

Suggested Activities for Student Teaching Placement for Student Teacher

Week One

- Set up your own work area
- Exchange contact information and discuss what to do if you need 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. Remember not to use personal electronics during the school day.
- Tour building, learn copier use, locate supplies
- Meet faculty, principal, and students
- Learn hidden rules of building/district
- Talk out loud about routines and procedures
- Work with cooperating teacher on the daily/weekly schedule of activities for the class
- Learn all behavior management routines and procedures, ask questions if necessary
- Learn class expectations for seeking help or getting permission
- Establish times to conference with the cooperating teacher to plan, discuss their teaching strengths, and to determine area for improvement daily or several times each week.

Week Two

- Student teacher begins assisting with morning preparation
- Learn grading routine
- Actively assist cooperating teacher
- If a class activity is routine (such as morning message), learn and develop an accurate written copy of the routine to follow
- Determine which class activities/lessons require full lesson plans. Plan to develop several full lesson plans each week.
- Begins teaching one activity with a written routine or lessons with lesson plans approved by the cooperating teacher
- Ask for feedback regarding performance
- Select next activity/lesson to do next week and continue to fill out the *Planning for Student Teaching Activities* form
- Have lesson plans for Monday ready by Friday for your review
- Begin to discuss with the cooperating teacher what you will do for a Sequence of Lesson Plans/Unit for ePortfolio
- Conference with the cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement

Week Three *(begin part-time teaching)*

- Begin working with individuals
- Add another activity/lesson to teaching routine, having responsibility for at least two activities/lessons
- Conference with the cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review

Week Four *(continue part-time teaching)*

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

Weeks Five and Six (*Increased Teaching*)

- You add another activity/lesson to teaching routine, having responsibility for at least four – five activities/lessons
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review
- Conference with your cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement

Week Seven (*begin full-time teaching*)

- You have responsibility for all activities/lessons or team teaches as needed
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review
- Conference with your cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement

Weeks Eight and Nine (*continue full-time teaching*)

- You have responsibility for all activities/lessons -
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review
- Conference with the cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement

Week Ten (*continue full-time teaching*)

- You have responsibility for all activities/lessons or team teaches as needed
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review
- Conference with your cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement

Week Eleven (*begin to decrease teaching*)

- You drop one or more activities/lessons to teaching routine, having responsibility for some activities/lessons or team teaches as needed
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review
- You can assist, team teach, observe, or work with individual students during the time you no longer have full responsibility
- Conference with the cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement
- This is usually a good week for the you to do the Sequence of Lesson Plans/Unit for ePortfolio

Weeks Twelve and Thirteen (*decreased teaching*)

- You drop one or most activities/lessons to teaching routine, having responsibility for some activities/lessons or team teaches as needed
- You should have lesson plans for Monday ready by Friday for your cooperating teacher to review
- You can assist, team teach, observe, or work with individual students during the time you no longer have full responsibility
- Conference with the cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement

Week Fourteen

- You drops most activities/lessons or team teaches as needed
- You can assist, team teach, observe, or work with individual students during the time they no longer have full responsibility
- Cooperating teachers are encouraged to arrange visits to other classrooms for you to observe
- Conference with the cooperating teacher to plan, discuss your teaching strengths, and to determine areas for improvement