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