

TEACHER INTERN CALENDAR (9 weeks)

- 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.

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 - FOURTH WEEKS

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
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 TI should be ready to assume responsibility for a full teaching load.

FIFTH – EIGHTH 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 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 (8th week)

NINTH 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 9th WEEK)