

## Overview of Student Teaching Activities/Responsibilities – Elementary/Secondary 15 Weeks

Weeks	Student Teacher (Classroom)	Student Teacher (Assignments)	Classroom Teacher	Supervisor
<b>Prior to Starting Date</b>	<ul style="list-style-type: none"> <li>- Help teacher prepare classroom (Fall); spend time with teacher prior to start of student teaching (Spring)</li> <li>- Review the student teacher handbook and notebook assignments.</li> <li>- Log in to BB and review the syllabus, course calendar, and assignments.</li> </ul>	<ul style="list-style-type: none"> <li>- Draft welcome letter and have teacher approve.</li> <li>- Complete InTASC assignment</li> <li>- Review Blackboard, course syllabus, course calendar</li> <li>- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).</li> </ul>	<ul style="list-style-type: none"> <li>- Review student teacher's letter of introduction.</li> <li>- Review the student teacher handbook.</li> <li>- Provide resources and overview of curriculum for next 10 weeks.</li> <li>- Provide access of school's teacher handbook to student teacher</li> </ul>	<ul style="list-style-type: none"> <li>- Review the student teacher handbook and student teacher notebook assignments.</li> <li>- Review student teacher folder, application, and placement information.</li> <li>- Set up meeting between student teacher and classroom teacher(s).</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>- Become acquainted with classroom, students, routines, procedures.</li> <li>- Assist with classroom duties.</li> <li>- Plan ten week student teaching (phase in/phase out) and share with supervisor</li> <li>- Show your teacher the required Notebook, Unit Plan, and RtI Assignments.</li> <li>- Contact supervisor with any questions or concerns.</li> </ul>	<ul style="list-style-type: none"> <li>- Begin work on Notebook Assignments (People to Meet, Classroom Procedures, Student IEP Report, Technology Part 1).</li> <li>- Brainstorm unit plan ideas with teacher.</li> <li>- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).</li> </ul>	<ul style="list-style-type: none"> <li>- Model and include the student teacher in beginning of the year activities, routines, procedures.</li> <li>- Help student teacher complete assignments (left).</li> <li>- Provide ideas and help secure resources for the unit plan.</li> <li>- Plan ten week student teaching (phase in/phase out)</li> <li>- Fill out stipend form, seal in envelope and give to the supervisor.</li> <li>- Have student teacher show you the Notebook, Unit Plan, and RtI Assignments they are required to complete.</li> </ul>	<ul style="list-style-type: none"> <li>- Meet with teacher(s) and student teacher.</li> <li>- Complete initial meeting form.</li> <li>- Talk through phase in/phase out for 10 weeks.</li> <li>- 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.</li> <li>- Review weekly reports/schedule and daily journals.</li> <li>- Make yourself available to the teacher and student teacher (email, phone calls).</li> </ul>
<b>2 - 3</b>	<ul style="list-style-type: none"> <li>- Know names of all students (week 2).</li> <li>- Continue assisting with classroom duties taking them over (walking students to specials, morning routine, etc.).</li> <li>- Submit the next week's lesson plans to teacher every Thursday.</li> <li>- Plan for adding next subject to teaching responsibilities.</li> <li>- Contact supervisor with any questions or concerns.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete working on Notebook Assignments (above).</li> <li>- Finalize unit plan, collect resources; write lessons.</li> <li>- Brainstorm and develop RtI project.</li> <li>- Begin working on notebook assignments student is working on #7-14.</li> <li>- Send weekly reflection/schedule and daily journaling to supervisor (Sunday 6 PM).</li> <li>- Meet with seminar group or professor</li> </ul>	<ul style="list-style-type: none"> <li>- Model and include the student teacher in beginning of the year activities, routines, procedures.</li> <li>- Help student teacher complete assignments (left).</li> <li>- Allow student teacher to take over some routines and procedures, co-teach, taking students to specials, etc.</li> <li>- Provide guidance and feedback to student on their performance.</li> <li>- Review the student's lesson plans</li> </ul>	<ul style="list-style-type: none"> <li>- Make first lesson observation visit (week 3).</li> <li>- Conference with teacher and student teacher over your observation (student signs and dates form).</li> <li>- Review weekly reports/schedule and daily journals.</li> <li>- Make yourself available to the teacher and student teacher (email, phone calls).</li> </ul>