**6-Week STUDENT TEACHING SCHEDULE**

**EARLY CHILDHOOD WITH TWO PLACEMENTS SCHEDULE**

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| **WEEK**  | **Responsibilities**  |
| Prior to Week 1  | **Student Teacher (ST)** * Review the [*Student Teacher Handbook*](https://multimedia.phoenix.edu/education/) and other materials included in the electronic welcome packet. Any questions about the materials should be directed to the Education Program Specialist (EPS).
* Contact Cooperating Teacher (CT) via phone/email to confirm start date, arrival time, and school site address.
* Arrange initial meeting with CT and FS. Ensure receipt of welcome materials.
* Prepare any materials, lessons, etc., needed to begin practicum.
* Confirm access to Tk20 student teaching binder. Contact EPS if you need assistance with Tk20.
* After Orientation meeting with FS/CT, complete Orientation Checklist, Student Teaching Grade, edTPA/TWS acknowledgments within Tk20.
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| **Cooperating Teacher (CT)** * Review the [*Student Teacher Handbook*](https://multimedia.phoenix.edu/education/teacher-program-handbook/) and other materials included in the electronic welcome packet. Any questions about the materials should be directed to the Education Program Specialist (EPS).
* Meet with ST to review roles/responsibilities and set clear expectations for the practicum. Provide ST with any materials, lessons, etc. needed to begin their practicum.
* Attend orientation meeting with ST and FS and complete AZ Cooperating Teacher acknowledgments within Tk20.
* Submit W-9 to University of Phoenix EPS (see welcome packet).
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| **Faculty Supervisor (FS)** * Review materials included in the electronic welcome packet.
* Any questions about the materials should be directed to the Faculty Development Chair (FDC).
* Contact student teacher to confirm start date, arrival time, and school site address.
* **CONDUCT ORIENTATION MEETING:** Meet with Cooperating Teacher (CT) and student to review the responsibilities of all parties involved in the student teaching experience and provide CT w/UOP information. (May be moved to week 1 if needed).
* Complete Orientation Checklist Acknowledgement within Tk20.
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| 1  | **Student Teacher (ST)** * Conference with CT to discuss classroom and school rules/policies. Tour school site.
* Acclimate to classroom, observe/assist with daily activities.
* Plan and instruct at least 1-2 lesson(s) this week.
* Establish conference time and conference with CT daily.
* Phone/email conference with FS.
* Submit Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.
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| **Cooperating Teacher (CT)** * Conference with ST daily.
* Assist ST in acclimating to classroom and school. Introduce to students, faculty, and staff.
* Develop schedule for observation, evaluation, and teaching.
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| **Faculty Supervisor (FS)** * Contact ST via phone/email to review roles/responsibilities and set clear expectations for the practicum.
* Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.
* Be available for questions and feedback.
* Check in with CT via phone/e-mail regarding ST’s progress.
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| 2    | **Student Teacher (ST)** * Schedule Midterm observation with FS (recommended for week three).
* Plan and teach a minimum of 1-2 lessons this week.
* Provide CT with lesson plan(s) a minimum of 48 hours in advance (or as directed).
* Continue to observe/assist with daily classroom activities.
* Conference with CT daily.
* Submit Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.
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| **Cooperating Teacher (CT)** * Review ST’s lesson plan(s) and provide guidance and feedback.
* Conference with ST daily.
* Continue to support ST as they observe/assist with daily classroom activities.
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| **Faculty Supervisor (FS)** * Schedule Midterm observation with ST/CT (recommended for week three).
* Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.
* Be available for questions and feedback.
* Check in with CT/ST via phone/e-mail regarding ST’s progress.
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| 3  | **Student Teacher (ST)** * Provide FS/CT with Lesson plan for scheduled Midterm Evaluation (a minimum of 48 hours in advance).
* Prepare minimum of one Goal for post-evaluation conference with CT/FS.
* **MIDTERM OBSERVATION. Following the evaluation, conduct three-way conference with CT & FS @ school site; (may be adjusted to fit student and/or supervisor needs).**
* Review evaluation forms with CT and FS.Refine goal(s), based on evaluation feedback.
* Plan and teach a minimum of three to four lessons each day.
* Continue to assist with daily classroom activities.
* Conference with CT daily.
* Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).
* Submit Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.
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|  | **Cooperating Teacher (CT)** * **MIDTERM OBSERVATION. Following the evaluation, conduct three-way conference with ST & FS @ school site; (may be adjusted to fit student and/or supervisor needs).**
* Complete the CT Midterm Evaluation in Tk20 (see instructions)
* Collaborate with FS on Midterm Student Teaching Grade Form.
* Conference with ST daily.
* Review ST’s daily lesson plans and provide guidance and feedback.
* Continue to increase ST responsibilities and workload.
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| **Faculty Supervisor (FS)** * **MIDTERM OBSERVATION. Following the evaluation, conduct three-way conference with ST & CT @ school site; (may be adjusted to fit student and/or supervisor needs).**
* Submit Midterm CPAST Evaluation, including completed goals section, and Midterm Grade Form in Tk20.
* Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.
* Be available for questions and feedback.
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| 4  | **Student Teacher (ST)** * Conference with CT daily
* Discuss full-time teaching plan with CT.
* Plan and teach a minimum of 3-4 lessons each day.
* Continue to assist with daily classroom activities.
* Provide CT with lesson plans a minimum of 48 hours in advance (or as directed)
* Submit Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.
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| **Cooperating Teacher (CT)** * Conference with ST daily**.**
* Discuss full-time teaching plan with ST.
* Review ST’s daily lesson plans and provide guidance and feedback.
* Phone/email conference with FS.
* Continue to increase ST responsibilities and workload.
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| **Faculty Supervisor (FS)** * Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.
* Check in with CT via phone/e-mail regarding ST’s progress.
* Be available for questions and feedback.
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| 5  | **Student Teacher (ST)** * Plan and teach the full school day.
* Continue to assist with daily classroom activities.
* Conference with CT daily.
* Schedule the Final observation with CT/FS.
* Provide CT with lesson plans a minimum of 48 hours in advance (or as directed)
* Submit Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.
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| **Cooperating Teacher (CT)** * Conference with ST daily.
* Review ST’s daily lesson plans and provide guidance and feedback.
* Phone/email conference with FS.
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| **Faculty Supervisor (FS)** * Schedule Final observation with ST/CT.
* Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.
* Check in with CT via phone/e-mail regarding ST’s progress.
* Be available for questions and feedback.
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| 6  | **Student Teacher (ST)** * Provide FS/CT with lesson plan for scheduled Final Evaluation (a minimum of 48 hours in advance).
* Prepare minimum of one Goal for post-evaluation conference with CT/FS.
* **FINAL OBSERVATION. Following the evaluation, conduct three-way conference with CT & FS @ school site; (may be adjusted to fit student and/or supervisor needs).**
* Review evaluation forms with CT and FS.Refine goal(s), based on evaluation feedback.
* Complete Student Acknowledgement in Tk20 under the acknowledgements tab (see instructions).
* Provide Final Grade Form to online seminar course Instructor, per course assignment instructions.
* Plan and teach the full school day.
* Continue to assist with daily classroom activities.
* Conference with CT daily.
* Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).
* Submit Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.
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| **Cooperating Teacher (CT)** * **FINAL OBSERVATION. Following the evaluation, conduct three-way conference with ST & FS @ school site; (may be adjusted to fit student and/or supervisor needs).**
* Complete the CT Final Evaluation in Tk20 (see instructions)
* Collaborate with FS on Final Student Teaching Grade Form.
* Conference with ST daily.
* Review ST’s daily lesson plans and provide guidance and feedback.
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| **Faculty Supervisor (FS)** * **FINAL OBSERVATION. Following the evaluation, conduct three-way conference with ST & CT @ school site; (may be adjusted to fit student and/or supervisor needs).**
* Submit Final CPAST Evaluation, including completed goals section, and Final Grade Form in Tk20.
* Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.
* Be available for questions and feedback.
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| Note: This is a recommended schedule based on a 6-week student teaching assignment. The CT should ultimately determine the timeline for transitioning responsibilities to the ST based on the school schedule and curriculum. The ST should teach full time in the classroom a **minimum** of two weeks. |