
7. Turn <b>left</b> onto <b>W Whisconier Rd.</b>	go 0.2 mi
8. <b>17 W WHISCONIER RD</b> is on the <b>left.</b>	go 0.0 mi

**Directions to Bethel's Schools**  
*Bethel Educational Park*

**From Midtown Campus**

- Go **East on White St.** (Away from Main Street)
- After you pass the CVS on the left White Street turns into Newtown Road.
- Follow **Newtown Rd. East until you reach Plumtrees Rd.** (Right after Denny's and Blockbuster)
- Turn **right at the stop light onto Plumtrees Rd.**

- Follow Plumtrees Rd. until it ends at Shelter Rock Rd.
- Turn **right onto Shelter Rock Rd.**
- **Shelter Rock turns into Walnut Hill Rd.**
- Walnut Hill Rd. ends at Plumtrees Rd. (different one)
- Take a **right onto Plumtrees Rd.**
- Take the **very next Left onto Whittlesey Dr.** There should be a sign for the Bethel Educational Park.
- Follow the road up the hill past the signs for the **Middle School.**
- You will pass the football field (on left)
- The **High School in on the left after you pass the football field.**
- **Middle and Elementary Schools** also located on this campus with posted signs
- Park in front; avoid visitor parking unless directed otherwise

#### **From Westside Campus**

- Take **I-84 East** and get off at **Exit 8**
- Go straight through two lights and turn right onto **Payne Rd.** at the third light. (*Chase Bank on the corner*)
- Follow Payne Rd. until the stop sign and continue straight (which is now Walnut Hill Rd) until the next stop sign.
- Right onto **Plumtrees Rd** (sign for police dept.) and immediate left at light up the hill to the *Educational Park*. Follow signs to the high school which is near the top of the hill. Park in front, avoid visitor parking unless directed otherwise.