**Overview of Student Teaching Activities/Responsibilities – Special Education 10 Weeks**

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| **Week** | **Student Teacher (Classroom)** | **Student Teacher (Assignments)** | **Classroom Teacher** | **Supervisor** |
| **Prior to Starting Date** | * Touch base with special education teacher prior to start * Review the portfolio requirements for SED 430 (BB) * Begin reading text for SED 430 | - Draft welcome letter and have teacher approve.  - Transition thinking from an elementary classroom teacher to thinking like a special education teacher.  - Contact university supervisor | * Review student teacher’s letter of introduction. * Review the student teacher handbook. * Provide resources and overview of curriculum for next 10 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** | * Review students’ IEPs – discuss goals and objectives for each student – to be monitored weekly * Plan for and discuss participating in an upcoming IEP meeting, * Observe and interact with the students * Meet with co-teachers (determine responsibilities and plan for the placement) * Become acquainted with classroom, students, routines, procedures. * Show your teacher the portfolio requirements. * Contact supervisor re: questions | - Begin work on portfolio assignments  - Complete worksheet on People to Meet, Classroom Procedures  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM). | - Model and include the student teacher in teaching activities, routines, procedures.  - Provide feedback to student teacher  - Help student teacher complete assignments  - Have student teacher show you the portfolio assignments  - Plan out the ten week student teaching experience  - Fill out the stipend form, seal in envelope and give to the supervisor. | * Meet with teacher(s) and student teacher. * Complete initial meeting form * Talk through the 10 week placement. * 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 with student teacher * Make yourself available to the teacher and student teacher (email, phone calls). |
| **2-3** | * Know names of all students. * Continue assisting with classroom duties. * Work with the special education and classroom teachers on the next week’s lesson plans * Monitor student progress (goals/objectives) * Add more special education teacher responsibilities (aim at full involvement by weeks 3-5). * Prepare for and/or participate in IEP meetings * Contact supervisor with any questions or concerns. | - Continue working on portfolio assignments   * Assessment Summary * Lesson Plans/Instruction   - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM) | - Model and prepare student teacher to take over responsibilities by weeks 3-5  - Provide feedback to student teacher  - Help student teacher complete assignments  - Have student teacher show you the portfolio assignments  - Plan out the ten week student teaching experience  - Fill out the stipend form, seal in envelope and give to the supervisor. | * Review weekly reports/schedule and daily journals.   - Make yourself available to the teacher and student teacher (email, phone calls).  - Make first student teacher observation visit (Week 3) |
| **4-5** | * Take over full control of classroom responsibilities with assistance of teacher(s). * Work with the special education and classroom teachers on the next week’s lesson plans * Monitor student progress (goals/objectives) * Prepare for and/or participate (lead) IEP meetings * Contact supervisor with any questions or concerns. | - Continue working on portfolio assignments   * Develop unit & implement * Target social behavior & interventions * Measure behaviors * Continue to phase in responsibilities * Assume total instruction (Week 5)   - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM)  - Complete midterm evaluation on self and share with teacher and supervisor (Week 5) | - Monitor student teacher’s progress and provide feedback.  - Help student teacher complete assignments  - Complete Midterm Evaluation and conference with student teacher (Week 5) | - Make second student teacher observation visit (Week 5)  - Conference with teacher and student teacher over your observation (student signs and dates form).   * Review weekly reports/schedule and daily journals.   - Make yourself available to the teacher and student teacher (email, phone calls).  - Complete Midterm Evaluation and conference with student teacher (Week 5) |
| **6-9** | * Work toward improvement of goals set by the Midterm Evaluation * Continue with full control of classroom responsibilities with assistance of teacher(s) * Work with the special education and classroom teachers on the next week’s lesson plans * Monitor student progress (goals/objectives) * Prepare for and/or participate (lead) IEP meetings * Contact supervisor with any questions or concerns. | - Continue working on portfolio assignments   * Continue instruction * Participate in an IEP * Participate in a Parent-Teacher Conference * Write behavior change report   - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM) | - Monitor student teacher’s progress and provide feedback.  - Help student teacher complete assignments  - Complete Lesson Evaluation and conference with student teacher (Week 7-9) | - Make third and fourth student teacher observation visit (Week 7 & 9)  - Conference with teacher and student teacher over your observation (student signs and dates form).   * Review weekly reports/schedule and daily journals.   - Make yourself available to the teacher and student teacher (email, phone calls). |
| **10** | - Begin phasing out of teaching responsibilities  - Continue to assist special education teacher  - Visit and observe other special education classrooms/settings in the school/district | - Complete portfolio assignments   * Complete professional development plan   - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM) | - Complete final evaluation on student teacher. Make recommendation for certification. Conference with student teacher on final evaluation.  - Provide student with letter of recommendation. | - Complete Final Evaluation on student teacher. Make recommendation for certification. Conference with student teacher on final evaluation.  - Provide student with 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. |