Congratulations on advancing to the Selection Day stage of the NYC Teaching Fellows application process. We are excited to meet you!

We want to make sure you know what to expect at Selection Day. This guide outlines some next steps and highlights best practices that will help you be successful at the event. It’s important that you carefully review the materials and record deadlines, which are highlighted in **bold**. Please take the following steps to begin learning about your Selection Day event.

1. Read the entire Selection Day Preparation Guide
2. Sign up for a Selection Day event
3. Prepare for your Selection Day event
4. Plan your Teaching Sample
5. Practice your Teaching Sample

**Sign Up for a Selection Day event:**

Selection Day slots fill up quickly, so we encourage you to sign-up **immediately or within one week of receiving your Selection Day invitation**. Most interview dates are currently posted, and it is unlikely that we will add more events once they’re full. Here’s how to sign up for an interview:

1. Go to the Events tab on TeacherTrack
2. Sign up by clicking the date that works with your schedule
3. Await a confirmation email after registration

If you require special accommodations (e.g. handicapped access or ASL interpretation services), please fill out the form at [https://www.nycteachingfellows.org/contact.asp](https://www.nycteachingfellows.org/contact.asp) **at least three weeks in advance** of your interview event.

**Cancelling or Rescheduling:** Once you sign up for a Selection Day event, you are expected to attend that event. Except in the case of extraordinary circumstances, candidates who do not attend their Selection Day event will no longer be considered for the NYC Teaching Fellows Fall 2016 program.

**Prepare for your Selection Day event:**

There are a few things that you need to do to prepare for your Selection Day event.

- **Pre-read for a group activity:** You will participate in a group activity that will teach you a new teaching skill. In order to get the most out of this activity, it is important that you read [this excerpt from the book *Teach Like a Champion*](https://www.nycteachingfellows.org/contact.asp).

- **Prepare a Teaching Sample:** You will teach a five minute lesson at your Selection Day event. Your lesson will be based on an objective chosen from the drop-down list at the top of the Teaching Sample Planning Form. If you are assigned to special education, or English as a second language
you may choose the content area you are most comfortable with. Open the Teaching Sample Planning Form at a computer, not a tablet or phone, so you can view the form in full. In order to help you prepare, we have compiled some resources that will help you be successful. Please consider these carefully as you create your Teaching Sample. Near the end of the day, you will re-teach a portion of your Teaching Sample. Please make sure you have enough materials for your class of 10 students. You may need two sets of materials. You can assume that you will have access to a white board and dry erase markers at the event.

- **Plan for logistics:** We know that candidates perform better if they know what to expect during the Selection Day. We have outlined a flow of the day so that you can plan in advance and feel prepared.

### Plan your Teaching Sample

*You will teach a five-minute lesson to other candidates in your group who will act as your students. Before you arrive at the interview event, you will plan a lesson using this Teaching Sample Planning Form and upload it to TeacherTrack.*

Before you start planning your Teaching Sample, do the following:

1. **Review an Example:** Before you start planning, please read this example English Teaching Sample Planning Form and watch this video of the English Teaching Sample in action. You can also view this Math Teaching Sample Planning Form and the corresponding Math Teaching Sample Video.

2. Choose an Objective: Download and save the Teaching Sample Planning Form. Click on the dropdown menu next to “Objective” and select an objective to teach. If you are assigned to special education, or English as a second language you may choose the content area you are most comfortable with. Keep your objective in mind as you read the information below about Teaching Sample best practices.

You are required to upload your finished Teaching Sample Planning Form to TeacherTrack by 5pm on the evening before your Selection Day event.

Here are some things to remember as you plan your Teaching Sample:

**Deeply understand your content!** You should be an expert in the lesson content you are presenting. Think carefully about the skills and knowledge students will need to master the objective, and then build their mastery by planning to introduce content in small pieces. Successful candidates typically spend 1-2 hours understanding their content and carefully preparing their lesson.

- **Key Points:** Outline the two to three pieces of knowledge or skills students will develop during the lesson that will build toward their mastery of the overall objective.

- **Checking for Understanding:** Introduce your material, have students practice, and then check to make sure your students are understanding. Effective teachers always know if their students are
on track to master the objective. Check to make sure students understand your lesson by engaging students with questions that will prove they are on track for mastery.

**Teaching is a two-way street!** Your lesson shouldn’t be a lecture or a presentation. Plan your lesson in a way that ensures your students have a chance to show you what they are learning. Here are some strategies you can use to engage every student in your lesson.

- **Cold Call**: Call on students by name to answer questions, read aloud, or share ideas. For Cold Call, students do not need to raise their hand to respond to their teacher. The teacher simply calls on a student whether or not they have volunteered. [Check out Ben using Cold Call to engage his students.](#)

- **Everybody Writes**: Pose a question to the class that requires every student to write a response on paper. [Check out Maureen using this strategy to engage her entire class.](#)

- **Call and Response**: Ask a question verbally. Instead of calling on one student to answer, prompt the entire class to respond verbally at the same time. Make sure the expected answer is only one word and is something that all students can answer. [Check out Tabitha using Call and Response to review a Science lesson.](#)

- **Vary your engagement strategies**: You should use multiple strategies to keep your class engaged and on their toes.

When you’re the teacher, you’re in command of the room! As the teacher, you’re responsible for making sure your students are learning, so you’ll need to take charge of the room by being confident in your body language and tone. Here are some tips that will help you be perceived as the leader of your classroom.

- **Face your Class**: Face your students during your lesson. Your students should feel like you are addressing them, not reading from your notes or spending a lot of time writing on the board.

- **Speak Concisely**: Focus your words on the most important content that you want to deliver to your students. Plan your lesson so that you can efficiently deliver content, and then practice so you remember your content without pausing to collect your thoughts.

- **Mind your Tone**: Your voice should be loud enough for all of your students to clearly hear you, but not so loud that it is startling. Keep your students captivated by varying your tone. You want to sound formal, but also warm and inviting.
Practice your Teaching Sample

After you’ve planned your lesson, practice delivering it out loud or with a “coach”, just like our Teaching Fellows do! Ask a friend to coach you on the delivery of your lesson. After you deliver your lesson, your coach should give you feedback by using the Feedback Cheat Sheet on page 5. Your coach should tell you one thing you did well and one thing to improve for the next round of practice.

Possible examples of coach feedback from the Feedback Cheat Sheet:

- “You did a great job of sounding formal when you gave your students directions, but next time try using more than one engagement strategy because you only took volunteers to answer your question.”

- “I like the way you rarely had to reference your notes because you practiced so much, but I think you should adjust the lesson activities so that your students spend more time answering questions on their worksheet instead of listening to your lecture for most of the time”

- “One thing you did really well was vary your tone because it kept me engaged as I listened to your introduction. Next time, try facing your students the whole time by having your posters prepared in advance so you don’t need to turn to write on the board”
## Teaching Sample Practice Feedback Cheat Sheet

| Look and listen for... | For Coaches:  
Give one glow (+) “I like the way you...”  
and one grow (△) “Next time try...” |
|------------------------|---------------------------------------------------------|
| **Teacher Presence**   | ▪ Body language faces class during the lesson  
▪ Voice is loud enough to hear  
▪ Tone is varied to captivate students  
▪ Teacher is formal, but not cold, when speaking to the class |
| **Student Engagement** | ▪ All students participate in the lesson  
▪ A variety of engagement strategies are used |
| **Use of Time**        | ▪ Lesson is complete at the five minute mark  
▪ Majority of lesson time is spent on important tasks  
▪ Adequate time is allowed for students to engage in lesson material |
| **Clear Instruction**  | ▪ Content is taught in an order that makes sense to students  
▪ Teacher gradually allows students to independently master the objective  
▪ Activities chosen for the lesson lead students to master the objective |
| **Preparation**        | ▪ Materials are prepared in advance  
▪ Students have all materials necessary to learn the content  
▪ Teacher rarely refers to notes |
Plan for Logistics: Arriving at the Selection Day Site

Location:

Cobble Hill School of American Studies
347 Baltic Street
Brooklyn, NY 11201

Plan to arrive to the Selection Day site about 30 minutes before the event begins. To avoid missing your event, please be mindful of travel time. Check-in will conclude at 4:15pm for weekday events and at 8:45am for Saturday events. Latecomers will not be admitted. *Please note that events early in the season may start at varying times – check TeacherTrack for the most accurate information about arrival time.

The Selection Day event will last about 3 ½ hours. You will be grouped with five to eight other candidates. Groups are led by NYC Department of Education employees known as Onsite Interviewers, and most Onsite Interviewers currently teach in high-need schools in NYC.

The overview of activities during the Selection Day event is below:

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<th>Length</th>
<th>Activity</th>
<th>Description</th>
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| 10 minutes  | Group Introductions               | Onsite Interviewers and candidates will share a brief amount about themselves.
| 40 minutes  | Teaching Samples                  | Each candidate teaches their 5 minute Teaching Sample. There will be 1 minute of preparation time for candidates to set up between Teaching Samples. |
| 40 minutes  | Group Activity                    | Onsite Interviewers will lead a session in which candidates will learn and apply a new skill. |
| 20 minutes  | Teaching Sample Reteaches         | Candidates will reteach a portion of their Teaching Sample, including the new skill learned in the Group Activity. |
| After Your Event 15-60 Minutes | Additional Content Assessments and Feedback Survey | Candidates who are tentatively assigned a subject area of special education, or ESL will receive a content assessment via email. The assessment will take 45 minutes and must be completed at home within one week of your event. There is no need to study in advance. All candidates will be asked to take a 15 minute survey to provide feedback about their Selection Day event. |

Closing Thoughts

We are very excited to meet you! Our most successful candidates typically spend 4-5 hours preparing for their Selection Day event, including the pre-reading, planning and uploading the Teaching Sample Planning Form, and practicing their Teaching Sample. Teaching Fellows play an incredibly important role
in providing students with vital instruction and guidance. Your Selection Day event is a chance for you to get a feel for what our best Teaching Fellows do every day, and we hope this guide helps you put your best foot forward during your event.