

STUDENT TEACHER SUGGESTED CALENDAR (8 weeks)

- Outlined below are suggestions for Cooperating Teachers with our Student Teacher (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.

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 WEEK

Continue previous activities
DISCUSS WITH ST AND SUBMIT FIRST NEBRASKA CLINICAL PRACTICE EVALUATION FORM under Student Teaching Evaluations - <https://forms.office.com/r/YH9k919FJ2>
Notify Director of Field Experiences of any unsatisfactory performance.
By end of the Fourth week, the ST should be ready to assume responsibility for a full teaching load.

FIFTH - SEVENTH WEEKS

ST teaches full load
Supervisor periodically observes, evaluates, holds conferences
Supervisor confers with ST about planning evaluation

DISCUSS WITH ST AND SUBMIT FINAL NEBRASKA CLINICAL PRACTICE EVALUATION RUBRIC under Student Teaching evaluations -

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

Notify Director of Field Experiences of any unsatisfactory performance.

Discuss plans for your phase-in/ST's phase-out (7th week)

EIGHTH WEEK

ST begins gradual phase-out

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

COMPLETE ANY EVALUATIONS NOT PREVIOUSLY SUBMITTED (END OF 8TH WEEK)