

# SECONDARY – 16/17 WEEK PLACEMENT

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

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

	<ul style="list-style-type: none"> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> </ul>
	<p><b>Faculty Supervisor (FS)</b></p> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION BY FS. Conference with ST 7 CT.</b></li> <li>✓ <b>Complete Informal observation form in Tk20</b></li> <li>✓ Phone and/or email conference with ST</li> <li>✓ Review weekly attendance log if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress</li> </ul>
6	<p><b>Student Teacher (ST)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Conference with CT daily.</li> <li>✓ Plan and teach at least 3 periods to full day.</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
	<p><b>Cooperating Teacher (CT)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> <li>✓ Verify access to Tk20 for mid-term evaluation.</li> </ul>
	<p><b>Faculty Supervisor (FS)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with ST</li> <li>✓ Review weekly attendance log if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>
7	<p><b>Student Teacher (ST)</b></p> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION (MIDTERM) BY FS. Conference with FS &amp; CT</b></li> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Conference with CT daily.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Plan and teach the full day (at the discretion of CT).</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> <li>✓ Submit your Midterm Student Teaching Grade Form to your online course instructor (Follow course assignment requirements).</li> </ul>
	<p><b>Cooperating Teacher (CT)</b></p> <ul style="list-style-type: none"> <li>✓ <b>Mid-term EVALUATION &amp; OBSERVATION. Conference with FS &amp; ST</b></li> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> <li>✓ <b>Complete CT midterm and pedagogical evaluations in Tk20.</b></li> </ul>
	<p><b>Faculty Supervisor (FS)</b></p> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION (MIDTERM) BY FS. Conference with ST &amp; CT</b></li> <li>✓ <b>Complete the FS Midterm Evaluation and Student Teaching Grade Form in Tk20</b></li> <li>✓ Phone and/or email conference with ST</li> <li>✓ Review weekly attendance log, if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>
8	<p><b>Student Teacher (ST)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Plan and teach full day.</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
	<p><b>Cooperating Teacher (CT)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> </ul>

	<p><b>Faculty Supervisor (FS)</b></p> <ul style="list-style-type: none"> <li>✓ Ensure the CT has completed the CT Midterm Evaluation in Tk20.</li> <li>✓ Phone and/or email conference with ST.</li> <li>✓ Review weekly attendance log, if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>
9	<p><b>Student Teacher (ST)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Conference with CT daily.</li> <li>✓ Work on edTPA components.</li> <li>✓ Continue to plan and teach full day.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> <li>✓ Review mid-term evaluations in Tk20 and submit mid-term acknowledgements.</li> </ul>
	<p><b>Cooperating Teacher (CT)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> </ul>
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10	<p><b>Student Teacher (ST)</b></p> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION BY FS. Conference with FS &amp; CT (may be adjusted to fit ST or FS needs)</b></li> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Conference with CT daily.</li> <li>✓ Continue to plan and teach full day.</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
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	<p><b>Faculty Supervisor (FS)</b></p> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION BY FS. Conference with ST &amp; CT.</b></li> <li>✓ <b>Complete informal observation form in Tk20</b></li> <li>✓ Review weekly attendance log, if any absences inform University.</li> <li>✓ Phone and/or email conference with ST.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>
11	<p><b>Student Teacher (ST)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Conference with CT daily.</li> <li>✓ Continue to plan and teach full day.</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
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	<p><b>Faculty Supervisor (FS)</b></p> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with ST</li> <li>✓ Review weekly attendance log if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>

12	<b>Student Teacher (ST)</b> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION BY FS. Conference with FS &amp; CT</b></li> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Conference with CT daily.</li> <li>✓ Continue to plan and teach full day.</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
	<b>Cooperating Teacher (CT)</b> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION BY FS. Conference with ST &amp; FS</b></li> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> </ul>
	<b>Faculty Supervisor (FS)</b> <ul style="list-style-type: none"> <li>✓ <b>OBSERVATION BY FS. Conference with ST &amp; FS</b></li> <li>✓ <b>Complete Informal observation in Tk20</b></li> <li>✓ Review weekly attendance log if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Phone and/or email conference with Student Teacher</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress</li> </ul>
13	<b>Student Teacher (ST)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Conference with CT daily.</li> <li>✓ Continue to plan and teach a full day</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
	<b>Cooperating Teacher (CT)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> </ul>
	<b>Faculty Supervisor (FS)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with ST</li> <li>✓ Review weekly attendance log, if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>
14	<b>Student Teacher (ST)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Conference with CT daily.</li> <li>✓ Continue to plan and teach a full school (at CT discretion).</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> <li>✓ Complete Weekly Reflection and upload one Lesson Plan (minimum) to Tk20 for FS review.</li> </ul>
	<b>Cooperating Teacher (CT)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS</li> <li>✓ Conference with ST daily.</li> <li>✓ Review ST's daily lesson plans.</li> <li>✓ Review and acknowledge ST's weekly attendance log (Friday), please inform FS if student is absent.</li> </ul>
	<b>Faculty Supervisor (FS)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with ST.</li> <li>✓ Review weekly attendance log if any absences inform University.</li> <li>✓ Review Weekly Reflection and Lesson Plan and provide feedback in Tk20.</li> <li>✓ Check in with CT via phone/e-mail/in person regarding ST's progress.</li> </ul>
15	<b>Student Teacher (ST)</b> <ul style="list-style-type: none"> <li>✓ Phone and/or email conference with FS.</li> <li>✓ Provide your CT with a copy of your lesson plan 48 hours prior to it being taught.</li> <li>✓ Conference with CT daily.</li> <li>✓ Continue to plan and teach a full school (at CT discretion).</li> <li>✓ Work on edTPA components.</li> <li>✓ Complete attendance log hours for this week.</li> </ul>

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