**Overview of Student Teaching Activities/Responsibilities – Early Childhood 40 days**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Days** | **Student Teacher (Classroom)** | **Student Teacher (Assignments)** | **Classroom Teacher** | **Supervisor** |
| **Prior to Starting Date** | * Contact the teacher and program director. Attend to any requirements to become eligible to student teach in the setting (physical, TB test, background check, paperwork, etc.) * Check back with the teacher several weeks before your placement begins. Begin planning for the transition and teaching at this level | - Draft welcome letter and have teacher approve.  - Connect with supervisor and set up initial meeting between you, them and your teacher.  Log in to BB and review the syllabus, course calendar, and assignments for ECE 430. | * Review and approve the student teacher’s letter of introduction. * Review the student teacher handbook and mentoring teacher website. * Provide resources and overview of curriculum for next 8 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). |
| **1-5** | * Become acquainted with classroom, students, routines, procedures. * Assist with classroom duties. * Plan student teaching (phase in/phase out) and share with supervisor. * Show your teacher the relevant Notebook Assignments. * Contact supervisor re: questions. | - Begin work on Notebook Assignments (People to Meet, Classroom Procedures, Student IFSP Reports, and Technology Part 1).  - Brainstorm lesson plan ideas with teacher.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM). | - Model and include the student teacher in daily activities, routines, procedures.  - Help student teacher complete assignments (left).  - Provide ideas and help secure resources for the lessons.  - Plan 8 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 and aAssignments they are required to complete. | * Meet with teacher(s) and student teacher. * Complete initial meeting form. * Talk through phase in/phase out for 8 weeks. * Provide teachers with Stipend form, let them know you will pick it up on your final observation time * Review weekly reports/schedule and daily journals. * Make yourself available to the teacher and student teacher (email, phone calls). |
| **6-35** | * Know names of all students and get to know individual needs. * Observe and model the teacher’s routines, procedures, classroom operation. * Observe and model the teacher’s interaction with each child and their parent(s)/caregiver. * Assist with classroom duties taking them over as quickly as possible. * Create and submit the next week’s lesson plans (individualized to student needs) to teacher every Thursday. * Develop effective transition activities. * Participate in IFSP meetings. * Demonstrate fair and equitable treatment of all children. * Model open-ended conversation for language acquisition and knowledge transfer. * Create and model a positive learning environment for all children. * Work with teacher(s), aids, and parents to create a collaborative learning environment. * Contact supervisor with any questions or concerns. | - Complete working on Notebook Assignments (above).  - Finalize lesson plans, collect resources; write lessons.  - Videotape and analyze teaching (Week 6) share with teacher who observed you.  - Stay current with assignments for ECE 430.  - Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).  - Update Resume and Cover Letter for ECE job. | - Continue above.  - Allow student teacher to take over more routines and procedures, co-teaching, and solo teaching/control of the 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 midterm evaluation (Week 4).  - Complete formal lesson observation (using SAU form) on student teacher (Week 6). Conference with student teacher over their videotaped lesson analysis and your lesson observation.  - Contact supervisor with any questions or concerns. | * Review weekly reports/schedule and daily journals. * Observe student teacher at least three times (two before midterm, one before final). * Complete midterm evaluation (week 4) and final evaluation (week 8). * Meet with student and teacher to conference re: lesson observations, midterm and final evaluations.   - Make yourself available to the teacher and student teacher (email, phone calls). |
| **36-40** | * Begin phasing out of responsibilities as is reasonable and possible. * Observe other ECE teachers. | - - Finalize assignments for ECE 430, update resume and cover letter. | - Begin taking over responsibilities of teaching from student teacher.  - Complete final evaluation and conference with student teacher and supervisor.  - Write a letter of recommendation for the student teacher. | - Complete final evaluation and conference with teacher and student teacher over your final and the teacher’s final evaluation (student signs and dates form).   * Review weekly reports/schedule and daily journals. * Write 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.-  - Collect stipend sheet from the cooperating teacher and inform them the stipend will be submitted for payment to the SAU business office upon completion of final grade being put into the online Watermark VIA system. |