

Suggested Activities for Student Teaching Placement for Cooperating Teacher

(Revise as needed for 6, 7, or 8 week placement)

Week One

- Give student teacher his/her own work area
- Exchange contact information and discuss what to do if the student teacher needs to be absent
- Discuss arrival and departure expectations
- Discuss dress code
- Orient to students and relevant personal information
- Get copy of school calendar
- Discuss computer etiquette and use of your supplies. Remind student teacher not to use personal electronics during the school day.
- Tour building, teach copier use, show supplies
- Introduce to faculty, principal, and students
- Teach hidden rules of building/district
- Talk out loud about routines and procedures
- Give student teacher the daily/weekly schedule of activities for the class
- Clearly explain all behavior management routines and procedures
- Explain class expectations for seeking help or getting permission with two teachers in the room
- Plan for next week's activity, such as read aloud, for student teach to teach next week

Week Two

- Student teacher begins assisting with morning preparation
- Designate a spot for things the student teacher can do such as copying and grading
- Explain grading routine
- Encourage student teacher to assist
- If a class activity is routine (such as morning message), assure that the student teacher develops an accurate written copy of the routine to follow
- Determine which class activities/lessons require full lesson plans. The student teacher should plan to develop several full lesson plans each week.
- Student teacher begins teaching one activity with a written routine or lessons with lesson plans approved by the cooperating teacher
- Give immediate feedback regarding performance
- Complete your first observation form.
- Student teacher should have lesson plans for Monday ready by Friday for your review
- Begin to discuss what the student teacher will do for a Sequence of Lesson Plans/Unit for ePortfolio
- Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement

Week Three *(begin part-time teaching)*

- Encourage student teacher to work with individuals
- Student teacher adds another activity/lesson to teaching routine, having responsibility for at least two activities/lessons
- Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement
- Student teacher should have lesson plans for Monday ready by Friday for your review
- Complete one *Lesson Critique* form and share with student teacher.

Week Four *(continue part-time teaching)*

- Student teacher adds another activity/lesson to teaching routine, having responsibility for at least three activities/lessons
- Student teacher should have lesson plans for Monday ready by Friday for your review
- Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement

<p>Weeks Five and Six (<i>Increased Teaching</i>)</p> <ul style="list-style-type: none"> • Student teacher adds another activity/lesson to teaching routine, having responsibility for at least four – five activities/lessons • Student teacher should have lesson plans for Monday ready by Friday for your review • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement 	<p>Week Eleven (<i>begin to decrease teaching</i>)</p> <ul style="list-style-type: none"> • Student teacher drops one or more activities/lessons to teaching routine, having responsibility for some activities/lessons or team teaches as needed • Student teacher should have lesson plans for Monday ready by Friday for your review • Student teacher can assist, team teach, observe, or work with individual students during the time they no longer have full responsibility • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement • This is usually a good week for the student teacher to do their Sequence of Lesson Plans/Unit for ePortfolio • Complete a lesson critique form and the fifth (observation) evaluation.
<p>Week Seven (<i>begin full-time teaching</i>)</p> <ul style="list-style-type: none"> • Student teacher has responsibility for all activities/lessons or team teaches as needed • Student teacher should have lesson plans for Monday ready by Friday for your review • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement • Using the forms provided , complete one <i>Lesson Critique</i> form and also complete the Midterm Evaluation forms. 	<p>Weeks Twelve and Thirteen (<i>decreased teaching</i>)</p> <ul style="list-style-type: none"> • Student teacher drops one or most activities/lessons to teaching routine, having responsibility for some activities/lessons or team teaches as needed • Student teacher should have lesson plans for Monday ready by Friday for your review • Student teacher can assist, team teach, observe, or work with individual students during the time they no longer have full responsibility • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement
<p>Weeks Eight and Nine (<i>continue full-time teaching</i>)</p> <ul style="list-style-type: none"> • Student teacher has responsibility for all activities/lessons - • Student teacher should have lesson plans for Monday ready by Friday for your review • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement • Complete the fourth (observation) evaluation 	<p>Week Fourteen</p> <ul style="list-style-type: none"> • Student teacher drops most activities/lessons or team teaches as needed • Student teacher can assist, team teach, observe, or work with individual students during the time they no longer have full responsibility • You are encouraged to arrange visits to other classrooms for the student teacher to observe • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement • Complete the Final InTASC and Disposition Evaluations.
<p>Week Ten (<i>continue full-time teaching</i>)</p> <ul style="list-style-type: none"> • Student teacher has responsibility for all activities/lessons or team teaches as needed • Student teacher should have lesson plans for Monday ready by Friday for your review • Conference with the student teacher to plan, discuss their teaching strengths, and to determine areas for improvement • Complete a Lesson Critique form. 	