

STUDENT TEACHER CALENDAR (16 Week)

- Outlined below are suggestions for cooperating teachers with our Student Teachers (ST). Please refer to the website for additional ideas and guidelines at <http://www.csc.edu/education/fieldexperience/index.csc>.

FIRST WEEK

Introduce ST to staff
Provide needed supplies, materials, work area
Acquaint ST with school policies, procedures, customs, and traditions
Acquaint ST with any extra-curricular programs
Have ST observe classes, correct papers, take roll
Have ST work with individuals and small groups
Prepare ST to assume responsibility for classroom teaching; discuss lesson planning and classroom management, etc.
Identify a tentative schedule that the ST will follow to assume responsibility for planning and teaching. The ST should not be given responsibility for more than 2 classes at a time.

SECOND WEEK

Continue activities of first week
Work ST into team teaching and/or some short-term assignments
Confer with ST regarding lesson plans
Supervise class performance closely

THIRD WEEK

Continue assigning additional teaching responsibilities
Continue to delegate more classroom responsibilities
Confer with ST about daily and weekly lesson plans
Discuss testing and evaluation procedures
Supervise classroom performance closely, provide feedback
Notify Director of Field Experiences of any unsatisfactory performance

FOURTH - FIFTH WEEK

Continue previous activities
Notify Director of Field Experiences of any unsatisfactory performance
By end of the Fifth week, the ST should be ready to assume responsibility for a full teaching load
Supervisor periodically observes, evaluates, holds conferences
Supervisor confers with ST about planning evaluation

**DISCUSS WITH ST AND SUBMIT FIRST NEBRASKA CLINICAL PRACTICE
EVALUATION FORM** under Student Teaching Evaluations by end of 4th week -

<https://forms.office.com/r/YH9k919FJ2>

SIXTH - EIGHTH WEEK

ST teaches full load

Supervisor periodically observes, evaluates, holds conferences

Supervisor confers with ST about planning evaluation

DISCUSS WITH ST AND SUBMIT MIDTERM NEBRASKA CLINICAL EVALUATION

RUBRIC under Student Teaching evaluations by end of 8th week -

<https://forms.office.com/r/YH9k919FJ2>

Notify Director of Field Experiences of any unsatisfactory performance

NINTH-THIRTEENTH WEEK

ST teaches full load

Supervisor periodically observes, evaluates, holds conferences

Supervisor confers with ST about planning evaluation

DISCUSS WITH ST AND SUBMIT THIRD NEBRASKA CLINICAL PRACTICE

EVALUATION FORM under Student Teaching evaluations by the end of the 13th week -

<https://forms.office.com/r/YH9k919FJ2>

FOURTEENTH-FIFTEENTH WEEK

ST continues to teach full load

ST begins a gradual phase-out during the 15th week

SIXTEENTH WEEK

ST may observe other classes, levels, etc. during phase-out period

ST will be completely phased out during the 16th week

DISCUSS WITH ST AND SUBMIT FINAL NEBRASKA CLINICAL EVALUATION

RUBRIC under Student Teaching evaluations by end of 16th week -

<https://forms.office.com/r/YH9k919FJ2>

COMPLETE ANY EVALUATIONS NOT PREVIOUSLY SUBMITTED. (End of 16th week)