

SINGLE PLACEMENT STUDENT TEACHING TIMELINE

Spring 2024



Attendance Record

Teacher Candidate: _____

Semester/Year: Spring 2024

University Supervisor: _____

Cooperating Teacher: _____

School: _____

Subject Area/Grade Level: _____

Date of Family Meeting Conference: _____

WK.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Mon.																	
Tues.																	
Wed.																	
Thurs.																	
Fri.																	

E = edTPA wkshp | A=Absent | T=Tardy | W=Weather/Calamity | D=Delay

***Family Meeting Conference, Peer Observation & work on edTPA can be conducted at the time best determined by the CT and TC.**

Weeks	Cooperating Teacher (CT)	University Supervisor (US)	Teacher Candidate (TC)
Weeks 1-5 Jan. 8 – Feb. 9	–Orient the teacher candidate to the building, classroom, and school personnel –Provide access to texts, materials, and student records –Support teacher candidate in leading lessons, small groups, and/or individual work –Discuss plans for edTPA submission* , Family Meeting Conference* , and Peer Observation.* - Complete lesson observation to provide feedback to the teacher candidate	–Make contact with clinical faculty 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* - Complete lesson observation to provide feedback to the teacher candidate - Establish a schedule of regular communication with TC and CT. - Establish a regular routine of posing reflection questions to TC.	–Become oriented to the school building, classroom, and school personnel –Participate as active observer, planner, and facilitate daily routines –Lead specific lessons, small groups, and/or individual work –Establish student teaching notebook / portfolio –Discuss proposal and timeline for edTPA submission* and Family Meeting Conference and Peer Observation.* - respond to US with responses to reflection questions
Weeks 6-7 Feb. 12 – Feb. 23	–Support planning of and videotaping lesson sequence for edTPA submission* –Phase student teacher into taking over responsibilities of planning, executing, and assessing lessons –Complete lesson observation to provide feedback to the teacher candidate	–Complete lesson observation to provide feedback to the teacher candidate –Review student teaching notebook / portfolio –Provide encouragement on edTPA submission* - continue with regular communication with TC and CT - Maintain the routine of posing reflection questions to TC.	–Phase into teacher responsibilities of planning, executing, and assessing lessons. –Maintain the student teaching notebook / portfolio. - respond to US with responses to reflection questions
Week 8 Feb. 26 – Mar. 1	–Complete the CFAST instrument with data from the first 8 weeks and have evidence ready for the <u>MID-TERM EVALUATION</u>	- By end of week 8, facilitate mid-term conference and complete the CFAST instrument with data from the first 8 weeks and have evidence ready for the <u>MID-TERM EVALUATION</u> . - Enter consensus data from Mid-term conference into SL&L –Provide encouragement on edTPA submission* - Maintain the routine of posing reflection questions to TC.	– Complete the CFAST instrument with data from the first 8 weeks and have evidence ready for the <u>MID-TERM EVALUATION</u> - respond to US with responses to reflection questions

Weeks	Cooperating Teacher (CT)	University Supervisor (US)	Teacher Candidate (TC)
Weeks 9-10 Mar. 4 – Mar. 15 edTPA due 3/7	<ul style="list-style-type: none"> –Complete lesson observation to provide feedback to the teacher candidate –Support the teacher candidate as lead teacher in planning, executing, and assessing the entire teaching load - Complete evaluation of the Family Meeting Conference*; submit the completed rubric to the US. 	<ul style="list-style-type: none"> -- Maintain communication with both the Teacher Candidate and the Cooperating Teacher -- Complete lesson observation to provide feedback to the teacher candidate - Maintain the routine of posing reflection questions to TC. 	<ul style="list-style-type: none"> -- Submit edTPA submission* - Work as the lead teacher planning, executing, and assessing the entire teaching load - respond to US with responses to reflection questions –Conduct Family Meeting Conference*
Weeks 11-14 Mar. 18 – Apr. 12 <small>Spring Break week 12 or 13</small>	<ul style="list-style-type: none"> –Support the teacher candidate as the lead teacher in planning, executing, and assessing the entire teaching load –Complete lesson observation to provide feedback 	<ul style="list-style-type: none"> –Complete lesson observation to provide feedback to the teacher candidate. - Maintain the routine of posing reflection questions to TC. 	<ul style="list-style-type: none"> –Work as the lead teacher planning, executing, and assessing the entire teaching load. –Conduct Peer Observation*; submit completed form to US. - respond to US with responses to reflection questions
Weeks 15-17 Apr. 15 – May 3	<ul style="list-style-type: none"> - Complete your <u>FINAL EVALUATION</u> and hold final CFAST conference with US and TC. - Write letter of recommendation or narrative and submit the University Supervisor. - Begin phase-out schedule to regain the role as the lead teacher (toward the end of week 15) 	<ul style="list-style-type: none"> –Complete your <u>FINAL EVALUATION</u> and hold final CFAST conference with CT and TC. - Enter consensus data from Final conference into SL&L –Submit Family Meeting Conference evaluation to Peggy Ault –Write letter of recommendation & submit to Peggy Ault. 	<ul style="list-style-type: none"> –Observe other teachers in the building. – Complete your <u>FINAL EVALUATION</u> and hold final CFAST conference with CT and US. –Begin phase-out schedule to bring closure to the lead teaching aspects of student teaching (toward the end of week 16)

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