## Multiple Subject: Student Teaching Responsibility Guidelines

**First Day of Placement:** ____________________  **Last Day of Placement:** ____________________

### Placement One

**Week 1**
1. Report to assigned school.
2. Meet with Principal.
3. Meet with Master Teacher to further articulate duties and responsibilities.
4. Meet with school secretary to gather needed information.
5. Find out how to become a substitute teacher in your district.
6. Learn students’ names.
7. Examine the form and content of lesson plans.
8. Work with small groups

**Week 2**
- Take over one area of content for daily lessons (such as math)

**Week 3**
- Take over two areas of content for daily lessons
  (continue teaching the content area that was assumed during week 2 and add an additional content area)

**Week 4**
- Take over three areas of content for daily lessons
  (continue teaching the content areas that were assumed during weeks 2 and 3 and add an additional content area)

**Week 5**
- Take over four areas of content for daily lessons
  (continue teaching the content areas that were assumed during weeks 2, 3 and 4 and add an additional content area)
  *Midterm Evaluation completed by Master Teacher and University Supervisor on Taskstream

**Week 6**
- Take over five areas of content for daily lessons
  (continue teaching the content areas that were assumed during weeks 2, 3, 4 and 5 and add an additional content area)

**Week 7**
- Take over FULL RESPONSIBILITY for all content areas

**Week 8**
- Transition out of teaching responsibilities at master teacher’s discretion
  *Final Evaluation completed by Master Teacher and University Supervisor on Taskstream

### Placement Two

**Week 1-5**
- Same as above

**Week 6**
- Take over FULL RESPONSIBILITY for all content areas

**Week 7**
- Continue FULL RESPONSIBILITY for all content areas

**Week 8**
- Transition out of teaching responsibilities at master teacher’s discretion
  *Final Evaluation completed by Master Teacher and University Supervisor on Taskstream

- **University Supervisor will conduct 4 observations throughout each phase.**
- **University Supervisor will remain in communication with Master Teachers regarding candidates’ progress, including in person, email and/or phone.**
- **Master Teacher and University Supervisor will complete Midterm Evaluation by the 5th week of instruction and Final Evaluation before candidate completes assignment on Taskstream.**