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| **Week** | **Student** | **Cooperating****Teacher** | **Supervisor** |
| **1-2** | •Attend meetings with your coop•Learn students’ names•Introduce yourself to office staff and other teachers•Be helpful and receptive to new responsibilities•Set up folders in Box (remember to share with supervisor)•Send home edTPA permissions | •Attend meetings with your student teacher•Set aside time to talk about your routines and procedures•Share information about students•Introduce your student teacher to staff•Discuss use of school materials, such as the copy machine, computers, library books, curriculum-related items•Work with student teacher to choose a lesson for edTPA | •Conduct an opening meeting with all cooperating teachers and students to set roles and responsibilities•Begin scheduling observations•Monitor attendance•Check weekly schedules |
| **3-4** | •Increase level of responsibility in routines and procedures (attendance, transitions, routines, homework, monitoring)•Begin planning lessons with your cooperating teacher•Request feedback from cooperating teacher•Monitor edTPA permissions•Commit to a plan for edTPA recording•Complete edTPA Planning Commentary | •Begin joint lesson planning with your student teacher•Consider a co-teaching model to build confidence and competence•Offer weekly written feedback to student with strengths and next steps outlined | •Conduct observations•Send email to check in with coops about any concerns•Document concerns with a remediation plan and notify SCE•Monitor attendance•Check weekly schedules and lesson plans |
| **5-8** | By the end of Week 8, students should be able to:1. Plan individual lessons with learning outcomes clearly specified
2. Perform paperwork duties, such as attendance and grading with some efficiency
3. Perform routine direction of student behavior with some efficiency
4. Employ teaching materials other than a textbook (films, videotapes, periodical literature, etc.)
5. Utilize some generic teaching methods as appropriate (lecture and give directions, provide demonstrations, direct small group discussions) and articulate reasons for using these methodologies
6. Create teaching activities which have as their aim “learning by doing” and “learning processes”
7. Begin to adapt teaching techniques and purposes for learners with special considerations
8. Master the curriculum content of the level being taught
9. Prepare assessment devices to measure achievement of learning outcomes
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| •During these weeks, you should be increasing your responsibility to prepare for takeover•Work with your cooperating teacher to design a takeover plan•Share this plan after your midterm evaluation meeting•Complete and submit edTPA prior to beginning your full takeover | •Complete a formal observation in order to prepare documentation for the midterm evaluation•Communicate concerns with student and supervisor•Celebrate strengths to build confidence•Work with student to design a takeover plan, outlining roles and responsibilities for each of you•Complete midterm evaluation and meet with student and supervisor to discuss progress | •Continue observations•Complete midterm evaluation and meet with student and cooperating teacher to discuss progress (all midterms completed by the end of Week 10)•Work with students to prepare them for the full takeover experience•Monitor attendance•Check weekly schedules and lesson plans•Document concerns with a remediation plan and notify SCE |
| **9-14** | •Assume responsibility for your classroom •Request feedback•Ask for help when needed•HAVE FUN! | •Release all responsibility to your student teacher•Consider participating by:1. Assisting with a lesson
2. Working with individual students
3. Aiding in student evaluation
4. Making frequent observations throughout the day in the classroom
 | •Continue observations•Continue seminars•Continue midterm meetings•Check in with cooperating teachers weekly to monitor celebrations and concerns•Monitor attendance•Check weekly schedules and lesson plans•Document concerns with a remediation plan and notify SCE |
| **15-17** | \*\*\*\*\*Full takeover may be extended based on individual needs\*\*\*\*\* |
| •Work with your cooperating teacher to plan for fading out•With permission, arrange to observe in other classrooms and possibly other schools•Consider expressing gratitude to those who supported you during the semester | •Work with your student teacher to plan for resuming your role as head teacher•Consider a classroom celebration to ease the stress of your student teacher’s departure•Complete final evaluation and meet with student and supervisor to discuss progress | •Continue observations•Complete final evaluation and meet with student and cooperating teacher to discuss•Monitor attendance•Check weekly schedules and lesson plans•Complete end of the semester checklist |
| \*\*\*\*\*THE EARLIEST COMPLETION DATE FOR STUDENT TEACHING IS FRIDAY, MAY 7\*\*\*\*\* |