**Overview of Student Teaching Activities/Responsibilities – Elementary 60 Day 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 60 days.  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). |
| **1-5** | Become acquainted with classroom, students, routines, procedures.  Assist with classroom duties.  Plan 60 day 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. | -  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 the activities, routines, procedures of your district.  -  Help student teacher complete assignments (left).  -  Provide ideas and help secure resources for the unit plan.  - Plan twelve-week student teaching (phase in/phase out)  - 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 15 weeks.  -Provide teachers with the Stipend letter, let them know when their evaluations are done and the MDE survey is complete they will receive the forms for their stipend in their email.  -Review weekly reports/schedule and daily journals.  -Make yourself available to the teacher and student teacher (email, phone calls). |
| 6-15 | Know names of all students (by day 10).  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.  - 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 the activities, routines, procedures of your school.  -  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 first subject they will begin teaching/co-teaching, beginning in week three.  - Conference with supervisor and provide update on the student teacher’s performance and any concerns. | - 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). |
| **16-25** | 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).  - 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 second and third subject they will begin teaching/co-teaching in week four.  - Plan with student the rest of the subjects they will begin teaching/co-teaching in week five.  - Allow student teacher to begin full day of teaching on their own in week six.  - 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. | - Make first lesson observation/ evaluation. Conference with student and have them sign and date the form. (days 20-25)  - Review weekly reports/schedule and daily journals.  - Make yourself available to the teacher and student teacher (email, phone calls). |
| **26-35** | Complete midterm evaluation on self (days 16-20). 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.  Video tape lesson and complete analysis before midterm | - Wrap up teaching unit plan and begin data analysis (no later than day 40).  - Wrap up RTI project and analyze data (no later than day 40).  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Finalize work on resume/cover letter.  - Revise philosophy of Ed, EDU 429 profiles and brochure.  - Meet with seminar group or professor as scheduled. | -  Prior to the midterm evaluation, conduct formal lesson evaluation from student teacher’s recorded lesson (use SAU form).  Conference with student teacher concerning your analysis and lesson evaluation. Have student sign/date form. (Week six)  - Complete midterm evaluation on student teacher online in Watermark-VIA. Conference with student teacher on midterm evaluation and set goals for next seven weeks of fulltime teaching.  - Assist student teacher as they implement their own unit plans into the curriculum they are teaching.  - Provide guidance and feedback to student on their performance.  - Guide student in parent/teacher conference techniques and be with them to assist during conferences.  -  Review the student’s lesson plans for the following week (every Thursday) and provide guidance and feedback.  - Contact supervisor with any questions or concerns. | - Complete midterm evaluation on student teacher. Conference with student teacher on midterm evaluation and set goals for next five weeks. (Week seven)  - Review weekly reports/schedule and daily journals.  - Make yourself available to the teacher and student teacher (email, phone calls).  - Make second lesson observation/ evaluation (days 31-35). Conference with student and have them sign and date the form. |
| **36-45** | Continue teaching full load  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).  - Finalize work on resume/cover letter.  - Revise philosophy of Ed, EDU 429 profiles and brochure.  - Meet with seminar group or professor as scheduled. | - 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).  -  Make third lesson observation/ evaluation. Conference with student and have them sign and date the form. (days 41-45) |
| 46-55 | Begin teaching phase out.  Use hours not teaching to help teacher and observe other classrooms. | - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Finalize revising philosophy of Ed, EDU 429 profiles and brochure.  Finalize interview portfolio for mock interview.  - Meet with seminar group or professor as scheduled. | - 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.  - on days 41-45 begin phasing student out of control of teaching and related classroom responsibilities.  - By day 55 have student phased out of control of teaching and related classroom responsibilities. | -Review weekly reports/schedule and daily journals.  - Make yourself available to the teacher and student teacher (email, phone calls).  -  Make fourth lesson observation/ evaluation. Conference with student and have them sign and date the form. (days 51-55) |
| **55-60** | Complete phaseout of teaching in days 55-60  Plan to observe in other teacher’s classrooms.  Continue helping teacher.  Write thank you notes to all who have helped you and give your teacher(s) a small gift of appreciation.  Contact supervisor with any questions or concerns. | - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Meet with seminar group or professor as scheduled.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM). | - 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.  - Complete final evaluation on student teacher. Make recommendation for certification. Conference with student teacher on final evaluation.  - Provide student with letter of recommendation. | - Review weekly reports/schedule and daily journals.  - Make yourself available to the teacher and student teacher (email, phone calls).  -  Make fourth lesson observation/ evaluation. Conference with student and have them sign and date the form. (between days 55-60)  - Review weekly reports/schedule and daily journals.  - Complete final evaluation on student teacher. Make recommendation for certification. Conference with student teacher on final evaluation.  - Provide student with letter of recommendation.  \_Collect Confirmation of Evaluation form from student teacher  - Make yourself available to the teacher and student teacher (email, phone calls).  - Complete Professional Folder checklist and include all required information, including final expense report.  Mail or drop off at respective SOE office immediately. |