**Overview of Student Teaching Activities/Responsibilities – Elementary/Secondary 12-15 Week Placements**

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| **Weeks** | **Student Teacher (Classroom)** | **Student Teacher (Assignments)** | **Classroom Teacher** | **Supervisor** |
| **Prior to Starting Date** | * Help teacher prepare classroom (Fall); spend time with teacher prior to start of student teaching (Spring)
* Review the student teacher handbook and notebook assignments.
* Log in to BB and review the syllabus, course calendar, and assignments.
 | - Draft welcome letter and have teacher approve.- Complete InTASC assignment- Review Blackboard, course syllabus, course calendar- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM). | * 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** | * Become acquainted with classroom, students, routines, procedures.
* Assist with classroom duties.
* Plan ten-week student teaching (phase in/phase out) and share with supervisor
* Show your teacher the required Notebook, Unit Plan, and RtI Assignments.
* Contact supervisor with any questions or concerns.
 | - Begin work on Notebook Assignments (People to Meet, Classroom Procedures, Student IEP Report, Technology Part 1).- Brainstorm unit plan ideas with teacher.- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM). | - Model and include the student teacher in beginning of the year activities, routines, procedures.- Help student teacher complete assignments (left).- Provide ideas and help secure resources for the unit plan.- Plan ten-week student teaching (phase in/phase out)- Fill out stipend form, seal in envelope and give to the supervisor.- Have student teacher show you the Notebook, Unit Plan, and RtI Assignments they are required to complete. | * Meet with teacher(s) and student teacher.
* Complete initial meeting form.
* Talk through phase in/phase out for 10 weeks.
* 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.
* Make yourself available to the teacher and student teacher (email, phone calls).
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| **2 - 3** | * Know names of all students (week 2).
* Continue assisting with classroom duties taking them over (walking students to specials, morning routine, etc.).
* Submit the next week’s lesson plans to teacher every Thursday.

- Plan for adding next subject to teaching responsibilities.- Contact supervisor with any questions or concerns. | - Complete working on Notebook Assignments (above).- Finalize unit plan, collect resources; write lessons.- Brainstorm and develop RtI project.- Begin working on notebook assignments student is working on #7-14.- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Meet with seminar group or professor as scheduled. as scheduled. | - Model and include the student teacher in beginning of the year activities, routines, procedures.- Help student teacher complete assignments (left).- Allow student teacher to take over some routines and procedures, co-teach, taking students to specials, etc. - Provide guidance and feedback to student on their performance.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Plan with student next subject they will begin teaching/co-teaching.- Conference with supervisor and provide update on the student teacher’s performance and any concerns. | - Make first lesson observation visit (week 3).- 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). |
| **4-5** | - Begin RtI project- Continue teaching unit plan.- Begin teaching next subject/class.- Submit the next week’s lesson plans to teacher every Thursday.- Contact supervisor with any questions or concerns. | - Implement RtI project.- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Continue working on notebook assignments on #7-14.- Work on resume/cover letter.- Review philosophy of Ed, EDU 429 profiles and brochure.- Meet with seminar group or professor as scheduled. | - Plan with student next subject they will begin teaching/co-teaching.- Provide guidance and feedback to student on their performance.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Contact supervisor with any questions or concerns. | * Review weekly reports/schedule and daily journals.

- Make yourself available to the teacher and student teacher (email, phone calls). |
| **6-7** | - Complete midterm evaluation on self (week 7). Meet with teacher and supervisor to conference over their midterm evaluation.- Begin teaching next subject/class.- Submit the next week’s lesson plans to teacher every Thursday.- Contact supervisor with any questions or concerns. | - Wrap up teaching unit plan and begin data analysis (no later than week 8).- Wrap up RtI project and analyze data (no later than week 8).- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Continue working on notebook assignments #7-14.- Finalize work on resume/cover letter.- Revise philosophy of Ed, EDU 429 profiles and brochure.- Meet with seminar group or professor as scheduled. | - Complete midterm evaluation on student teacher. Conference with student teacher on midterm evaluation and set goals for next five weeks.- Plan with student next subject they will begin teaching/co-teaching allowing for more solo teaching and gradual control of all classroom activities.- Provide guidance and feedback to student on their performance.- Guide student in parent/teacher conference techniques.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Contact supervisor with any questions or concerns. | - Make second lesson observation/ evaluation. Conference with student and have them sign and date the form.- Complete midterm evaluation on student teacher. Conference with student teacher on midterm evaluation and set goals for next five weeks.- Review notebook assignments student is working on #7-14.* Review weekly reports/schedule and daily journals.

- Make yourself available to the teacher and student teacher (email, phone calls). |
| **8-9** | - Begin teaching next subject.- Submit the next week’s lesson plans to teacher every Thursday.- Contact supervisor with any questions or concerns. | - Wrap up teaching unit plan and begin data analysis (no later than week 8).- Wrap up RtI project and analyze data (no later than week 8).- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Continue working on notebook assignments #7-14.- Finalize work on resume/cover letter.- Revise philosophy of Ed, EDU 429 profiles and brochure.- Meet with seminar group or professor as scheduled. | - Plan with student next subject they will begin teaching. Student teacher should be moving toward teaching all subjects and full control of classroom activities.- Provide guidance and feedback to student on their performance.- Guide student in parent/teacher conference techniques.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Contact supervisor with any questions or concerns. | - Review weekly reports/schedule and daily journals.- Make yourself available to the teacher and student teacher (email, phone calls). |
| **10-11** | - Begin teaching last subject.- Video tape lesson and complete analysis by week 10- Submit the next week’s lesson plans to teacher every Thursday.- Contact supervisor with any questions or concerns. | - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Continue working on notebook assignments #7-14.- Finalize revising philosophy of Ed, EDU 429 profiles and brochure.Finalize interview portfolio for mock interview.- Meet with seminar group or professor as scheduled. | - Conduct formal lesson evaluation while student videotapes lesson (use SAU form). Conference with student who shares the videotape analysis and you share your lesson evaluation. Have student sign/date form.- Allow student full of teaching and related classroom responsibilities.- Provide guidance and feedback to student on their performance.- Guide student in parent/teacher conference techniques.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Contact supervisor with any questions or concerns. | - Make third lesson observation/ evaluation (week 10). Conference with student and have them sign and date the form.- Review notebook assignments student is working on #7-14* Review weekly reports/schedule and daily journals.

- Make yourself available to the teacher and student teacher (email, phone calls). |
| **12-13** | - Video tape lesson and complete analysis.- Submit the next week’s lesson plans to teacher every Thursday.- Contact supervisor with any questions or concerns. | - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Continue working on notebook assignments #7-14.- Meet with seminar group or professor as scheduled. | - Allow student full control of teaching and related classroom responsibilities.- Guide student in parent/teacher conference techniques.- Provide guidance and feedback to student on their performance.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Contact supervisor with any questions or concerns. | * Review weekly reports/schedule and daily journals.

- Make yourself available to the teacher and student teacher (email, phone calls). |
| **14-15** | - Begin phasing out of subject teaching.- Submit the next week’s lesson plans to teacher every Thursday.- Plan to observe in other teacher’s classrooms during week 15.- Continue helping teacher.- Write thank you notes to all who have helped you and give your teacher(s) a small gift of appreciation. | - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).- Wrap up notebook assignments student is working on #7-14 (by week 14). | - Begin phasing student out of control of teaching and related classroom responsibilities.- Provide guidance and feedback to student on their performance.- Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.- Complete final evaluation on student teacher. Make recommendation for certification. Conference with student teacher on final evaluation.- Provide student with letter of recommendation. | - Make fourth lesson observation/ evaluation. Conference with student and have them sign and date the form.- Make final check of notebook assignments student has worked on #7-14.* Review weekly reports/schedule and daily journals.

- Make yourself available to the teacher and student teacher (email, phone calls).- 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. |