**50 Day Overview of Student Teaching Activities/Responsibilities**

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| **Days** | **Student Teacher (Classroom)** | **Student Teacher (Assignments)** | | **Cooperating Teacher/Classroom Teacher** | | **Supervisor** |
| **Prior to start** | * Help teacher prepare classroom (Fall); spend time with teacher prior to start of student teaching (Spring) * Review the student teacher handbook. * 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 50 days. * 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). * Meet with teacher(s) and student teacher. * Complete initial meeting form.   - Talk through phase in/phase out for the next 50 days.  - Provide teachers with Stipend form, let them know you will pick it up the day of your last observation. Tell them it will be sent to the business office for processing upon completion of the MDE survey( if this is a first placement) and the entering of all grades in Watermark VIA |
| **1-10** | * 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 Unit Plan, and RTI Assignments. * Contact supervisor re: questions. | - Begin work on Seminar projects as directed  - 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 your school’s 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)  - Have student teacher show you the Unit Plan, and RTI Assignments they are required to complete.  - Allow student teacher to take over some routines and procedures, co-teach, taking students to specials, etc. starting day 6.  . Plan with student teacher which class she/he will take over in week 3. | | * Review weekly reports/schedule and daily journals. * Make yourself available to the teacher and student teacher (email, phone calls). |
| **11-15** | * Know names of all students. * 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. * Contact supervisor with any questions or concerns. | - Complete working on Notebook Assignments (above).  - Finalize unit plan, collect resources; write lessons.  - Brainstorm RtI project.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Meet with seminar group or professor as scheduled. as scheduled. | | - Continue above.  - Allow student teacher to take over more 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.  - Contact supervisor with any questions or concerns.  - Plan with student teacher which 2 classes class she/he will take over on days 21-25 | | * Review weekly reports/schedule and daily journals. * Make yourself available to the teacher and student teacher (email, phone calls). |
| **16-20** | - Begin teaching unit plan  - Plan for adding next subject to teaching responsibilities  - Submit the next week’s lesson plans to teacher every Thursday.  - Contact supervisor with any questions or concerns. | - Give students the unit plan pre-assessment  - Develop RtI project.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Begin working on resume/cover letter.  - Meet with seminar group or professor as scheduled. | | - Plan with student taking over the full load of subject/classes they will begin teaching in week 5.  - Provide guidance and feedback to student on their performance.  - Conference with supervisor and provide update on the student teacher’s performance and any concerns.  - Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback. | | - Make first lesson observation visit.  - 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). |
| **21-25** | - Begin RtI project  - Continue teaching unit plan.  - Begin teaching next subject.  - 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).  - Work on resume/cover letter.  - Review philosophy of Ed, EDU 429 profiles and brochure.  - Meet with seminar group or professor as scheduled.  Record a lesson and go over it with cooperating teacher. Fill out any required forms for seminar class on the lesson evaluation. | | - 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.  Evaluate on the form provided a recorded lesson with student. Fill out and sign the evaluation sheet provided. Have student sign and date as well. | | * Review weekly reports/schedule and daily journals.   - Make yourself available to the teacher and student teacher (email, phone calls). |
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| **26-30** | - Complete midterm evaluation on self. Meet with teacher and supervisor to conference over their midterm evaluation.  - Begin teaching next subject.  - Submit the next week’s lesson plans to teacher every Thursday.  - Contact supervisor with any questions or concerns. | - Continue teaching unit plan.  - Continue implementation of RtI project collecting data.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Finalize work on resume/cover letter.  - Review 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.  - Continue to allow student total control of solo teaching and classroom activities.  - 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.  - - Conference with supervisor and provide update on the student teacher’s performance and any 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). |
| **31-35** | - Begin teaching next subject.  - Submit the next week’s lesson plans to teacher every Thursday.  - Contact supervisor with any questions or concerns. | | - Continue teaching unit plan.  - Continue implementation of RtI project collecting data.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Begin revising 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.  - Continue to allow student teacher total control for solo teaching and responsibility of all classroom activities.  Provide guidance and feedback to student on their performance.  - Guide and assist student in parent/teacher conference techniques.(depending on when they fall during the placement)  - 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). |
| **36-40** | - Begin teaching last subject.  - Video tape lesson and complete analysis by week 8  Submit the next week’s lesson plans to teacher every Thursday.  - Contact supervisor with any questions or concerns. | | - Continue teaching unit plan (begin wrapping up).  - Continue implementation of RtI project collecting data.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Continue revising philosophy of Ed, EDU 429 profiles and brochure.  - 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.  - Continue to all student full of teaching and related classroom responsibilities.  - Provide guidance and feedback to student on their performance.  - Guide and assist student in parent/teacher conference techniques.  - Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.  - Conference with supervisor and provide update on the student teacher’s performance and any concerns. | | - Make third lesson observation/ evaluation. 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). |
| **41-45** | -Begin on Monday the phase out process to be completed by the end of the week  -Contact supervisor with any questions. | | - Wrap up unit plan and begin deep analysis.  - Wrap up RtI project analyze data  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Continue revising philosophy of Ed, EDU 429 profiles and brochure. | - Allow student full of teaching and related classroom responsibilities.  - Guide and assist student in parent/teacher conference techniques.  - Provide guidance and feedback to student on their performance.  - Contact supervisor with any questions or concerns. | | - Make fourth lesson observation/ evaluation. Conference with student and have them sign and date the form.   * Review weekly reports/schedule and daily journals.   - Make yourself available to the teacher and student teacher (email, phone calls).  - Review weekly reports/schedule and daily journals.  - Have student teacher sign and date the confirmation of evaluation form to be put in the supervisor folder.  - Pick up stipend form from the cooperating teacher, remind them it will be sent to the business office once the MDE survey is complete if this is an initial placement, and all grades are submitted to Watermark VIA  - Provide student teacher with letter of recommendation. |
| **46-50** | - Use this week to make observations in other classrooms as well as helping your cooperating teacher in the process of getting re-established in his/her classes. | | - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Finalize revised version of philosophy of Ed, EDU 429 profiles and brochure.  - Meet with seminar group or professor as scheduled. | - Allow student full 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.  - Contact supervisor with any questions or concerns.  Fill out final evaluations in Watermark Licensure and Learning as well as MDE survey if this is an initial placement  - | | -Makes sure the MDE survey is completed if this is an initial placement and put a copy in the supervisor folder.  Turn in all or mail all forms to the SOE office to the attention of Richard Bradstreet.  Expense reimbursement will be sent to the business office for processing upon the return of the supervisor folder and the completion of all grades in Watermark Licensure and Learning as well as the MDE survey being done. |
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|  | - Finalize phase out of subject teaching.  - Observe in other classrooms.  - Continue helping teacher and students.  - 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)  - Finalize interview portfolio for mock interview. | - Complete final evaluation on student teacher. Make recommendation for certification. Conference with student teacher on final evaluation.  - Provide student with letter of recommendation.  Once all surveys are done and final evaluations are done, you will receive forms through email for your stipend | - 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. | |