

ELEMENTARY – 8 WEEK PLACEMENT / 9 WEEK PLACEMENT

WEEK	PLACEMENT ONE – 8 WEEKS
Prior to Week 1	Student Teacher (ST) <ul style="list-style-type: none"> ✓ Contact Cooperating Teacher (CT) via phone to confirm start date, arrival time, school site address, and parking guidelines (as necessary). ✓ Review the California Teacher 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 CT and Faculty Supervisor (FS). Ensure receipt of approval email. ✓ Prepare any materials, lessons, etc., needed to begin practicum. ✓ Confirm access to the Tk20 student teaching binder. Contact EPS if need assistance with Tk20. ✓ After Orientation meeting with FS/CT, complete Orientation Checklist, Student Teaching Grade, edTPA/TWS acknowledgments within Tk20.
	Cooperating Teacher (CT) <ul style="list-style-type: none"> ✓ Review the California Teacher 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). ✓ 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, complete acknowledgement in Tk20. ✓ EPS will initiate your onboarding for the stipend 1-2 weeks before the placement and send you the instructions.
	Faculty Supervisor (FS) <ul style="list-style-type: none"> ✓ 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 CT and ST 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.
1	Student Teacher (ST) <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS. ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Conduct initial conference with CT to discuss classroom and school rules/policies; tour the school site as time permits; establish a daily conference time. ✓ Review components/requirements of the edTPA portfolio with CT and FS. ✓ Send home edTPA permission slips with students. ✓ Observe the classroom. ✓ Complete attendance log hours for this week. ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.
	Cooperating Teacher (CT) <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS ✓ Conference with ST daily ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.
	Faculty Supervisor (FS) <ul style="list-style-type: none"> ✓ Contact ST via phone and/or email to review student teaching procedures and discuss student teaching Week 1. ✓ Review weekly attendance log, if any absences inform University, immediately so end date may be adjusted. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress.
2	Student Teacher (ST) <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS. ✓ Conference with CT daily. ✓ Plan and teach at least 1 period each day. ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Review components/requirements of the edTPA portfolio with CT and FS. ✓ Complete attendance log hours for this week ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.
	Cooperating Teacher (CT) <ul style="list-style-type: none"> ✓ Review ST's daily lesson plans ✓ Phone and/or email conference with FS ✓ Conference with ST daily

	<ul style="list-style-type: none"> ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. ✓ Check your Tk20 access – if you did not receive the Tk20 access email, please contact the assigned EPS.
	<p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with ST ✓ Review weekly attendance log, if any absences inform University. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress
3	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ OBSERVATION 1 BY FS. Conference with FS & CT @ school site; (may be adjusted to fit ST or FS needs) ✓ Phone and/or email conference with FS ✓ Conference with CT daily ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Continue to plan and teach at least 1 period each day. ✓ Work on edTPA components ✓ Complete attendance log hours for this week ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.
	<p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ OBSERVATION 1 BY FS. Conference with ST & FS ✓ Phone and/or email conference with FS ✓ Conference with ST daily ✓ Review ST's daily lesson plans ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. ✓ Complete orientation/CT training survey
	<p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ OBSERVATION 1 BY FS. Conference with ST & CT @ school site ✓ Complete informal observation form in Tk20 ✓ Phone and/or email conference with ST ✓ Review weekly attendance log, if any absences inform University. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress. ✓ Verify CT has Tk20 access
4	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS. ✓ Conference with CT daily ✓ Plan and teach at least 2 periods to full class each day ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught ✓ Work on edTPA components ✓ Complete attendance log hours for this week ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.
	<p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS ✓ Conference with ST daily ✓ Review ST's daily lesson plans ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. ✓ Complete the CT midterm evaluation in Tk20
	<p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with ST ✓ Review weekly attendance log, if any absences inform University. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress
5	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ OBSERVATION (MIDTERM) BY FS. Conference with FS & CT ✓ Phone and/or email conference with FS. ✓ Conference with CT daily. ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Plan and teach the full day (at the discretion of CT). ✓ Work on edTPA components. ✓ Complete attendance log hours for this week. ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review. ✓ Submit your Midterm Student Teaching Grade Form to your online course instructor (Follow course assignment requirements).
	<p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ Mid-term EVALUATION & OBSERVATION. Conference with FS & ST ✓ Phone and/or email conference with FS ✓ Conference with ST daily. ✓ Review ST's daily lesson plans.

	<ul style="list-style-type: none"> ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. ✓ Complete CT midterm and pedagogical evaluations in Tk20.
	<p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ OBSERVATION (MIDTERM) BY FS. Conference with ST & CT ✓ Complete the FS Midterm Evaluation in Tk20 ✓ Phone and/or email conference with ST ✓ Review weekly attendance log, if any absences inform University. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress.
6	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS. ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Plan and teach full day. ✓ Work on edTPA components. ✓ Complete attendance log hours for this week. ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review. <p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS ✓ Conference with ST daily. ✓ Review ST's daily lesson plans. ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. <p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ Ensure the CT has completed the CT Midterm Evaluation in Tk20. ✓ Phone and/or email conference with ST. ✓ Review weekly attendance log, if any absences inform University. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress.
7	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS. ✓ Conference with CT daily. ✓ Work on edTPA components. ✓ Continue to plan and teach full day. ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Complete attendance log hours for this week. ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review. ✓ Review mid-term evaluations in Tk20 and submit mid-term acknowledgements. <p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS ✓ Conference with ST daily. ✓ Review ST's daily lesson plans. ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. <p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with ST ✓ Review weekly attendance log, if any absences inform University. ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20. ✓ Check in with CT via phone/e-mail/in person regarding ST's progress.
8	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ FINAL EVALUATION & OBSERVATION BY FS & CT. ✓ Conference with FS & CT. ✓ Phone and/or email conference with FS. ✓ Conference with CT daily. ✓ Continue to plan and teach full day (at discretion of CT). ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Work on edTPA components. ✓ Complete attendance log hours for this week, upload final attendance log in TK20. ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review. ✓ Submit your FS Final Student Teaching Grade Form to your online course instructor (Follow course assignment requirements). <p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ FINAL EVALUATION & OBSERVATION. Conference with FS & ST ✓ Phone and/or email conference with FS ✓ Complete CT Final evaluation in Tk20. ✓ Conference with ST daily. ✓ Review ST's daily lesson plans. ✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent. <p>Faculty Supervisor (FS)</p>

	<ul style="list-style-type: none"> ✓ FINAL EVALUATION & OBSERVATION. Conference with ST & CT. ✓ Complete FS Final Evaluation and Final Student Teaching Grade Form in Tk20 ✓ Phone and/or email conference with ST ✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20 ✓ Check in with CT via phone/e-mail/in person regarding ST's progress
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WEEK	PHASE TWO – 8/9 WEEKS
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Prior to Week 1	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ Contact Cooperating Teacher (CT) via phone to confirm start date, arrival time, school site address, and parking guidelines (as necessary). ✓ Review the California Teacher 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 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. <p>After Orientation meeting with FS/CT, complete Orientation Checklist, Student Teaching Grade, edTPA/TWS acknowledgments within Tk20.</p>
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	<p>Cooperating Teacher (CT)</p> <ul style="list-style-type: none"> ✓ Review the California Teacher Handbook and other materials included in the student teaching approval email. Any questions about the materials should be directed to the Clinical Practice 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, complete acknowledgement in Tk20. ✓ EPS will initiate your onboarding for the stipend 1-2 weeks before the placement and send you instructions.
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	<p>Faculty Supervisor (FS)</p> <ul style="list-style-type: none"> ✓ 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 CT and ST 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). <p>Complete Orientation Checklist Acknowledgement within Tk20.</p>
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1	<p>Student Teacher (ST)</p> <ul style="list-style-type: none"> ✓ Phone and/or email conference with FS. ✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught. ✓ Conduct initial conference with CT to discuss classroom and school rules/policies; tour the school site as time permits; establish a daily conference time. ✓ Review components/requirements of the edTPA portfolio with CT and FS. ✓ Send home edTPA permission slips with students. ✓ Observe the classroom. ✓ Complete attendance log hours for this week. ✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.
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