

## SUGGESTED STUDENT TEACHING SCHEDULES

### ELEMENTARY, SECONDARY, AND SPECIAL EDUCATION SCHEDULE

WEEK	RESPONSIBILITY
PRIOR TO WEEK 1	<u>STUDENT TEACHER (ST):</u> <ul style="list-style-type: none"> <li>✓ Review the <i>Student Teacher Handbook</i> and other materials included in the electronic welcome packet. Any questions about the materials should be directed to the Field Placement Administrator (FPA).</li> <li>✓ Contact CT via phone/email to confirm start date, arrival time, and school site address.</li> <li>✓ Arrange initial meeting with CT. Ensure receipt of welcome materials.</li> <li>✓ Prepare any materials, lessons, etc., needed to begin practicum.</li> <li>✓ Confirm TaskStream account is active. To renew, please contact FPA.</li> </ul>
	<u>COOPERATING TEACHER (CT):</u> <ul style="list-style-type: none"> <li>✓ Review the <i>Student Teacher Handbook</i> and other materials included in the electronic welcome packet. Any questions about the materials should be directed to the FPA.</li> <li>✓ Meet with ST to review roles/responsibilities and set clear expectations for the practicum. Provide ST with any materials, lessons, etc. needed to begin their practicum.</li> <li>✓ Phone/email conference with FS.</li> <li>✓ Submit W-9 to University of Phoenix representative (see welcome packet).</li> </ul>
	<u>FACULTY/SITE SUPERVISOR (FS):</u> <ul style="list-style-type: none"> <li>✓ Review the <i>Student Teacher Handbook</i> and other materials included in the electronic welcome packet. Any questions about the materials should be directed to the FPA.</li> <li>✓ Contact ST via phone/email to confirm start date, arrival time, and school site address.</li> <li>✓ Phone/email conference with CT to review roles/responsibilities and address any questions.</li> <li>✓ <i>Site Supervisor</i>: Submit W-9 to University of Phoenix representative (see welcome packet).</li> </ul>
WEEK 1	<u>STUDENT TEACHER (ST):</u> <ul style="list-style-type: none"> <li>✓ Conference with CT to discuss classroom and school rules/policies. Tour school site.</li> <li>✓ Acclimate to classroom and observe/assist with daily activities.</li> <li>✓ Phone/email conference with FS.</li> <li>✓ Establish conference time; conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<u>COOPERATING TEACHER (CT):</u> <ul style="list-style-type: none"> <li>✓ Assist ST in acclimating to classroom and school. Introduce to students, faculty, and staff.</li> <li>✓ Discuss and plan timeline for transition of responsibilities based on suggested schedule with ST. Develop tentative schedule for observation, evaluation, and teaching.</li> <li>✓ Conference with ST daily.</li> </ul>
	<u>FACULTY/SITE SUPERVISOR (FS):</u> <ul style="list-style-type: none"> <li>✓ Contact ST via phone/email to review roles/responsibilities and set clear expectations for the practicum. Discuss week one experience.</li> <li>✓ Check in with CT via phone/e-mail regarding ST's progress.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>
WEEK 2	<u>STUDENT TEACHER (ST):</u> <ul style="list-style-type: none"> <li>✓ Schedule informal observation with FS (recommended for week three).</li> <li>✓ Plan and teach a minimum of one to two lessons this week.</li> <li>✓ Provide CT with lesson plan(s) a minimum of 48 hours in advance (or as directed).</li> <li>✓ Continue to observe/assist with classroom activities.</li> <li>✓ Conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<u>COOPERATING TEACHER (CT):</u> <ul style="list-style-type: none"> <li>✓ Conference with ST daily. Continue to support ST as they observe/assist with classroom activities.</li> <li>✓ Review ST's lesson plan(s); provide guidance and feedback as needed.</li> </ul>
	<u>FACULTY/SITE SUPERVISOR (FS):</u> <ul style="list-style-type: none"> <li>✓ Schedule informal observation with ST (recommended for week three).</li> <li>✓ Be available for questions and feedback.</li> <li>✓ Check in as needed with ST and/or CT.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>

WEEK 3	<p><b>STUDENT TEACHER (ST):</b></p> <ul style="list-style-type: none"> <li>☑ Informal observation (recommended) with FS followed by onsite conference with CT and FS <u>or</u> phone/email conference with CT and FS.</li> <li>☑ Review components/requirements of Teacher Work Sample and Professional Growth Plan with CT and FS.</li> <li>☑ Confirm you have access to your Student Teaching Evaluation DRF in TaskStream. Contact FPA if you do not have access to the DRF.</li> <li>☑ Plan and teach a minimum of <u>one</u> lesson each day.</li> <li>☑ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>☑ Continue to assist with classroom activities.</li> <li>☑ Conference with CT daily.</li> <li>☑ Complete weekly reflection and email to FS.</li> </ul>
	<p><b>COOPERATING TEACHER (CT):</b></p> <ul style="list-style-type: none"> <li>☑ Onsite conference with ST and CT <u>or</u> phone/email conference with ST and FS.</li> <li>☑ Discuss Teacher Work Sample and Professional Growth Plan with ST and FS.</li> <li>☑ Confirm receipt of TaskStream account information (username and password) sent via email from TaskStream (notifications@taskstream.com). Contact FPA if you have not received the email notification.</li> <li>☑ Continue to increase ST responsibilities and workload.</li> <li>☑ Conference with ST daily.</li> <li>☑ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<p><b>FACULTY/SITE SUPERVISOR (FS):</b></p> <ul style="list-style-type: none"> <li>☑ Informal observation (recommended) of ST followed by onsite conference with ST and CT <u>or</u> phone/email conference with CT and FS.</li> <li>☑ Discuss Teacher Work Sample and Professional Growth Plan with ST and CT.</li> <li>☑ <i>Faculty Supervisor:</i> Confirm TaskStream account is active. To renew the account, please contact FPA.</li> <li>☑ <i>Site Supervisor:</i> Confirm receipt of TaskStream account information (username and password) sent via email from TaskStream (notifications@taskstream.com). Contact FPA if you have not received the email notification.</li> <li>☑ Be available for questions and feedback.</li> <li>☑ Check in as needed with ST and/or CT.</li> <li>☑ Review weekly reflection; respond as needed.</li> </ul>
WEEK 4	<p><b>STUDENT TEACHER (ST):</b></p> <ul style="list-style-type: none"> <li>☑ Schedule midterm evaluation with FS (complete in week 5 or 6).</li> <li>☑ Discuss and plan timeline for Teacher Work Sample with CT.</li> <li>☑ Plan and teach a minimum of <u>one to two</u> lessons each day.</li> <li>☑ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>☑ Continue to assist with classroom activities.</li> <li>☑ Conference with CT daily.</li> <li>☑ Complete weekly reflection and email to FS.</li> </ul>
	<p><b>COOPERATING TEACHER (CT):</b></p> <ul style="list-style-type: none"> <li>☑ Discuss Teacher Work Sample with ST.</li> <li>☑ Phone/email conference with FS as needed.</li> <li>☑ Continue to increase ST responsibilities and workload.</li> <li>☑ Conference with ST daily.</li> <li>☑ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<p><b>FACULTY/SITE SUPERVISOR (FS):</b></p> <ul style="list-style-type: none"> <li>☑ Schedule midterm evaluation with ST (complete in week 5 or 6).</li> <li>☑ Check in with CT via phone/e-mail regarding ST's progress.</li> <li>☑ Be available for questions and feedback.</li> <li>☑ Check in as needed with ST and/or CT.</li> <li>☑ Review weekly reflection; respond as needed.</li> </ul>

WEEK 5	<b>STUDENT TEACHER (ST):</b> <ul style="list-style-type: none"> <li>✓ Submit Midterm Evaluation <u>and</u> Grade Form to FS via TaskStream (see instructions).</li> <li>✓ Submit Midterm Evaluation to CT via TaskStream (see instructions).</li> <li>✓ Plan and teach a minimum of <u>two to three</u> lessons each day.</li> <li>✓ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>✓ Continue to assist with classroom activities.</li> <li>✓ Conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<b>COOPERATING TEACHER (CT):</b> <ul style="list-style-type: none"> <li>✓ Continue to increase ST responsibilities and workload.</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<b>FACULTY/SITE SUPERVISOR (FS):</b> <ul style="list-style-type: none"> <li>✓ Be available for questions and feedback.</li> <li>✓ Check in as needed with ST and/or CT.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>
WEEK 6 MIDTERM	<b>STUDENT TEACHER (ST):</b> <ul style="list-style-type: none"> <li>✓ Provide FS with lesson plan (for scheduled observation) a minimum of 48 hours in advance (or as directed).</li> <li>✓ <b>Midterm observation by FS.</b> Conference with CT and FS at school site.</li> <li>✓ Review evaluation forms with CT and FS.</li> <li>✓ Submit Student Acknowledgement - Midterm (CT and FS) in TaskStream (see instructions).</li> <li>✓ Plan and teach a minimum of <u>three to four</u> lessons each day.</li> <li>✓ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>✓ Continue to assist with classroom activities.</li> <li>✓ Conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<b>COOPERATING TEACHER (CT):</b> <ul style="list-style-type: none"> <li>✓ <b>Midterm observation.</b> Conference with ST and FS at school site.</li> <li>✓ Complete and release CT Midterm Evaluation in TaskStream (see instructions).</li> <li>✓ Collaborate with FS on Midterm Student Teaching Grade Form.</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<b>FACULTY/SITE SUPERVISOR (FS):</b> <ul style="list-style-type: none"> <li>✓ <b>Midterm observation and evaluation of ST.</b> Conference with ST and CT at school site.</li> <li>✓ Complete and release FS Midterm Evaluation <u>and</u> Grade Form in TaskStream (see instructions). Collaborate with CT when completing Midterm Student Teaching Grade Form.</li> <li>✓ Be available for questions and feedback.</li> <li>✓ Check in as needed with ST and/or CT.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>
WEEK 7	<b>STUDENT TEACHER (ST):</b> <ul style="list-style-type: none"> <li>✓ Discuss full-time teaching plan and implementation of Teacher Work Sample with CT.</li> <li>✓ Plan and teach a minimum of <u>four</u> lessons each day.</li> <li>✓ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>✓ Conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<b>COOPERATING TEACHER (CT):</b> <ul style="list-style-type: none"> <li>✓ Discuss full-time teaching plan and implementation of Teacher Work Sample with ST.</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<b>FACULTY/SITE SUPERVISOR (FS):</b> <ul style="list-style-type: none"> <li>✓ Be available for questions and feedback.</li> <li>✓ Check in as needed with ST and/or CT.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>

<b>WEEK 8</b>	<b>STUDENT TEACHER (ST):</b> <ul style="list-style-type: none"> <li>☑ Prepare for implementation of Teacher Work Sample (implement in weeks 8-11 as needed).</li> <li>☑ Plan and teach the full school day.</li> <li>☑ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>☑ Conference with CT daily.</li> <li>☑ Complete weekly reflection and email to FS.</li> </ul>
	<b>COOPERATING TEACHER (CT):</b> <ul style="list-style-type: none"> <li>☑ Phone/email conference with FS as needed.</li> <li>☑ Conference with ST daily.</li> <li>☑ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<b>FACULTY/SITE SUPERVISOR (FS):</b> <ul style="list-style-type: none"> <li>☑ Check in with CT via phone/e-mail regarding ST's progress.</li> <li>☑ Be available for questions and feedback.</li> <li>☑ Check in as needed with ST and/or CT.</li> <li>☑ Review weekly reflection; respond as needed.</li> </ul>
<b>WEEK 9</b>	<b>STUDENT TEACHER (ST):</b> <ul style="list-style-type: none"> <li>☑ Phone/email conference with FS.</li> <li>☑ Implement Teacher Work Sample.</li> <li>☑ Plan and teach the full school day.</li> <li>☑ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>☑ Conference with CT daily.</li> <li>☑ Complete weekly reflection and email to FS.</li> </ul>
	<b>COOPERATING TEACHER (CT):</b> <ul style="list-style-type: none"> <li>☑ Conference with ST daily.</li> <li>☑ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<b>FACULTY/SITE SUPERVISOR (FS):</b> <ul style="list-style-type: none"> <li>☑ Check in with ST via phone/e-mail regarding progress.</li> <li>☑ Be available for questions and feedback.</li> <li>☑ Check in as needed with ST and/or CT.</li> <li>☑ Review weekly reflection; respond as needed.</li> </ul>
<b>WEEK 10</b>	<b>STUDENT TEACHER (ST):</b> <ul style="list-style-type: none"> <li>☑ Schedule final evaluation with FS (complete in week 11 or 12).</li> <li>☑ Implement Teacher Work Sample.</li> <li>☑ Plan and teach the full school day.</li> <li>☑ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>☑ Conference with CT daily.</li> <li>☑ Complete weekly reflection and email to FS.</li> </ul>
	<b>COOPERATING TEACHER (CT):</b> <ul style="list-style-type: none"> <li>☑ Conference with ST daily.</li> <li>☑ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<b>FACULTY/SITE SUPERVISOR (FS):</b> <ul style="list-style-type: none"> <li>☑ Schedule final evaluation with ST (complete in week 11 or 12).</li> <li>☑ Be available for questions and feedback.</li> <li>☑ Check in as needed with ST and/or CT.</li> <li>☑ Review weekly reflection; respond as needed.</li> </ul>

WEEK 11	<u>STUDENT TEACHER (ST):</u> <ul style="list-style-type: none"> <li>✓ Submit Final Evaluation and Grade Form to FS via TaskStream (see instructions).</li> <li>✓ Submit Final Evaluation to CT via TaskStream (see instructions).</li> <li>✓ Discuss and plan timeline for transition of responsibilities back to CT.</li> <li>✓ Complete implementation of Teacher Work Sample.</li> <li>✓ Plan and teach the full school day.</li> <li>✓ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>✓ Conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<u>COOPERATING TEACHER (CT):</u> <ul style="list-style-type: none"> <li>✓ Discuss and plan timeline for transition of responsibilities from ST.</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<u>FACULTY/SITE SUPERVISOR (FS):</u> <ul style="list-style-type: none"> <li>✓ Schedule Final evaluation with ST (complete in week 11 or 12).</li> <li>✓ Be available for questions and feedback.</li> <li>✓ Check in as needed with ST and/or CT.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>
WEEK 12 FINAL	<u>STUDENT TEACHER (ST):</u> <ul style="list-style-type: none"> <li>✓ Provide FS with lesson plan (for scheduled observation) a minimum of 48 hours in advance (or as directed).</li> <li>✓ <b><i>Final observation by FS.</i></b> Conference with FS and CT at school site.</li> <li>✓ Review evaluation forms with CT and FS.</li> <li>✓ Submit Student Acknowledgement - Final (CT and FS) in TaskStream (see instructions).</li> <li>✓ Initiate transition of classroom responsibilities to CT.</li> <li>✓ Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).</li> <li>✓ Conference with CT daily.</li> <li>✓ Complete weekly reflection and email to FS.</li> </ul>
	<u>COOPERATING TEACHER (CT):</u> <ul style="list-style-type: none"> <li>✓ <b><i>Final observation.</i></b> Conference with FS and ST at school site.</li> <li>✓ Complete and release CT Final Evaluation in TaskStream (see instructions).</li> <li>✓ Collaborate with FS on Final Student Teaching Grade Form.</li> <li>✓ Initiate transition of classroom responsibilities from ST.</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's lesson plans; provide guidance and feedback as needed.</li> </ul>
	<u>FACULTY/SITE SUPERVISOR (FS):</u> <ul style="list-style-type: none"> <li>✓ <b><i>Final observation and evaluation of ST.</i></b> Conference with ST and CT at school site.</li> <li>✓ Complete and release FS Final Evaluation and Grade Form in TaskStream (see instructions). Collaborate with CT when completing Final Student Teaching Grade Form.</li> <li>✓ Review weekly reflection; respond as needed.</li> </ul>
<p>Note: This is a recommended schedule based on a 12-week student teaching assignment. The CT should ultimately determine the timeline for transitioning responsibilities to the ST based on the school schedule and curriculum. The ST should teach full time in the classroom a minimum of three weeks. In addition, if an extended student teaching practicum has been arranged, please adjust the schedule accordingly.</p>	