

California State University East Bay
PACT Student Handbook

2012-2013

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1. PACT Overview

Senate Bill 1209 requires all Single Subject and Multiple Subject candidates to pass a Teacher Performance Assessment prior to being recommended for a California Teaching Credential. California State University, East Bay administers the Performance Assessment for California Teachers (PACT) to meet this mandate.

CSUEB Candidates submit the PACT Teaching Event during their final quarter in the program. The PACT due date is posted on the Teacher Education Department webpage and will also be announced in PACT Orientation classes. PACT Teaching Events are due no later than 11:59 PM on the designated due date.

The Teaching event entails planning a learning segment of about one week (approximately 3-5 lessons), including learning objectives for both the curriculum content and the development of academic language related to that content. Candidates submit lesson plans, copies of instructional and assessment materials, two video clips of their teaching, a summary of whole class learning, and an analysis of student work samples. Candidates also write commentaries describing the teaching context, analyzing their teaching practices, and reflecting on what they learned about their teaching practice and student learning.

The PACT Teaching Event (TE) is comprised of five tasks, aligned to the TPEs. The following are the five PACT tasks, each of which has its own set of prompts:

PLANNING

- Establishing a Balanced Instructional Focus
- Making Content Accessible
- Designing Assessments

INSTRUCTION

- Engaging Students in Learning
- Monitoring Student Learning During Instruction

ASSESSMENT

- Analyzing Student Work From an Assessment
- Using Assessment to Inform Teaching

REFLECTION

- Monitoring Student Progress
- Reflecting on Teaching

ACADEMIC LANGUAGE

- Understanding language demands
- Supporting academic language development

PACT is subject specific. Single Subject candidates complete the PACT Teaching Event in their area of specialty. Multiple Subject candidates complete the PACT Elementary Literacy Teaching Event. Multiple Subject candidates also complete Content Area Tasks (CATs) in Math, Science and Social Studies as part of their Multiple Subject methods courses.

The PACT Teaching Events are scored by calibrated assessors using 12 subject-specific rubrics.

The CSUEB Teacher Education Department provides a great deal of support to prepare candidates for success on PACT. PACT Orientation classes conducted by trained instructor/assessors are provided throughout the year. Methods classes include Embedded Signature Assignments (ESAs) designed by faculty to prepare candidates for PACT. Additionally, video cameras can be borrowed free of charge and technical assistance workshops are offered to help candidates prepare their PACT videos.

Information including subject specific rubrics and candidate handbooks is available on the PACT website: http://www.pacttpa.org/_main/hub.php?pageName=Home

2. PACT Policies

All candidates are required to purchase *TaskStream*, a software program used to submit the PACT. Information on purchasing and accessing *TaskStream* is available on Blackboard, the CEAS tab.

1 – PACT Teaching Events are due at 11:59 PM on the designated due date. Late work will not be accepted.

2 – Teaching Events must include all required elements (completed Teaching Event Form on TaskStream, Principal Authorization Form with Principal’s signature, samples of student work, video, Teaching Event Authenticity Sign-off Form with Supervisor’s signature) or they will not be scored.

3 - Candidates will have one calendar year after they finish their coursework to pass the PACT. If they have not passed PACT by the end of spring quarter one year after completing the credential program, will be disqualified.

4 – Candidates who fail to submit two consecutive PACT Teaching Events will be disqualified.

5 – Candidates must earn a 2 or higher on 10 out of 12 PACT rubrics and cannot fail more than one of the five PACT task.

6 - Candidates who fail a PACT Teaching Event will have the opportunity to remediate and resubmit the Teaching Event.

7 – It is the candidate’s responsibility to submit (upload onto *TaskStream*) a video that can be viewed and heard by the assessor.

8 – You must pass the PACT Teaching Event to be recommended for a California teaching credential.

3. PACT Forms

Parental Consent Documents

You are required to obtain parental consent prior to filming your PACT video. Please collect parental from all students in the class, show them to your principal and submit the Principal Authorization Form, signed by your principal, with your PACT Teaching Event.

- a. Parent Information Letter (English and Spanish)
- b. Parent Authorization (English and Spanish)
- c. Authorization (Students over 18, English and Spanish)
- d. Principal Authorization Form

Academic Honesty and the PACT Teaching Event

- PACT submissions are governed by the CSUEB academic honesty policies and policies outlined in the PACT Teaching Event Candidate Handbooks
- All PACT work must be original and completed without help (other than discussion led by your course instructors)
- PACT submissions will be reviewed for plagiarism
- Students found guilty of violating the academic honesty policy in completing PACT are subject to dismissal from the program and notification of CTC

The following document attests to your compliance with the academic honesty policy. Please submit the document with your signature and the signature of your university supervisor:

- a. Teaching Event Authenticity Sign-Off Form

Parent Information

(To be completed by the parents/legal guardians of minor students involved in this project, or by students who are more than 18 years of age who are involved in this project.)

Dear Parent/Guardian:

I am in the process of getting my teaching credential at California State University East Bay's Teacher Education Program. The State of California requires me to pass the Performance Assessment for California Teachers (PACT), including a videotape of me teaching. One of the primary purposes of this assessment is to improve student learning and encourage excellence in teaching.

This assessment requires:

- Samples of student work as evidence of the quality of my teaching practice. These student work samples may include some of your child's work.
- A 20 minute video of a lesson taught in your child's class submitted to my teacher preparation program, California State University, East Bay.

Although the video would show both the teacher and various students, the primary focus is on my instruction, not on the students in the class. In the course of taping, your child may appear on the video. No student's name will appear on any materials that are submitted. All materials will be kept confidential and will only be viewed by PACT assessors.

Please complete and return the attached PACT Permission Form to document your permission for these activities.

Sincerely,

(Teacher Candidate's Signature)

(Date)

La Información Para Padres

(Para ser completado por los padres/guardianes de estudiantes menores involucrados con este proyecto, o por estudiantes mayores de 18 años involucrados con este proyecto.)

Estimado Padre / Guardián:

Estoy en el proceso de obtener mi credencial de enseñanza en el Programa de California State University East Bay Teacher Education. El Estado de California requiere que pase la evaluación de rendimiento de los Maestros de California (PACT), incluyendo un video de mi enseñanza. Uno de los principales propósitos de esta evaluación es mejorar el aprendizaje de los estudiantes y promover la excelencia en la enseñanza.

Esta evaluación requiere:

- Las muestras de trabajos de alumnos como prueba de la calidad de mi práctica docente. Estas muestras de sus trabajos pueden incluir algunos de los trabajos de su hijo.
- Un video de 20 minutos de una lección enseñada en la clase de su hijo presentó a mi programa de formación docente, California State University, East Bay.

Aunque el video mostraría el maestro y varios estudiantes, el enfoque principal está en mi instrucción, no por los estudiantes en la clase. En el curso de la grabación, su hijo puede aparecer en el video. No Nombre del estudiante aparecerá en todos los materiales que se presentan. Todos los materiales serán confidenciales y sólo estará al alcance de los evaluadores de PACT.

Favor de completar y enviar el Formulario de Permiso PACT adjunto para documentar su permiso para estas actividades.

Sinceramente,

(Firma del Candidato para Maestro)

(Fecha)

Parent Authorization

Student's Name: _____

School/Teacher: _____

I am the parent/legal guardian of the student named above. I have received and read your letter regarding the teacher candidate assessment, and agree to the following:

Please check the appropriate line below.

_____ **I DO** give permission to you to videotape my child as he or she participates in a class conducted at _____ (Name of School) by _____ (Teacher-Candidate's Name), I understand that the video will be confidential and will only be viewed by the PACT assessors.

_____ **I DO NOT** give permission to you to video tape my child as he or she participates in a class conducted at _____ (Name of School) by _____ (Teacher-Candidate's Name).

(Signature of Parent or Guardian)

(Date)

La Autorización por Padres

Nombre del Estudiante: _____

Escuela/Maestro/a: _____

Yo soy el padre/guardián del estudiante mencionado arriba. He recibido y leído su carta con respecto a la evaluación de candidatos para maestro, y estoy de acuerdo con lo siguiente:

Favor de marcar la apropiada línea abajo.

_____ **SÍ, LE DOY** mi permiso a Ud. de incluir la imagen de mi hijo/a en un video mientras que él/la participe en una clase realizada en _____ (Nombre de Escuela) por _____ (Nombre de candidato para Maestro/a).
Entiendo que el video sólo será visto por los tasadores.

_____ **NO, NO LE DOY** mi permiso a Ud. de incluir la imagen de mi hijo/a en el video mientras que él/la participe en una clase realizada en _____ (Nombre de Escuela) por _____ (Nombre de candidato para Maestro/a)

(Firma del Padre o Guardián)

(Fecha)

Authorization – Students Over 18 Years of Age

Student's Name: _____

School/Teacher: _____

I am the student named above and am more than 18 years of age. I have read and understand the project description given above. I understand that my performance is NOT being evaluated by this project and that my name will NOT appear on any materials that may be submitted.

_____ **I DO** give permission to you to videotape me as I participate in this class.

_____ **I DO NOT** give permission to you to videotape me as I participate in this class.

Signature of Student: _____

Date of Birth: ____ / ____ / ____

Date: _____

Autorización por Estudiantes Sobre de 18 Años de Edad

Nombre del Estudiante: _____

Escuela/Maestro/a: _____

Yo soy el/la estudiante mencionado/a arriba y soy mayor de 18 años de edad. He leído y entiendo la descripción del proyecto dada arriba. Entiendo que mi desempeño NO está siendo evaluado por este proyecto y que mi apellido NO aparecerá en ningunas materias que podrían ser sometidas.

_____ **SÍ, LE DOY** mi permiso a Ud. de incluir mi imagen en el video mientras que participe en esta clase.

_____ **NO, NO LE DOY** permiso a Ud. de incluir mi imagen en el video mientras que participe en esta clase.

Firma del Estudiante: _____

Fecha de Nacimiento: ____/____/____

Fecha: _____

Principal Authorization Form

Student Teacher/Intern's Name:

School: _____ Teacher: _____

Students teachers in California State University East Bay's Teacher Credential Program, and every credential program in the State of California, are required to pass a teacher performance assessment, including a teaching video, in order to be recommended for their credentials. At CSU East Bay candidates will be completing Performance Assessment for California Teachers (PACT). Candidates are required to obtain parental consent to film the video in their student teaching placements. Candidates show the signed parental consent forms to the principal who verifies consent by signing this Principal Authorization Form. Identifying information about students will NOT appear on any materials submitted by the candidates. The video and materials will be confidential and will only be viewed by the PACT assessors.

Please indicate the type of permission that is collected in your school:

Parents of the students in this class have signed permission slips allowing their children to be videotaped.

Parents of the students in this class have had the opportunity to "opt out" by signing a form requesting that their child not be videotaped.

Other, please describe here: _____

Please list the names of students in this class whose parents have NOT given permission or have signed an "opt out" form requesting that their children NOT be videotaped or that their work not be used.

Principal's name: _____

Principal's signature: _____ Date: _____

Teaching Event Authenticity Sign-Off Form

Submit this form with your completed Teaching Event.

This Teaching Event has been submitted as an assessment whose passage will be required for completing the requirements for a California Multiple/Single Subject(s) Teaching Credential under S.B. 2042. This attestation is acknowledgement that the ultimate responsibility for compiling the documentation (including writing the commentaries) lies with the credential candidate. However, credential candidates are encouraged to seek assistance, input and feedback from their university supervisors, cooperating/master teachers, university instructors, or other credential candidates during the Teaching Event development process.

Attestation by Credential Candidate

- I have primary responsibility for teaching the students/class during the learning segment profiled in this Teaching Event;
- The video clip(s) submitted show me teaching the students/class profiled in this Teaching Event;
- The student work included in the documentation is that of my students who are profiled in the learning segment documented in this Teaching Event;
- I am sole author of the teacher commentaries and other written responses to prompts and forms in this Teaching Event;
- Appropriate citations have been made for all materials in the Teaching Event whose sources are from published text, the Internet, or other educators.

Teacher Candidate's Signature

Teacher Candidate's Name (printed)

Date

Teacher Candidate ID #

Attestation by University Supervisor

To the best of my knowledge, the statements above are accurate.

University Supervisor's Signature

University Supervisor's Name (printed)

Date

5. Checklist for Assembling Your Teaching Event

Please make sure that each of the following is included in your PACT submission

Required Forms (included in this Handbook)

- Teaching Event Authenticity Sign-Off Form
- Checklist for Assembling Your Teaching Event

PACT Teaching Event Tasks

Task 1. Context for Learning

- Context for Learning Form
- Commentary on your instructional context

Task 2. Planning for Instruction & Assessment

- Lesson Plans for learning segment
- Instructional materials, e.g., class handouts, overheads, and formal assessments (including evaluation criteria) labeled by the lesson number(s) (e.g., Lesson 1, Lessons 2-3) for which each document will be used
- Commentary explaining your thinking behind your instruction and assessment plans

Task 3. Instructing Students & Supporting Learning

- Video clip(s)
- Video Label Form
- Commentary explaining and analyzing the teaching and learning portrayed in the video

Task 4. Assessing Student Learning

- Work samples from three students to illustrate what students generally understood and what a number of students were still struggling to understand
- Evaluative criteria or rubrics used to assess student performance on the assessment
- Commentary analyzing student learning and identifying next steps in instruction

Task 5. Reflecting on Teaching & Learning

- Daily reflections for each lesson taught within your learning segment
- Commentary analyzing what you learned about your students and your teaching practice from teaching the learning segment and identifying changes you might make in your teaching practice based on this analysis

6. Teaching Event Preparation

SUBMISSION OF PRINCIPAL AUTHORIZATION FORMS

- 1) Download and read the PACT Candidate Handbook. Complete the following parental consent procedures BEFORE VIDEOTAPING YOUR STUDENTS:
 - Download and print **Parent Permission slips** for each student in your class or verify that school permission or opt-out forms have been collected
 - Download and print **Information sheets for parents and school personnel**
 - Discuss the video with your master teacher and ask his/her permission to distribute the permission slips to the students.
 - Collect signed permission slips from the students before videotaping the lesson OR confirm that the school has obtained parental consent/opt out forms.
 - Show the permission slips or school parental consent/opt out forms to your principal and ask him/her to sign the **Principal Authorization Form**
 - Make sure that only those students with signed permission slips or without “opt out forms” are filmed (other students may be in the room, but out of range of the video camera.)
 - Save the permission slips in a safe place in case you are asked to verify parental consent.
- 2) **Scan your Principal Authorization Form and upload it to TaskStream (with your task and artifacts)**, confirming that you have parental consent to collect samples of student work and videotape students in your class.

SUBMISSION OF the PACT Teaching Event

- Self-Enroll for PACT Teaching Event (TE) Assessment course (TED 5214) on TaskStream using the appropriate self-enrollment code (see PACT Website for current code)
- Submit the TE on TaskStream.
- Upload the **Principal Authorization Form**, **Teaching Event Authenticity Sign-off Form**, a **video** of the lesson you taught, and **samples of student work**. Do NOT attempt to turn in documents to the TPA Office in hard copy. All TE documents must be uploaded to TaskStream.

VIDEOTAPING THE LESSON

1. Arrange to borrow one of the university’s Flip Mino video cameras or make other arrangements to obtain a video camera. **CSUEB IT PERSONNEL CAN ONLY ADVISE YOU ON USE OF OUR OWN VIDEO CAMERAS.** They cannot advise you on problems encountered with privately owned equipment. You will need to show your Principal Authorization Form (with the principal’s signature) and your student ID in order to check out a Flip video camera.
2. Practice using the video camera – The Flip Mino is very easy to use
3. Film a short clip and verify that the camera is positioned correctly so that the assessor will be able to see and hear you.

4. Start the video camera and film for approximately 30 minutes
 - If you need technical assistance with your video, attend one of the technical assistance workshops conducted by one of our IT specialists in the University Computer Lab.
 - Be sure to return the video camera by the return date so that it is available to other candidates
 - Watch your video and be sure that the audio and video are clear, so that your assessor will be able to see and hear you teaching the lesson. **SUBMITTING AN ADEQUATE VIDEOTAPE IS YOUR RESPONSIBILITY**
 - Watch the video carefully and use it to reflect on the effectiveness of your instruction

7. Required Format for the Teaching Event (PACT Handbook)

The following guidelines should be used to prepare all parts of your Teaching Event. This format will allow faculty/supervisors to efficiently review and score all Teaching Events.

Commentaries Submitted on Paper

Commentaries are your written descriptive, analytic, and reflective responses to specific prompts in the Teaching Event directions. Commentaries should be in the following format.

- Typed or word processed on 8.5" by 11" white paper in black ink
- Font size should be at least 12 point size and an easily readable font (e.g., Times, Times New Roman, or Arial; not italics)
- Length kept within suggested page limits, which are based on previous experience with Teaching Event submissions. Suggested page lengths are based on single spaced text, with a blank line between paragraphs, 1" margins, and include copies of the prompts.
- Individual pages **should not be** enclosed in plastic page protectors.

Video Clips

Video clip(s) are submitted as part of **Task 3. Instructing Students & Supporting Learning**. Video should be submitted in the following format.

- The time length of the video to be submitted is specified in the Teaching Event directions.
- You and your students should be clearly visible and audible.
- Individual video clips should be continuous and unedited, with no interruption in events.
- If possible, use a tripod to avoid wobbling.
- Further recommendations for videotaping your class are available in **Procedures for Classroom Videotaping**, located on the PACT website, www.pacttpa.org.

Student Work Samples

Student work samples will be submitted in **Task 4. Assessing Student Learning**. Student work samples should be submitted in the following format.

- Select samples to meet the criteria indicated by the Teaching Event directions.
- Work samples should be written by the students.
- Names of students, yourself, and the school should be removed with correcting fluid, tape, or marker prior to copying/scanning.
- Label work samples as Work Sample 1, 2, or 3.

Documentation of Lessons

Documentation of lessons such as lesson plans, handouts, assessments, rubrics, overhead transparencies, or other instructional materials will be submitted with various Teaching Event tasks to demonstrate the events that occurred in the learning segment. Documentation should be submitted in the following format.

- Label all documents with a number corresponding to the relevant lesson plan(s).

Page Numbering

Number every page of the paper copy of your Teaching Event sequentially from beginning to end, *including pages of student work and documentation of lessons*. Page numbers may be handwritten on paper copies.

Candidate Identification Number

Label all pages of the paper copy of your Teaching Event (commentaries, student work samples, and lesson documentation) with your Candidate ID number, which will be given to you by your program. If you use a word processor, include your Candidate ID number as a running header or footer on every page. You may find it saves time to print a sheet of labels containing your Candidate ID number and apply the labels in the top or bottom margin of student work samples and lesson documentation.

Use of Submitted Materials

Your Teaching Event and related materials may be used for training scorers or university faculty/supervisors or for purposes of research for validating the assessment. Your name, school, and students' names will be kept absolutely confidential.

8. Scoring

Your PACT Teaching Event will be scored by calibrated, experienced assessors. If you receive a failing score, your submission will be scored by a second assessor. Each of the 12 tasks included in the Teaching Event is scored on a 1-4 rubric (see PACT website for rubrics: http://www.pacttpa.org/_main/hub.php?pageName=Home).

You must earn a 2 or higher on 10 out of 12 PACT rubrics and cannot fail more than one of the five PACT tasks.

Candidates who fail a PACT Teaching Event will have the opportunity to remediate and resubmit the Teaching Event.

9. Appeals

Your PACT Teaching Event will be scored by a trained, calibrated assessor who is an expert in your subject. If you receive a failing score, your Teaching Event will automatically be scored a second time by another calibrated assessor who is an expert in your subject. If the first two assessors do not agree a third calibrated assessor who is an expert in your subject will score your Teaching Event and determine your final score.

Due to the lengthy and carefully designed process of scoring Teaching Events, it is unlikely that your final score will be overturned. However, you have the right to lodge an appeal within seven days with the Chair of the Teacher Education Department. The Chair of the Teacher Education Department will notify you regarding her decision.

10. Remediation and Resubmission

Candidates who receive a failing score on the PACT Teaching Event will be notified via TaskStream. If this happens, please contact Dania Massey (daniamassey@csueastbay.edu) immediately. Dania will help you schedule a remediation appointment with an experienced instructor. She will also provide you with instructions for resubmitting your PACT Teaching Event. The date for PACT remedial submissions is listed on Teacher Education Department webpage. Please note that PACT remedial submissions are due at 11:59 PM on the designated due date. Late work will not be accepted. Candidates who do not successfully complete PACT by the end of the academic year will need to enroll in an addition quarter at full tuition.

11. PACT Administration

- Dr. Shira Lubliner is the PACT Coordinator and Dania Massey is the Assistant TPA Coordinator.
- The TPA office is located in AE 242.
- Please contact Ms. Massey with PACT-related questions at the following e-mail: daniamassey@csueastbay.edu. Please include your phone number and a few good times to reach you. Ms. Massey will get back to you as soon as possible.