

CI 406 – Fall 2014

RECOMMENDED GUIDELINES LEADING UP TO TWO-DAY TAKEOVER

It is important to emphasize that these are just guidelines. If, in the opinion of the cooperating teacher and supervisor, a student teacher is ready to begin some tasks earlier than this guide suggests, that is permissible. However, it is important to gradually build up towards the full takeover, recognizing that our students are still learning both the art and science of teaching and need to be able to observe their cooperating teachers modeling instructional strategies, to gradually demonstrate best practices they observe, and to co-teach in small group and whole class activities. The student teacher has a full load of University classes and is not yet prepared to assume full instructional responsibility, even for a small group of students (e.g. a reading group) for long periods of time. Therefore, there should be very little work assigned outside of the normal school day on Tuesdays and Wednesdays until the recommended two-day, full takeover.

Weeks 1-3

8-25-2014 through 9-14-2014

The cooperating teacher will orient the student teacher to the school, specifically introducing them to other faculty and staff and highlighting support services and resources available to them. They should also help the student teacher understand the normal procedures that occur throughout a school day, both in the classroom and across the school. The primary focus of the student these first few weeks is to observe the cooperating teacher's management and instruction, as well as classroom procedures. The student teacher will begin to take attendance and/or lunch count, write hall passes, conduct calendar activities, lead the pledge, practice getting the attention of students, keep grades, and help with the classroom website, all where applicable. They should also attend all meetings that occur on Tuesdays and Wednesdays (within the timeframe they are to be at the school), in an effort to better understand the full professional responsibilities of the cooperating teacher. When appropriate, students can also occasionally tutor students, read to students, and/or support small groups of students under the direction of the teacher. They should not assume independent instructional responsibility for a small group of students or a whole class. It is important to remember that there should not be much work outside of the regular school day.

Weeks 4-8

9-15-2014 through 10-10-2014

During this timeframe the student teacher should be taking on more responsibility. They should be helping with management routines. They should be collaborating with the cooperating teacher to understand how lessons and units are planned and implemented. Although the major role of planning is still in the hands of the cooperating teacher, the student teacher should begin practicing planning lessons and discussing opportunities to implement some of his/her ideas in the cooperating teacher's lessons. Gradually, they should be given the opportunity to model brief instructional strategies that they have seen from and discussed with their cooperating teacher. They may also be given the chance to co-teach short segments of lessons with their cooperating teacher. They should not assume independent instructional responsibility for a small group of students or a whole class. It is important to remember that there should not be much work outside of the regular school day.

Weeks 9-13

10-13-2014 through 11-14-2014

During this time there should be a gradual takeover of teaching duties by the student teacher while still observing the cooperating teacher frequently. **The student teacher should continue using the cooperating teacher's lesson plans** to do the following [*offered in a recommended order*]: (a) co-teach all or part of a lesson with the cooperating teacher, (b) independently teach a lesson, in whole or part, using instructional strategies that the student teacher has previously observed, (c) provide primary instruction for one assigned small group of students [e.g., a reading or math group] during a single school day, (d) teach a single, whole class instructional content period (e.g. reading, math, science, etc.) for two successive days [not to exceed 90 minutes of independent instructional time each day], (e) teach/co-teach for a half-day (morning or afternoon), (f) teach one or two lessons they have prepared and shared with the cooperating teacher, (g) independently teach one full day using only the cooperating teacher's plans. The student teacher's load thereby increases until they are teaching the whole day. Again, it is important that the cooperating teacher is present in the classroom. However, if the student teacher is ready, the cooperating teacher may leave the classroom from time to time giving the student teacher the experience of doing things on his or her own. It is essential that the cooperating teacher take time each day to confer with the student teacher about his or her experiences.

Weeks 14-16

11-17-2014 through 12-10-2014

It is recommended that the student teacher complete their two-day takeover either the week of 12-1-14 or the week of 12-8-2014. Student teachers will have full takeover of all planning and teaching duties for all classes. They will not, however, be expected to take over all duties outside of the classroom, such as lunch duty, recess duty, etc. There should be multiple discussions throughout each of these two days between the student teacher and the cooperating teacher. The student teachers should be asking the advice and consent of the cooperating teacher for all lessons planned. The cooperating teacher may participate in the classroom in some way by assisting with a lesson, working with special students, aiding in student evaluation, making frequent observations throughout the day in the classroom. When the two-day takeover is completed, the student teacher should continue participating in the classroom through the remainder of their placement, using some of the activities highlighted in Weeks 9-13 above.