

Educator Preparation Program

Dear M-ARC Program Participant:

We are pleased to welcome you into the Teacher Education Program at the School of Education. The period of professional preparation on which you are about to embark will be both intense and engaging; we will ask you to think and to act in ways that are at times familiar and at times new as you develop skills and understandings as a beginning teacher. We look forward to working with you in this process. In this letter, we explain how we will document your work to support your learning, to improve the educator preparation program at the University of Michigan, and to build knowledge about how teachers can be educated effectively.

Why gather information about practice?

The program is committed to your professional learning and development as a beginning teacher. As part of this process, we will ask you to collect audio and video records as well as samples of your own and your students' work. In parallel, we are also committed to developing our capacity in teacher education here at the School of Education. To this end, we may use the records and documentation you assemble over the course of the program to evaluate the program, develop instructional materials, make improvements in what we do, and to inform others who are involved in the study and design of teacher education.

What kinds of information will be gathered?

The process of documenting your learning will include the collection of a variety of audio, video, print records, assessments, and surveys of your work in your courses and in your field practice sites. For those interns participating in home or family visits, we will collect information about the intern's practice in the home, school, or public space where these meetings occur. These materials will document your planning process, your teaching, and reflections on your teaching, both individually and with your fellow students, mentor teachers, and faculty members.

Most of these activities will be part of regular coursework, and we will collect them as part of routine program documentation. Some data collection, however, may be developed by individual teacher education researchers who may request your participation outside of regular course or field activities. For those activities that go beyond regular course and field work requirements (e.g., an interview conducted after a course has ended), we require your active consent.

Typical Materials Routinely Collected (required by TE program)	Additional Data Collection (require additional consent)
<ul style="list-style-type: none"> • Audio recordings of interaction with mentor teacher(s) • Video recordings of interaction with mentor teacher(s) • Audio/video recordings of teaching, along with relevant instructional materials and samples of students' work • Audio/video recordings of interviews or other interactions with program leaders or other instructors relevant to my work as an intern • Copies of surveys, journals, or other writing assigned as part of my participation in the EPP program 	<ul style="list-style-type: none"> • Individual audiotaped interviews outside of those required for courses • Focus groups • Additional video recordings • Special teaching-learning sessions • Additional surveys or assessment

How will the information be used?

The information will be used in three ways. First, you will use the information for your professional learning and development as a student in the program. Second, we will use it to support your learning, and to monitor, review, and develop the program itself or aspects of it. Third, faculty members may also use portions of your work to study how to prepare teachers and may share that information with the broader education and policy-making communities. As part of a major research university, we have a social obligation to disseminate what we are learning about the education of teachers, through workshops, publications, conference presentations, online repository, and other means. Scholars from other institutions may also request access to information from the program to study teaching and the preparation of teachers around the country or world.

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How will we maintain the confidentiality of the information?

The information we collect will be stored in a secure location and will be kept confidential. Any use of your information in written materials will be altered to remove or obscure a part of your name to protect confidentiality when we use these materials in professional development or research presentations. In spite of these procedures, however, it is possible that someone may recognize you in a video segment, other type of document with a visual image, or an audio recording. We will take all possible steps to minimize that likelihood.

How long will the information be retained?

Because these materials are a key part of our program development, they will be kept in perpetuity as part of an Educator Preparation data archive in the University of Michigan School of Education.

What if I want to withdraw video from use outside the program?

You have the option to request that any video or audio records in which you are clearly identifiable as the focus not be used in work disseminated via professional development (face-to-face or online) or via research presentation activities. You may make this request at any time during the semester or within one month after the semester in which the record is produced. To ask that a video or audio in which you are the focus not be used for this purpose, you should contact the Educator Preparation Program through this email address: EPPresearch@umich.edu. Please include:

- your name
- the name of the instructor and course
- the date the record was produced
- a brief description of the record

If you ask to have video or audio withdrawn, your decision will have no effect on your status in the program. Your request will only be shared with those responsible for maintaining and using the records after all grades have been submitted. However, other collected materials from your work completed prior to your request will not be retracted or otherwise discontinued.

This work is critical to improving teacher education here at the School of Education. We hope that it can make important contributions in the development of teacher education throughout the country. If you have any questions or concerns, please contact the Educator Preparation Program by phone at 734.615.1528 or by email to Meri Tenney Muirhead (merimuir@umich.edu) or Kevin Hankinson (hankinkm@umich.edu). In addition, our contact information is listed below, and we welcome conversations with you about this effort.

Sincerely,



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Associate Professor of Clinical Practice in Education



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