**\*Overview of Student Teaching Placement Performance Responsibilities (Student Teacher, Classroom Teacher/Mentor (Cooperating Teacher) and University Supervisor**

**10 Week Student Teaching Placement Performance Responsibilities (Student Teacher, Classroom Teacher/Mentor (Cooperating Teacher) and University Supervisor**

**For 8 week student teachers – use the 10 week format but readjust activities so that by the end of week 1 or the beginning of week 2 the student teacher is fully engaged in the classroom and teaching**

**Student Teacher Responsibilities**

Weeks

1 - Learning children’s name, background information, acquainting oneself with the school and classroom policies and procedures, sharing extra duty responsibilities (walking students to specials, playground duty, lunch supervision, etc…) and taking on some classroom responsibilities such as morning warm up, co-teaching, individual and small group tutoring. Student teachers begin brainstorming with their teacher regarding the unit plan they will teach using UbD (Understanding by Design – Backwards Construction).

2-3 - The student teacher continues taking over more of the responsibilities already mentioned and should be planning instruction and co teaching or teaching a subject area (typically - language arts or math). The student teacher continues to develop and refine the unit plan they will begin teaching in week 3.

3. - The student teacher begins teaching the unit they developed and planning additional instruction in other areas for the coming weeks.

5 - Another one or two subjects should be added by this time. Midterm Evaluation is to be done on the student teacher by the cooperating teacher and university supervisor.

6 - The last subject(s) should have been added and the student teachers now is teaching everything and in full control of the classroom and instruction and keeps control of this.

9 - The student teacher begins to give the teaching responsibility gradually back to the teacher so that by the end of week 10 the classroom teacher is fully in charge of all teaching.

10 - Wraps up their experience, observes other teachers during their non-teaching time, and transitions to depart the school.

\*-Each week the student teacher will provide the supervisor a written summary of their weekly classroom experiences.

\*- The student teacher also keeps a student teaching notebook with particular assignments which are turned in to the university supervisor.

**Cooperating Teacher Responsibilities**

Weeks

1 Guides and introduces the student teacher to the school, classroom, curriculum, resources etc. and works with the student teacher to get an idea of the unit plan they will begin teaching week 3.

2-3 Provides formal and informal feedback to the student teacher. Reviews their lesson plans (which are completed and turned in to the teacher each Thursday the week before they teach. This continues throughout the placement.

4 Formally observes the student teacher using the lesson observation form and shares this with the student teacher.

5 Completes a midterm evaluation on the student teacher and meets with the student teacher to go over the evaluation along with the supervisor who presents their evaluation. This sets the stage for planning the performance goals for the remainder of the placement.

6-9 Continues guiding and releasing teaching responsibility to the student teacher providing feedback to the student teacher. The student teacher should be in full control of all classroom teaching and related responsibilities. The student teacher videotapes a lesson while the classroom teacher observes this lesson and records their observations using the SAU Lesson Evaluation Form. The teacher meets with the student teacher to review their self-analysis of the videotaped lesson and share the lesson evaluation with them. The student signs the form and a copy is given to them. The student teacher begins to give back some of the teaching responsibilities back to the classroom teacher so they are in full control of the classroom by week 10.

10 Completes the final evaluation and conferences with the student teacher regarding it. Provides the student teacher with a letter of recommendation if requested to do so.

**The supervisor’s role during this time**

Weeks

1 Either prior to the first day or on the first day the student teaching begins the supervisor meets with the student teacher and classroom teacher and uses the Initial Meeting Form to formulate the expectations of the school and university in regards to the student teaching experience. Goes over what the student teacher will be giving the university supervisor to keep in their folder. (See Univerfsity Supervisor Required List of Activities)

* Each week the student teacher will provide the supervisor a weekly summary of their experiences.
* Communicates with the classroom teacher regarding the progress of the student teacher, any questions, or concerns regarding their performance.
* \*\*\***At any time the university supervisor has questions or concerns about the student teaching process or performance of the student teacher they are to contact the Director of Student Teaching immediately.**

3 - 5 Makes two (2) formal observation and evaluation of the student teacher using the lesson observation form. Reviews the student teacher’s notebook.

5 Completes a midterm evaluation on the student teacher and meets with the student teacher to go over the evaluation along with the classroom teacher who presents their evaluation. This sets the stage for planning the performance goals for the remainder of the placement.

7-9 Makes two (2) formal observation and evaluation of the student teacher using the lesson observation form

10 Completes the final evaluation and conferences with the student teacher regarding it. Provides the student teacher with a letter of recommendation if requested to do so.

- The student teacher also keeps a student teaching notebook with particular assignments which are turned in to the university supervisor (see University Supervisor Required List of Activities)

- Completes a teaching job interview with the student teacher

- Completes the Michigan Department of Education Student Teacher Survey (A link will be emailed to each supervisor).

**Overview of Student Teaching Placement Performance Responsibilities (Student Teacher, Classroom Teacher/Mentor (Cooperating Teacher) and University Supervisor**

**15 Week Student Teaching Placement Performance Responsibilities (Student Teacher, Classroom Teacher/Mentor (Cooperating Teacher) and University Supervisor**

**Student Teacher Responsibilities**

Weeks

1-2 - Learning children’s name, background information, acquainting oneself with the school and classroom policies and procedures, sharing extra duty responsibilities (walking students to specials, playground duty, lunch supervision, etc…) and taking on some classroom responsibilities such as morning warm up, co-teaching, individual and small group tutoring. Student teachers begin brainstorming with their teacher regarding the unit plan they will teach using UbD (Understanding by Design – Backwards Construction).

2-3 - The student teacher continues taking over more of the responsibilities already mentioned and should be planning instruction and co teaching or teaching a subject area (typically - language arts or math). The student teacher continues to develop and refine the unit plan they will begin teaching in week 3 under the guidance of the teacher.

3-4 - The student teacher begins teaching the unit they developed. They also continue taking over more of the responsibilities already mentioned and should be planning instruction and teaching for the following weeks.

5-6 - Another one or two subjects should be added by this time. Midterm Evaluation is to be done on the student teacher by the cooperating teacher and university supervisor.

7-8 - The last subject(s) should have been added and the student teachers now is teaching everything and in full control of the classroom and instruction and keeps control of this.

9-14 - The student teacher in full control of the classroom and instruction giving back some classes starting in week 12 so that by the end of week 14 or the middle of week 15 the classroom teacher is in fll control again.

15 - Wraps up their experience, observes other teachers during their non-teaching time, and transitions to depart the school.

\*-Each week the student teacher will provide the supervisor a written summary of their weekly classroom experiences.

\*- The student teacher also keeps a student teaching notebook with particular assignments which are turned in to the university supervisor.

**Cooperating Teacher Responsibilities**

Weeks

1 Guides and introduces the student teacher to the school, classroom, curriculum, resources etc.

2-3 Provides formal and informal feedback to the student teacher. Reviews their unit lesson plans for the coming weeks. Lesson plans for the next week are to be turned in to the teacher each Thursday the week before they are taught. This continues throughout the placement.

3-6 The student teacher begins teaching the unit plan they developed and the teacher observes the student teacher and provides feedback and guidance. Additional teaching responsibilities are given to the student teacher.

7 Completes a midterm evaluation on the student teacher and meets with the student teacher to go over the evaluation along with the supervisor who presents their evaluation. This sets the stage for planning the performance goals for the remainder of the placement.

8-10 Continues guiding and releasing teaching responsibility to the student teacher providing feedback to the student teacher. The student teacher should be in full control of all classroom teaching and related responsibilities. The student teacher videotapes a lesson while the classroom teacher observes this lesson and records their observations using the SAU Lesson Evaluation Form. The teacher meets with the student teacher to review their self-analysis of the videotaped lesson and share the lesson evaluation with them. The student signs the form and a copy is given to them.

11-14 The student teacher continues in full control of all teaching and related classroom responsibilities but slowly gives some of the teaching responsibilities back to the classroom teacher.

15 Completes the final evaluation and conferences with the student teacher regarding it. Provides the student teacher with a letter of recommendation if requested to do so.

**The supervisor’s role during this time**

Weeks

1 Either prior to the first day or on the first day the student teaching begins the supervisor meets with the student teacher and classroom teacher and uses the Initial Meeting Form to formulate the expectations of the school and university in regards to the student teaching experience. Goes over what the student teacher will be giving the university supervisor to keep in their folder. (See Univerfsity Supervisor Required List of Activities)

* Each week the student teacher will provide the supervisor a weekly summary of their experiences.
* Communicates with the classroom teacher regarding the progress of the student teacher, any questions, or concerns regarding their performance.
* \*\*\***At any time the university supervisor has questions or concerns about the student teaching process or performance of the student teacher they are to contact the Director of Student Teaching immediately.**

3-6 Makes two (2) formal observation and evaluation of the student teacher using the lesson observation form. Reviews the student teacher’s notebook.

7 Completes a midterm evaluation on the student teacher and meets with the student teacher to go over the evaluation along with the classroom teacher who presents their evaluation. This sets the stage for planning the performance goals for the remainder of the placement.

8-14 Makes two (2) formal observation and evaluation of the student teacher using the lesson observation form

15 Completes the final evaluation and conferences with the student teacher regarding it. Provide the student teacher with a letter of recommendation if requested to do so.

- The student teacher also keeps a student teaching notebook with particular assignments which are turned in to the university supervisor (see University Supervisor Required List of Activities)

- Completes a teaching job interview with the student teacher

- Completes the Michigan Department of Education Student Teacher Survey (A link will be emailed to each supervisor).