**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).
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| **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).
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| **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. |