**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 Start Date** | * Touch base with special education teacher prior to start
 | * Draft welcome letter and have teacher approve.
* Transition thinking from that of 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
* 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, and procedures
* Contact supervisor re: questions
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
 | * Model and include the student teacher in teaching activities, routines, procedures
* Provide feedback to student teacher
* Plan out the ten week student teaching experience
 | * Meet with teacher(s) and student teacher.
* Complete initial meeting form
* Talk through the 10-week placement.
* 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** | * 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)
* Prepare for and/or participate in IEP meetings
* Contact supervisor with any questions or concerns.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* Choose a topic for a thematic unit that will taught for a minimum of three class sessions in length in one content area with integration of other subjects
 | * Model and prepare student teacher to take over responsibilities by weeks 3-5
* Provide feedback to student teacher
* Assist student teacher to complete classroom assignments, including the planning of a three lesson thematic unit
* Plan out the ten week student teaching experience
 | * Review weekly reports/schedule and daily journals
* Make yourself available to the teacher and student teacher (email, phone calls)
* Schedule observation for Week 3
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| **3** | * **Add more special education teacher responsibilities (aim at full involvement by next week)**
* 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)
* Prepare for and/or participate in IEP meetings
* Contact supervisor with any questions or concerns.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* Choose a topic for a thematic unit that will taught for a minimum of three class sessions in length in one content area with integration of other subjects
* **By Wednesday of Week 3: Post your responses to questions you have asked your mentor and your reflections to those responses on the Discussion Board**
* **By end of the weekend of Week 3 (Sunday by 11:59 p.m.) post your response to your colleagues.**
 | * Provide feedback to student teacher
* Assist student teacher to complete classroom assignments, including the planning of a three lesson thematic unit
 | * 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)
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| **4** | * **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.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* Develop unit and share ideas with supervisor and professor
* Plan to teach unit during weeks 6-9
* Continue to phase in responsibilities
* **Schedule a Zoom Conference with professor during week 4**
* **By Wednesday of Week 4: Post your responses to questions you have asked your mentor and your reflections to those responses on the Discussion Board**
* **By end of the weekend of Week 4 (Sunday by 11:59 p.m.) post your response to your colleagues.**
 | * Monitor student teacher’s progress and provide feedback
* Assist student teacher to complete classroom assignments
 | * Review weekly reports/schedule and daily journals
* Conference with teacher and student teacher over your observation (student signs and dates form)
* Make yourself available to the teacher and student teacher (email, phone calls)
* Schedule observation for Week 5
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| **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
 | * Assume total instruction (Week 5)
* Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* **Submit three lessons using university format for thematic unit to professor for feedback by end of weekend of Week 5 (Sunday by 11:59 p.m.)**
* Complete midterm evaluation on self and share with teacher, supervisor, and professor (Week 5)
 | * Monitor student teacher’s progress and provide feedback
* Assist student teacher to complete classroom assignments
* Complete Midterm Evaluation and conference with student teacher (Week 5)
 | * Review weekly reports/schedule and daily journals
* Make second student teacher observation visit (Week 5)
* Conference with teacher and student teacher over your observation (student signs and dates form)
* Make yourself available to the teacher and student teacher (email, phone calls)
* Complete Midterm Evaluation and conference with student teacher (Week 5)
* Conference with teacher and student teacher over your observation (student signs and dates form)
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| **6** | * Work toward improvement of goals set at 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/Parent meetings
* Contact supervisor with any questions or concerns.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* Teach unit during weeks 6-9 after receiving professor’s feedback. Be sure to let your supervisor know when you are scheduled to teach your unit.
* Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* **By Wednesday of Week 6: Post your responses to questions you have asked your mentor and your reflections to those responses on the Discussion Board**
* **By end of the weekend of Week 6 (Sunday by 11:59 p.m.) post your response to your colleagues**
 | * Monitor student teacher’s progress and provide feedback
* Assist student teacher to complete classroom assignments
* Create an opportunity for student teacher to participate in an IEP and any parent meetings
* Give student teacher feedback on instruction of unit plan
 | * Review weekly reports/schedule and daily journals
* Make yourself available to the teacher and student teacher (email, phone calls).
* Schedule observation for Week 7
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| **7** | * Work toward improvement of goals set at 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/Parent meetings
* Contact supervisor with any questions or concerns.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* **Schedule a Zoom Conference with professor during week 7**
 | * Monitor student teacher’s progress and provide feedback
* Assist student teacher to complete classroom assignments
* Create an opportunity for student teacher to participate in an IEP and any parent meetings
* Give student teacher feedback on instruction of unit plan
* Complete Lesson Evaluation and conference with student teacher (Week 7-9)
 | * Make third student teacher observation visit (Week 7)
* Review weekly reports/schedule and daily journals
* Make yourself available to the teacher and student teacher (email, phone calls)
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| **8** | * Work toward improvement of goals set at 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/Parent meetings
* Contact supervisor with any questions or concerns.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* **By Wednesday of Week 8: Post your responses to questions you have asked your mentor and your reflections to those responses on the Discussion Board**
* **By end of the weekend of Week 8 (Sunday by 11:59 p.m.) post your response to your colleagues.**
 | * Monitor student teacher’s progress and provide feedback
* Assist student teacher to complete classroom assignments
* Create an opportunity for student teacher to participate in an IEP and any parent meetings
* Give student teacher feedback on instruction of unit plan
* Complete Lesson Evaluation and conference with student teacher (Week 7-9)
 | * Review weekly reports/schedule and daily journals
* Make yourself available to the teacher and student teacher (email, phone calls)
* Schedule observation for Week 9
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| **9** | * Work toward improvement of goals set at 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/Parent meetings
* Contact supervisor with any questions or concerns.
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday by 6 PM)
* **By Wednesday of Week 9: Post your responses to questions you have asked your mentor and your reflections to those responses on the Discussion Board**
* **By end of the weekend of Week 9 (Sunday by 11:59 p.m.) post your response to your colleagues.**
 | * Monitor student teacher’s progress and provide feedback
* Assist student teacher to complete classroom assignments
* Create an opportunity for student teacher to participate in an IEP and any parent meetings
* Give student teacher feedback on instruction of unit plan
* Complete Lesson Evaluation and conference with student teacher (Week 7-9)
 | * Make fourth student teacher observation visit (Week 9)
* Review weekly reports/schedule and daily journals
* Make yourself available to the teacher and student teacher (email, phone calls)
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| **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
 | * Send this week’s daily reflections/schedule to supervisor and professor (Sunday 6 PM)
* **By the end of the weekend of Week 10 (Sunday by 11:59 p.m.) send your professor your Professional Organizations Project**
* **Submit updated resume and cover letter reflecting competencies in special education**
 | * 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 of student teacher. Conference with student teacher on final evaluation
* Make recommendation for certification
* Provide student with letter of recommendation
* Complete Professional Folder checklist and include all required information. (Mail or drop off at respective SOE office)
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