**EXPERIENCE PLAN – COMPLETE BY 4/28/17**

**CHECKED BY US DURING EACH VISIT**

|  |  |
| --- | --- |
| Name: |   |
| School: |   |
| CT: |   |

Select a minimum of 25 experiences by bolding the activities you plan to complete. You are expected to keep an accurate record of your student teaching experiences. It is recommended that you review and update this experience plan each week during the meeting with your CT. Have your CT verify your completion of each activity by initialing and dating the activity in the spaces provided.

|  |  |  |
| --- | --- | --- |
| 1. **Planning Instruction**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
| Include a copy of your cooperating teacher’s courseoutlines, description, or syllabus. |  |  |  |  |
| Utilize a calendar or appointment book to schedule classes and activities (include with portfolio) |  |  |  |  |
| Review and demonstrate proper safety procedures in the school agriscience or ag. mechanics lab |  |  |  |  |
| Develop learning experiences for students with special needs along with the special education teacher (copy of a sample IEP as artifact). Note: Follow school policy and procedure particularly related to confidentiality |  |  |  |  |
| Identify and follow procedures for purchasing tools, equipment, teaching materials, and supplies |  |  |  |  |
| Identify and follow school policies and procedures for handling FFA and other organization accounts |  |  |  |  |
| Meet with the advisory council/committee about the local agriculture program |  |  |  |  |
|  Inventory the agriculture facilities to determine the quantity and quality of tools and equipment by instructional areas |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Teaching**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
| Plan, organize, conduct, and evaluate a field trip (copy of plan as artifact) |  |  |  |  |
| Review discipline policies and procedures with the cooperating teacher and prepare written classroom and laboratory rules that you will enforce (copy as artifact) |  |  |  |  |
| Prepare lesson plans for a substitute teacher |  |  |  |  |
| Use reference and resource materials (e.g., AET, Internet, extension, community colleges, My CAERT, iCEV) |  |  |  |  |
| Team teach a lesson with your cooperating teacher or another teacher in the school. |  |  |  |  |
| Evaluate your cooperating teacher’s teaching performance using the SC Teaching Standards Rubric |  |  |  |  |
| 1. **Supervised Agricultural Experience – SAE**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
| Help students with SAE plans and agreements |  |  |  |  |
|  Direct students in keeping records of their SAE |  |  |  |  |
| Conduct an SAE visit |  |  |  |  |
| Discuss SAE with the cooperating teacher and/or administrator |  |  |  |  |
| Guide students in the selection and/or expansion of their SAE |  |  |  |  |
| Work with employers and/or parents to develop students’ SAEprograms |  |  |  |  |
| Help students understand how SAE relates to tasks performed by people in agricultural occupations |  |  |  |  |
| 1. **FFA Activities**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
|  Serve as a FFA Advisor for at least one chapter meeting |  |  |  |  |
| Supervise one FFA activity other than a regular meeting(agenda and written summary as artifact) |  |  |  |  |
| Help officers plan an agenda and serve as FFA advisor for one or more FFA meetings (meeting agenda as artifact) |  |  |  |  |
| Discuss with the cooperating teacher how to appropriately integrate FFA into classroom instruction |  |  |  |  |
| Assist Chapter FFA officers with their duties as needed |  |  |  |  |
| Assist a committee in planning and conducting an event(event plan as artifact) |  |  |  |  |
| Obtain and review a copy of the FFA chapter’s program ofactivities (POA as artifact) |  |  |  |  |
| Assist a member in applying for an award or scholarship(copy as artifact) |  |  |  |  |
| Prepare a team (or individual) for a CDE event. |  |  |  |  |
| Discuss fund-raising activities with the cooperating teacher (materials as artifacts) |  |  |  |  |
| Assist the chapter reporter in developing and submitting a press release to appropriate media sources. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **School-Community Relations**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
| Confer with administrators about the qualities they want to see in a good teacher and go over important points in interviewing for a teaching position (written summary report as artifact). in portfolio) |  |  |  |  |
| Participate in parent-teacher and/or IEP conferences |  |  |  |  |
| Develop correspondence for teachers, administrators, and parents to inform and secure permission for field trips and/or overnight trips (copy in portfolio) |  |  |  |  |
| Visit one or more other classes (written reflection as artifact) |  |  |  |  |
| Attend school related meetings such as faculty meetings, parent's association, school board, etc. (agenda as artifact) |  |  |  |  |
| Attend or assist with a school function or athletic event |  |  |  |  |
| Have a school district administrator who is responsible for teacher evaluation observe you teaching and provide suggestions for improvement (report as artifact) |  |  |  |  |
| Attend at least one community related meeting such as civic organizations, garden clubs, Farm Bureau, Young Farmer etc. |  |  |  |  |
| Visit the county extension office to gather information about agriculture in the community |  |  |  |  |
| Visit other rural and/or agricultural businesses in the community |  |  |  |  |
| Visit with agribusiness leaders about the local agriculture program |  |  |  |  |
| Visit with other community leaders about the local agriculture program |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Adult Education**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
| Review past adult education activities conducted by the cooperating teacher |  |  |  |  |
| Participate in adult education activities |  |  |  |  |
| Plan, conduct, and/or coordinate an adult education activity(copy in portfolio) |  |  |  |  |
| List procedures used by the cooperating teacher in planning, conducting, and evaluating adult education activities (copy in portfolio) |  |  |  |  |
| Meet with an advisory committee to plan adult education activities |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **The Teaching Profession**
 | **Cooperating Teacher Verification** | **Supporting****Artifact** |
| **Activity** | **Finish****Date** | **Initials** | **Date** | **Type** |
| Become familiar with the S.C Teaching Standards. (Written summary of discussion as artifact) |  |  |  |  |
| Discuss with the cooperating teacher the appropriate balance between personal and professional responsibilities |  |  |  |  |
| Discuss professional organizations(SCAAE, NAAE, SCACTE ACTE, SCEA, etc.) with the cooperating teacher |  |  |  |  |
|  Attend a regional SCAAE meeting with your cooperating teacher |  |  |  |  |
| Review and discuss with cooperating teacher their teaching and extended contract including salary schedule  |  |  |  |  |