**Sample: Student Teaching Assignments, Spring …**

*NOTE: Assignment dates are recommendations and are dependent on individual scheduling needs, communication from Program Area Faculty, and the Office of Field and Clinical Partnerships and Outreach.*

ST=Student Teacher; CT=Cooperating Teacher; US=University Supervisor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Dates** | **Assignment** | **Typical ST Teaching Load** | **ST Responsibilities** | **CT/US****Responsibilities** | **Where/How to Submit** |
| 0 | January … | NA | 0 classes | Student Teaching Orientation Meetings: January 8, 9, 10 mandatory attendance at all meetings.  | NA | NA |
| 1 | January … | NA | 0 classes | Observe; create and share 15-week plan; work on SLO; meet with CT and US for introductory meeting | CT: Assist with creation of 15-week plan, assist with SLO, review lesson plansUS: Schedule introductory meeting | NA |
| 2 | January … | NA | 1-2 classes co-teaching/co-planning/shadow teaching | Work on SLO; work on Unit Plan; begin co-teaching, co-planning, and shadow teaching; schedule SLO Preliminary Conference with CT for next week | CT: Review lesson plans, allow co-teaching/shadow teaching, provide feedback on SLO and UP | NA |
| 3 | January … | SLO Preliminary Conference | 1-2 classes primary planner and teacher | Submit SLO Template to CT and US at least 2 days before conference; SLO conference with CT; make any necessary revisions to SLO Template; work on Unit Plan | CT: Review lesson plans, provide feedback on Unit Plan; SLO Preliminary Conference with STUS: Provide feedback on SLO Template |  |
| 4 | February … | Formative Lesson ObservationSLO Assignment | 1-2 classes primary planner and teacher | Schedule first Formative Observation with US; make necessary revisions to SLO Template, send final version to CT and US | CT: Review lesson plans, provide feedback on UPUS: First Formative Observation; SLO Rubric | US submits SLO Rubric to Chalk & WireST submits final SLO Template to Chalk & Wire |
| 5 | February … | Formative Lesson Observation | 3-4 classes primary planner and teacher | Schedule first Formative Observation with CT; Unit Plan draft due to US; schedule Unit Plan of instruction | CT: First Formative Observation, review lesson plans, provide feedback on UPUS: Provide feedback on draft UP | CT submits to Chalk & Wire |
| 6 | February … | Formative Lesson Observation | 3-4 classes primary planner and teacher | Schedule second Formative Observation with US; work on Unit Plan | CT: Review lesson plans, provide feedback on UPUS: Second Formative Observation | US submits to Chalk & Wire |
| 7 | February … | Midterm Evaluation | 3-4 classes primary planner and teacher | Meet CT and US to discuss Midterm Evaluation; work on Unit Plan | CT, US: Finalize Midterm EvaluationCT: Provide feedback on lesson plans | US submits to Chalk & Wire |
| 8 | March … | Unit Plan | Full Load | Unit Plan due | CT: Provide feedback on all lesson plans | ST submits to Chalk & Wire |
| 9 | March … | Formative Lesson Observation | Full Load | Schedule third Formative Observation with US | CT: Provide feedback on lesson plansUS: Third Formative Lesson Observation | US submits to Chalk & Wire |
| 10 | March … | Formative Lesson Observation | Full Load | Schedule second Formative Observation with CT | CT: Second Formative Lesson Observation, provide feedback on lesson plans | CT submits to Chalk & Wire |
| 11 | March … | NA | Full Load | NA | CT: Provide feedback on all lesson plans | NA |
| 12 | March -April … | Summative Lesson Observation; Portfolio (if applicable) | Begin handing classes back; approximately 2/3 load | Schedule first Summative Observation with US; Portfolio due this week (if applicable) | CT: Provide feedback on all lesson plans, provide feedback on portfolioUS: Summative Lesson Observation, provide feedback on portfolio | US submits observation to Chalk & Wire; ST submits Portfolio to Chalk & Wire |
| 13 | April …***Anderson 1, 2, 3, 4, 5; Oconee Spring Break*** | Summative Lesson Observation | Begin handing classes back; approximately 1/3 load | Schedule first Summative Observation with CT; prepare for Portfolio Presentation (if applicable); schedule Final Evaluation conference for week of 4/20 | CT: Summative Lesson Observation, provide feedback on all lesson plans | CT submits to Chalk & Wire |
| 14 | April …**Pickens; Greenville Spring Break** | Summative Lesson Observation | Begin handing classes back; approximately 1/3 load | Schedule first Summative Observation with CT; prepare for Portfolio Presentation (if applicable); schedule Final Evaluation conference for week of 4/20 | CT: Summative Lesson Observation, provide feedback on all lesson plans | CT submits to Chalk & Wire |
| 15 | April … | Final Evaluation, including SLO Summative Conference | Classes should be back with CT; observe other classes | Meet with CT and US to discuss Final Evaluations | CT/US: Finalize Final Evaluation; no documentation needed for SLO Summative Conference (include comments in Final Evaluation) | US submits to Chalk & Wire |
| 16 | April-May … | Portfolio Presentation, if applicable | Exam week; no practicum requirements | Portfolio Presentation, if applicable |  | ST submits to Chalk & Wire |