

Student Teaching – Dual Placement Timeline

Spring 2022



Attendance Record

Teacher Candidate: _____

Semester/Year: Spring 2022 _____

University Supervisor: _____

Cooperating Teacher #1: _____

School: _____

Subject Area/Grade Level #1: _____

Cooperating Teacher #2: _____

School: _____

Subject Area/Grade Level #2: _____

Date of Family Meeting Conference: _____

WK.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Mon																
Tues																
Wed																
Thu																
Fri																

P=Present • A=Absent • T=Tardy • W=Weather/Calamity • D=Delay

First Placement			
Weeks	Cooperating Teacher	University Supervisor	Teacher Candidate
Week 1 Jan. 10 – Jan. 14	–Orient the teacher candidate to the building, classroom & school personnel. –Provide access to texts, materials, and student records. –Discuss plans for Teacher Performance Assessment (edTPA) Project* - Discuss plans Family Meeting Conference* - Support teacher candidate leading lessons, small groups, and/or individual work.	–Make contact with cooperating teacher and student at least a week PRIOR to the placement beginning –Establish procedures for communicating reflections –Establish plan for student’s completion of Family Meeting Conference* - Establish a regular routine of posing reflection questions to TC.	–Become oriented to the school building, classroom, & school personnel –Participate as active observer, planner, and facilitate daily routines –Establish Student Teaching notebook / portfolio –Discuss plans for Teacher Performance Assessment (edTPA) Project* –Discuss plans for Family Meeting Conference* - respond to US’s reflection questions
Weeks 2-4 Jan. 17 – Feb. 4	–Phase student teacher into responsibilities of planning, executing, and assessing lessons --Week 3 - In addition to ongoing informal obs., complete formal lesson observation to provide feedback to TC on CPAST objectives - Week 4 - to prepare for the mid-term conference, complete the CPAST form – Participate in the <u>MID-TERM CONFERENCE</u> with US and TC & collaborate to determine CPAST consensus scores	-Provide encouragement for edTPA project - Complete formal lesson observation to provide feedback to the teacher candidate around week 3 -To prepare for the mid-term conference, complete the CPAST form - By end of week 4, facilitate <u>MID-TERM CONFERENCE</u> with CT and TC - Submit the consensus form to Peggy Ault - Maintain strong communication with both the TC & CT - Maintain reflection question routine with TC.	–Leading specific lessons, small groups, and/or individual work -Phase into teacher responsibilities of planning and executing and assessing lessons - Week 4 - to prepare for the mid-term conference, complete the CPAST form - Participate in the <u>MID-TERM CONFERENCE</u> with US and CT & collaborate to determine CPAST consensus scores - respond to US’s reflection questions
Weeks 5-7 Feb. 7- Feb. 25	- By week 5, support the TC as they work as the lead teacher in planning, executing, and assessing 2/3 of teaching load -By end of week 6, complete formal obs. -Support planning and videotaping lesson sequence for edTPA project no later than week 6	-Provide encouragement for the edTPA project - By the end of week 6, complete formal obs. - Maintain the routine of posing reflection questions to TC.	–Work as the lead teacher by planning, executing, and assessing the entire teaching load by the end of week 7. - respond to US with responses to reflection questions
Week 8 Feb. 28 - Mar. 4	–Support the TC as lead teacher for entire teaching load - To prepare for the final conference, complete the CPAST form – Participate in the <u>FINAL CONFERENCE</u> & collaborate on CPAST consensus scores	-To prepare for the FINAL conference, complete the CPAST form - By end of week 8, facilitate <u>FINAL CONFERENCE</u> with CT and TC & collaborate to determine CPAST consensus scores - Submit the consensus form to the Peggy Ault	–Work as the lead teacher planning & executing lessons - To prepare for the FINAL conference, complete the CPAST form – Participate in the <u>FINAL CONFERENCE</u> & collaborate on CPAST consensus scores -Continue to work on edTPA - respond to US’s reflection questions

Second Placement

Weeks	Cooperating Teacher	University Supervisor	Teacher Candidate
<p>Week 9 March 7- March 11</p> <p>edTPA due 3/10</p>	<ul style="list-style-type: none"> -Orient the TC to the building, classroom & school personnel -Provide access to texts, materials, and student records -Support TC leading lessons, small groups, and/or individual work - informally observe TC based on CPAST performance objectives - Discuss plans to complete the Family Meeting*, if not completed in 1st placement 	<ul style="list-style-type: none"> -Make contact with cooperating teacher PRIOR to the placement beginning -If not completed in 1st placement, establish plan for student's completion of Family Meeting* - Maintain the routine of posing reflection questions to TC. 	<ul style="list-style-type: none"> -Become oriented to the school building, classroom, & school personnel -Participate as active observer, planner, and facilitate daily routines - Phase into teacher responsibilities of planning, executing and assessing lessons - respond to US with responses to reflection questions - Discuss plans to complete the Family Meeting*, if not completed in 1st placement
<p>Week 10 March 14- March 18</p>	<ul style="list-style-type: none"> -Complete formal lesson observation & provide feedback to TC based on CPAST performance objectives 	<ul style="list-style-type: none"> -Complete formal lesson observation & provide feedback to TC based on CPAST performance objectives - Maintain the routine of posing reflection questions to TC. 	<ul style="list-style-type: none"> - respond to US with responses to reflection questions - focus on relevant goals from previous CPAST conference.
<p>Weeks 11-13 March 21- April 8</p> <p>Spring Break dates vary</p>	<ul style="list-style-type: none"> -Support the TC in taking over as lead teacher in planning, executing, and assessing most of teaching load - To prepare for the mid-term conference, complete the Mid-Term CPAST form - Participate in the <u>MID-TERM CONFERENCE</u> with US and TC & collaborate to determine CPAST consensus scores 	<ul style="list-style-type: none"> -To prepare for the mid-term conference, complete the Mid-Term CPAST form - By end of week 13, facilitate <u>MID-TERM CONFERENCE</u> with CT and TC - Submit the consensus form to the Peggy Ault - Maintain strong communication with both the TC & CT - Maintain the routine of posing reflection questions to TC. 	<ul style="list-style-type: none"> - To prepare for the mid-term conference, complete the Mid-Term CPAST form - Participate in the <u>MID-TERM CONFERENCE</u> with US and CT & collaborate to determine CPAST consensus scores -Work as the lead teacher by planning, executing, and assessing most of the teaching load - respond to US with responses to reflection questions
<p>Weeks 14-15 April 11- April 22</p>	<ul style="list-style-type: none"> -Complete formal lesson observation & provide feedback to TC based on CPAST performance objectives 	<ul style="list-style-type: none"> -Complete formal lesson observation & provide feedback to TC based on CPAST performance objectives - Maintain the routine of posing reflection questions to TC. 	<ul style="list-style-type: none"> -Work as the lead teacher by planning, executing, and assessing the entire teaching load -Complete Peer Observation* and submit to University Supervisor
<p>Weeks 16-17 April 25- May 6</p> <p>Make up days May 9-13</p>	<ul style="list-style-type: none"> - To prepare for the final conference, complete the CPAST form - Participate in the <u>FINAL CONFERENCE</u> with US and TC & collaborate to determine CPAST consensus scores - Write letter of recommendation and submit to US 	<ul style="list-style-type: none"> -To prepare for the final conference, complete the CPAST form - By 5/6, facilitate <u>FINAL CONFERENCE</u> with CT and TC - Submit the consensus form to the Peggy Ault -Write letter of recommendation; submit to Peggy Ault 	<ul style="list-style-type: none"> -To prepare for the final conference, complete the CPAST form - Participate in the <u>FINAL CONFERENCE</u> & collaborate on CPAST consensus scores -Observe other teachers in the building. -Begin phase-out schedule to bring closure to the lead teaching aspects of student teaching.

***Family Meeting Conference, Peer Observation,** and work on **edTPA Project** can be conducted at the time determined to be best for instruction and the teacher candidate. *The Family Meeting Conference and Peer Observation can take place during either the 1st or 2nd placement.*