**Overview of Student Teaching Activities/Responsibilities – Early Childhood 8 Weeks**

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| **Week** | **Student Teacher (Classroom)** | **Student Teacher (Assignments)** | **Classroom Teacher** | **Supervisor** |
| **Prior to Starting Date** | * Contact the teacher and program director. Attend to any requirements to become eligible to student teach in the setting (physical, TB test, background check, paperwork, etc.) * Check back with the teacher several weeks before your placement begins. Begin planning for the transition and teaching at this level | - Draft welcome letter and have teacher approve.  - Connect with supervisor and set up initial meeting between you, them and your teacher.  Log in to BB and review the syllabus, course calendar, and assignments for ECE 430. | * Review and approve the student teacher’s letter of introduction. * Review the student teacher handbook and mentoring teacher website. * Provide resources and overview of curriculum for next 8 weeks. * Provide access of school’s teacher handbook to student teacher | * Review the student teacher handbook and student teacher notebook assignments. * Review student teacher folder, application, and placement information. * Set up meeting between student teacher and classroom teacher(s). |
| **1** | * Become acquainted with classroom, students, routines, procedures. * Assist with classroom duties. * Plan student teaching (phase in/phase out) and share with supervisor. * Show your teacher the relevant Notebook Assignments. * Contact supervisor re: questions. | - Begin work on Notebook Assignments (People to Meet, Classroom Procedures, Student IFSP Reports, and Technology Part 1).  - Brainstorm lesson plan ideas with teacher.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM). | - Model and include the student teacher in daily activities, routines, procedures.  - Help student teacher complete assignments (left).  - Provide ideas and help secure resources for the lessons.  - Plan 8 week student teaching (phase in/phase out)  - Fill out stipend form, seal in envelope and give to the supervisor.  - Have student teacher show you the Notebook and aAssignments they are required to complete. | * Meet with teacher(s) and student teacher. * Complete initial meeting form. * Talk through phase in/phase out for 8 weeks. * Provide teachers with Stipend form, have them complete it, seal it in the envelope and then mail it or drop it off at the respective SOE office. * Review weekly reports/schedule and daily journals. * Make yourself available to the teacher and student teacher (email, phone calls). |
| **2-7** | * Know names of all students and get to know individual needs. * Observe and model the teacher’s routines, procedures, classroom operation. * Observe and model the teacher’s interaction with each child and their parent(s)/caregiver. * Assist with classroom duties taking them over as quickly as possible. * Create and submit the next week’s lesson plans (individualized to student needs) to teacher every Thursday. * Develop effective transition activities. * Participate in IFSP meetings. * Demonstrate fair and equitable treatment of all children. * Model open-ended conversation for language acquisition and knowledge transfer. * Create and model a positive learning environment for all children. * Work with teacher(s), aids, and parents to create a collaborative learning environment. * Contact supervisor with any questions or concerns. | - Complete working on Notebook Assignments (above).  - Finalize lesson plans, collect resources; write lessons.  - Videotape and analyze teaching (Week 6) share with teacher who observed you.  - Stay current with assignments for ECE 430.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Update Resume and Cover Letter for ECE job. | - Continue above.  - Allow student teacher to take over more routines and procedures, co-teaching, and solo teaching/control of the classroom responsibilities.  - Provide guidance and feedback to student on their performance.  - Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.  - Complete midterm evaluation (Week 4).  - Complete formal lesson observation (using SAU form) on student teacher (Week 6). Conference with student teacher over their videotaped lesson analysis and your lesson observation.  - Contact supervisor with any questions or concerns. | * Review weekly reports/schedule and daily journals. * Observe student teacher at least three times (two before midterm, one before final). * Complete midterm evaluation (week 4) and final evaluation (week 8). * Meet with student and teacher to conference re: lesson observations, midterm and final evaluations.   - Make yourself available to the teacher and student teacher (email, phone calls). |
| **8** | * Begin phasing out of responsibilities as is reasonable and possible. * Observe other ECE teachers. | - - Finalize assignments for ECE 430, update resume and cover letter. | - Begin taking over responsibilities of teaching from student teacher.  - Complete final evaluation and conference with student teacher and supervisor.  - Write a letter of recommendation for the student teacher. | - Complete final evaluation and conference with teacher and student teacher over your final and the teacher’s final evaluation (student signs and dates form).   * Review weekly reports/schedule and daily journals. * Write letter of recommendation.   - Complete Professional Folder checklist and include all required information, including final expense report. Mail or drop off at respective SOE office immediately.- |