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