Single Subject: Student Teaching Responsibility Guidelines

First Day of Placement: ___________________  Last Day of Placement: ___________________

Week 1
1. Report to assigned school.
2. Meet with Principal and Assistant principals.
3. Meet with Master Teachers 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. Make sure you have ELL student for TPA 4
7. Learn students’ names
8. Learn how to take roll.
9. Examine the form and content of lesson plans.

Week 2 through 3
1. Work with small groups.
2. Begin to take roll.
3. Become involved with instruction—gain access to lesson plans, unit plans, and other instructional organization instruments.
4. Prepare and teach small class segments or entire period.
5. Participate in co-teaching for all classes.
6. Develop lesson plans for the Master Teachers’ review.
7. Identify and learn specialized software.
8. Become involved with the management of the classroom.
9. Identify and review assessments and evaluation instruments.
10. Score assignments.
11. Examine the structure, rubric, and other scales used to develop assessment and evaluation instruments.
12. Supervise the class for short periods of time.
13. Make copies of relevant lesson, units of study for future use.

Weeks 4 through 5
1. Supervise the class for entire periods
2. Introduce substantive units or parts of units.
3. Develop, administer, and assess quizzes, tests, and projects.
4. Develop grading rubrics.
5. Be supervised and formally evaluated twice by university personnel.
6. Take over two class periods as instructor.
7. Prepare complete lesson plans and execute those lessons under guidance of Master Teachers.

Please Note: Student Teachers need to begin to take over courses during this time.

Weeks 6 through 18
1. Become an autonomous teacher to the extent that opportunity is available and Master Teachers believe capable.
2. Create, administer, and score assessments and evaluation instruments.
3. Operate a grading record.
4. Assist in development/administration of final exams.
5. Teach final days of class.
6. Record final grades.
7. Debrief with Master Teachers.
8. Complete TPA Task 4 and submit for assessment.

- University Supervisors will conduct 8-10 observations throughout the semester.
- University Supervisors will remain in communication with Master Teachers regarding candidate’s progress, including in person, email and/or phone.
- Master Teacher and University Supervisor will conduct Midterm Evaluation by the 7th week of instruction and Final Evaluation before candidate completes assignment on Taskstream.