

12-14 Week SUGGESTED CLICAL PRACTICE (STUDENT TEACHING)

SCHEDULE – Own Classroom

ELEMENTARY, SECONDARY, SPECIAL EDUCATION, EARLY
CHILDHOOD SINGLE PLACEMENT

WEEK	Responsibilities
Prior to Week 1	<p>Student Teacher (ST) Review the Clinical Practice (Student Teaching) section of the Teacher Education Handbook and other materials included in the student teaching approval email. Any questions about the materials should be directed to the Clinical Practice Education Program Specialist (EPS). Arrange initial meeting with Cooperating Teacher (CT) and Faculty Supervisor (FS). Ensure receipt of approval email. 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.</p>
	<p>Cooperating Teacher (CT) Review the information in the student teaching approval email. Any questions about the materials should be directed to the Clinical Practice 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. EPS will initiate your onboarding 1-2 weeks before the placement and send you the instructions.</p>
	<p>Faculty Supervisor (FS) Review materials included in the student teaching approval email. Any questions about the materials should be directed to the Program Chair. 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/UOPX information. (May be moved to week 1 if needed). Complete Orientation Checklist Acknowledgement within Tk20.</p>
1	<p>Student Teacher (ST) Conference with CT to discuss classroom and school rules/policies. Plan and teach all lessons each day. Establish conference time and conference with CT regularly. Phone/email conference with FS. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations.</p>
	<p>Faculty Supervisor (FS) Contact ST via phone/email to review roles/responsibilities and set clear expectations for the practicum. Discuss week one experience. Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. Check in with CT via phone/e-mail regarding ST's progress.</p>
2	<p>Student Teacher (ST) Schedule informal observation with FS (during week three). Plan and teach all lessons each day. Share lesson plans with CT weekly for feedback and additional support. Conference with CT regularly. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p>
	<p>Faculty Supervisor (FS) Schedule informal observation with ST (during 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.</p>

3	<p>Student Teacher (ST) INFORMAL OBSERVATION BY FACULTY SUPERVISOR. Conference with FS & CT @ school site; (may be adjusted to fit student and/or supervisor needs) and review CT/FS feedback within Tk20. Review components/requirements of TWS and PGP or edTPA portfolio (depends on state/program version) with CT and FS. Plan out a realistic timeline according to the due dates in your online course. Conference with CT regularly. Plan and teach all lessons each day. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p>
	<p>Cooperating Teacher (CT) INFORMAL OBSERVATION BY FACULTY SUPERVISOR. Conference with ST & FS @ school site; (may be adjusted to fit student and/or supervisor needs) Conference with ST regularly. Review ST's lesson plans and provide guidance and feedback (minimum 1 per week). Discuss TWS and PGP or edTPA portfolio (depends on state/program version) with ST and FS. Confirm receipt of email from amt.questions@phoenix.edu with your Tk20 access link and contact EPS if you have not received the email with your Tk20 access link. Enter Informal Observation feedback into Tk20 system (optional)</p> <p>Faculty Supervisor (FS) INFORMAL OBSERVATION. Conference with ST & CT @ school site; (may be adjusted to fit student and/or supervisor needs). Enter observation feedback into Tk20. Complete Informal Observation form within Tk20. Check in with ST and CT. Discuss TWS and PGP or edTPA portfolio (depends on state/program version) with ST and CT. Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</p>
4	<p>Student Teacher (ST) Conference with CT regularly. Plan and teach all lessons each day. Plan out timeline for teaching TWS unit or teaching and videotaping edTPA learning segment. Timeline must align to online course due dates. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Schedule midterm evaluation with FS (complete in week 5 or 6).</p> <p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p> <p>Faculty Supervisor (FS) Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. Schedule midterm evaluation with ST/CT (complete in week 5 or 6). Check in with CT via phone/e-mail regarding ST's progress. Be available for questions and feedback.</p>
5	<p>Student Teacher (ST) Plan and teach all lessons each day. Conference with CT regularly. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p> <p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p> <p>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.</p>

6	<p>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, <u>conduct three-way conference with CT & FS @ school site; (may be adjusted to fit student and/or supervisor needs).</u> Review evaluation forms with CT and FS. Refine goal(s), based on evaluation feedback. Complete Student Acknowledgement – Midterm in Tk20 under the acknowledgements tab (see instructions). Provide Midterm Grade Form to online seminar course Instructor, per course assignment instructions. Plan and teach all lessons each day. Conference with CT daily. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p>
	<p>Cooperating Teacher (CT) MIDTERM OBSERVATION. Following the evaluation, <u>conduct three-way conference with ST & FS @ school site; (may be adjusted to fit student and/or supervisor needs).</u> Complete the CT Midterm Evaluation in Tk20 (see instructions) Collaborate with FS on Midterm Student Teaching Grade Form. Conference with ST regularly. Review ST’s lesson plans and provide guidance and feedback. (minimum 1 per week).</p>
	<p>Faculty Supervisor (FS) MIDTERM OBSERVATION. Following the evaluation, <u>conduct three-way conference with ST & CT @ school site; (may be adjusted to fit student and/or supervisor needs).</u> Submit Midterm CFAST 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.</p>
7	<p>Student Teacher (ST) Plan and teach all lessons each day. Conference with CT regularly. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p>
	<p>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.</p>
8	<p>Student Teacher (ST) Plan and teach all lessons each day. Share lesson plans with CT weekly for feedback and additional support. Conference with CT regularly Continue to plan for TWS or edTPA according to online course due dates Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p>
	<p>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.</p>

9	<p>Student Teacher (ST) Plan and teach all lessons each day. Conference with CT regularly. Share lesson plans with CT weekly for feedback and additional support. Phone/email conference with FS. If applicable, implement TWS or edTPA. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p>
	<p>Faculty Supervisor (FS) Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. Conduct phone/email conference with ST. Check in with CT via phone/e-mail regarding ST's progress. Be available for questions and feedback.</p>
10	<p>Student Teacher (ST) Plan and teach all lessons each day. If applicable, implement TWS or edTPA. Schedule Final Evaluation with FS (complete in week 11 or 12). Conference with CT regularly. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p>
	<p>Faculty Supervisor (FS) Schedule Final Evaluation with ST (complete in week 11 or 12). 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.</p>
11	<p>Student Teacher (ST) Plan and teach all lessons each day. Conference with CT regularly. Share lesson plans with CT weekly for feedback and additional support. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Continue to plan for TWS or edTPA according to online course due dates.</p>
	<p>Cooperating Teacher (CT) Conference with ST regularly. Arrange schedule to observe student weekly. Provide feedback on lesson plans and weekly observations. Phone/email conference with FS.</p>
	<p>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.</p>
12	<p>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 – Final in Tk20 under the acknowledgements tab (see instructions). Provide Final Grade Form to online seminar course Instructor, per course assignment instructions. Continue to teach all lessons each day and conference with CT for support. Share lesson plans with CT weekly for feedback and additional support. Continue to plan for TWS or edTPA according to online course due dates. Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review. Complete Cooperating Teacher and Faculty Supervisor evaluations under Student Feedback Forms tab in Tk20.</p>

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 form in Tk20 (see instructions).

Collaborate with FS on Final Student Teaching Grade Form.

Conference with Student Teacher regularly.

Review ST's lesson plans and provide guidance and feedback (minimum 1 per week).

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).

Collaborate on Final Evaluation and Grade form with CT.

Complete Final Evaluation and Final Grade Form in Tk20.

Review Weekly Reflection and provide feedback in Tk20.

Be available for questions and feedback.

Note: This is a recommended schedule based on a 12-week student teaching assignment. If the experience extends to 13 or 14 weeks, please adjust the schedule accordingly, while meeting the deadlines for the formal evaluations provided by the University.