

# 12-14 Week SUGGESTED CLINICAL PRACTICE (STUDENT TEACHING) SCHEDULE – 4 Visits

ELEMENTARY, SECONDARY, SPECIAL EDUCATION, EARLY CHILDHOOD SINGLE PLACEMENT

Objective: Cooperating Teacher will scaffold the student teacher to take over the classroom full-time for a minimum of 3 weeks.

WEEK	Responsibilities
Prior to Week 1	<p><b>Student Teacher (ST)</b>            Review the <a href="#">Student Teacher Handbook</a> and other materials included in the student teaching approval email. 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 approval email.            Prepare any materials, lessons, etc., needed to begin practicum.            Confirm access to Tk20 student teaching binder. Please review TK20 Guide for assistance or contact EPS.            After Orientation meeting with FS/CT, complete Orientation Checklist, Student Teaching Grade, edTPA/TWS acknowledgments within Tk20.</p>
	<p><b>Cooperating Teacher (CT)</b>            Review the <a href="#">Student Teacher Handbook</a> 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).            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 for the stipend 1-2 weeks before the placement and send you the instructions.</p>
	<p><b>Faculty Supervisor (FS)</b>            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.  <b>CONDUCT ORIENTATION MEETING:</b> 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.</p>
1	<p><b>Student Teacher (ST)</b>            Conference with CT to discuss classroom and school rules/policies. Tour school site.            Acclimate to classroom, observe/assist with daily activities.            Establish conference time and conference with CT daily.            Phone/email conference with FS.            Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p>
	<p><b>Cooperating Teacher (CT)</b>            Conference with ST daily.            Assist ST in acclimating to classroom and school. Introduce to students, faculty, and staff.            Develop tentative schedule for observation, evaluation, and teaching.</p>
	<p><b>Faculty Supervisor (FS)</b>            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><b>Student Teacher (ST)</b>            Schedule informal observation with FS (during week three).            Plan and teach a minimum of one to two 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.            Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p>
	<p><b>Cooperating Teacher (CT)</b>            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.</p>

	<p><b>Faculty Supervisor (FS)</b>  Schedule informal observation with ST (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.</p>
3	<p><b>Student Teacher (ST)</b>  <b>INFORMAL OBSERVATION BY FACULTY SUPERVISOR. Conference with FS &amp; CT @ school site; (may be adjusted to fit student and/or supervisor needs) and review CT/FS feedback within Tk20.</b>  Review components/requirements of TWS and PGP or edTPA portfolio (depends on state/program version) with CT and FS.  Conference with CT daily.  Plan and teach a minimum of one lesson each day.  Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).  Continue to assist with classroom activities.  Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p> <p><b>Cooperating Teacher (CT)</b>  <b>INFORMAL OBSERVATION BY FACULTY SUPERVISOR. Conference with ST &amp; FS @ school site; (may be adjusted to fit student and/or supervisor needs)</b>  Conference with ST daily.  Review ST's daily lesson plans and provide guidance and feedback.  Discuss TWS and PGP or edTPA portfolio (depends on state/program version) with ST and FS.  Confirm receipt of email from <a href="mailto:amt.questions@phoenix.edu">amt.questions@phoenix.edu</a> 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).  Continue to increase ST responsibilities and workload.</p> <p><b>Faculty Supervisor (FS)</b>  <b>INFORMAL OBSERVATION. Conference with ST &amp; CT @ school site; (may be adjusted to fit student and/or supervisor needs). Enter observation feedback into Tk20.</b>  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><b>Student Teacher (ST)</b>  Conference with CT daily  Discuss and plan timeline for TWS unit or teaching and videotaping edTPA learning segment with CT (if required for state/program version).  Plan and teach a minimum of one to two 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)  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><b>Cooperating Teacher (CT)</b>  Conference with Student Teacher daily.  Review ST's daily lesson plans and provide guidance and feedback.  Discuss TWS or edTPA with ST (if required for state/program version).  Phone/email conference with FS.  Continue to increase ST responsibilities and workload.</p> <p><b>Faculty Supervisor (FS)</b>  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><b>Student Teacher (ST)</b>  Plan and teach a minimum of two to three 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)  Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.  Continue to plan a timeline for TWS or edTPA components according to online course due dates.</p>

	<p><b>Cooperating Teacher (CT)</b>          Conference with Student Teacher daily.          Review ST's daily lesson plans and provide guidance and feedback.          Phone/email conference with FS.          Continue to increase ST responsibilities and workload.</p>
	<p><b>Faculty Supervisor (FS)</b>          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><b>Student Teacher (ST)</b>          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.  <b>MIDTERM OBSERVATION. Following the evaluation, conduct three-way conference with CT &amp; FS @ school site; (may be adjusted to fit student and/or supervisor needs).</b>          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 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).          Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.          Continue to plan a timeline for TWS or edTPA according to online course due dates.</p> <p><b>Cooperating Teacher (CT)</b>  <b>MIDTERM OBSERVATION. Following the evaluation, conduct three-way conference with ST &amp; FS @ school site; (may be adjusted to fit student and/or supervisor needs).</b>          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.</p> <p><b>Faculty Supervisor (FS)</b>  <b>MIDTERM OBSERVATION. Following the evaluation, conduct three-way conference with ST &amp; CT @ school site; (may be adjusted to fit student and/or supervisor needs).</b>          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.</p>
7	<p><b>Student Teacher (ST)</b>          Plan and teach a minimum of four lessons each day.          Discuss full-time teaching plan with CT.          Continue to plan a timeline for TWS or edTPA according to online course due dates.          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).          Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p> <p><b>Cooperating Teacher (CT)</b>          Conference with ST daily.          Discuss full-time teaching plan with ST.          If applicable, discuss implementation of TWS or edTPA 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.</p> <p><b>Faculty Supervisor (FS)</b>          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.          Confirm ST full-time teaching plan with ST and CT.</p>

8	<p><b>Student Teacher (ST)</b>  Plan and teach the full school day.  Continue to plan a timeline for TWS or edTPA according to online course due dates.  Conference with CT daily  Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).  Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.</p>
	<p><b>Cooperating Teacher (CT)</b>  Conference with Student Teacher daily.  Review ST's daily lesson plans and provide guidance and feedback.  Phone/email conference with FS.</p>
	<p><b>Faculty Supervisor (FS)</b>  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><b>Student Teacher (ST)</b>  Plan and teach the full school day.  Conference with CT daily.  Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).  Phone/email conference with FS.  If applicable, implement TWS or edTPA (implement in weeks 8-11 as needed).  Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.  Continue to complete the components of TWS or edTPA according to online course due dates.</p>
	<p><b>Cooperating Teacher (CT)</b>  Conference with Student Teacher daily.  Review ST's daily lesson plans and provide guidance and feedback.  Phone/email conference with FS.</p>
	<p><b>Faculty Supervisor (FS)</b>  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><b>Student Teacher (ST)</b>  Plan and teach the full school day.  If applicable, implement TWS or edTPA.  Schedule Final Evaluation with FS (complete in week 11 or 12).  Conference with CT daily.  Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).  Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.  Continue to complete the components of TWS or edTPA according to online course due dates.</p>
	<p><b>Cooperating Teacher (CT)</b>  Conference with Student Teacher daily.  Review ST's daily lesson plans and provide guidance and feedback.  Phone/email conference with FS.</p>
	<p><b>Faculty Supervisor (FS)</b>  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><b>Student Teacher (ST)</b>  Plan and teach the full school day.  Discuss and plan timeline for transition of responsibilities back to CT.  Conference with CT daily.  Provide CT with lesson plans a minimum of 48 hours in advance (or as directed).  Add Weekly Reflection and one Lesson Plan (minimum) to Tk20 for FS review.  Continue to complete the components of TWS or edTPA according to online course due dates.</p>

	<p><b>Cooperating Teacher (CT)</b>          Discuss and plan timeline for transition of responsibilities from ST.          Conference with Student Teacher daily.          Review ST's daily lesson plans and provide guidance and feedback.          Phone/email conference with FS.</p>
	<p><b>Faculty Supervisor (FS)</b>          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><b>Student Teacher (ST)</b>          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.  <b>FINAL OBSERVATION. Following the evaluation, conduct three-way conference with CT &amp; FS @ school site; (may be adjusted to fit student and/or supervisor needs).</b>          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).          Initiate transition of classroom responsibilities to CT.          Provide Final Grade Form to online seminar course Instructor, per course assignment instructions.          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).          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.          Continue to complete the components of TWS or edTPA according to online course due dates.</p> <p><b>Cooperating Teacher (CT)</b>  <b>FINAL OBSERVATION. Following the evaluation, conduct three-way conference with ST &amp; FS @ school site; (may be adjusted to fit student and/or supervisor needs).</b>          Complete the CT Final Evaluation form in Tk20 (see instructions).          Collaborate with FS on Final Student Teaching Grade Form.          Initiate transition of classroom responsibilities from ST.          Conference with Student Teacher daily.          Review ST's daily lesson plans and provide guidance and feedback.</p> <p><b>Faculty Supervisor (FS)</b>  <b>FINAL OBSERVATION. Following the evaluation, conduct three-way conference with ST &amp; CT @ school site; (may be adjusted to fit student and/or supervisor needs).</b>          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.</p>
<p>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. 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 <b>minimum</b> of three weeks. The Student Teacher must follow the CT's schedule full time for the other weeks of the placement.</p>	