

## STUDENT TEACHING REQUIREMENTS

### *Common to All Student Teachers:*

- Complete a minimum of **70 instructional days** of student teaching at the cooperating school (The three Student Teaching Seminar class release days do not count as instructional days).
- Assume responsibility, usually during the second week, starting with one class. Classes are then added, one each week until the student teacher is teaching all of the classes of the cooperating teacher. The full day teaching should last for a full week for each of the two 7-8 week placements and two full weeks for a single placement.
- Meet with the university supervisor a minimum of six (6) times; four (4) will be formal observations, and two will be two seminars designed by the University Supervisor. .
- All observations will be scheduled in advance and must include a pre and post observation conference. Each lesson plan should be sent to the university supervisor two (2) to three (3) days before the scheduled observation to allow for review and feedback.
- Complete and reflect upon a minimum of one (1) video-taped lesson.
- Create and implement a Professional Growth Plan with guidance from the cooperating teacher and university supervisor.
- Develop a Teacher Work Sample (TWS) in the Student Teaching Seminar class ([http://www.wku.edu/cebs/peu/documents/unit-wide\\_forms/tws\\_revised\\_prompt-and-rubric.pdf](http://www.wku.edu/cebs/peu/documents/unit-wide_forms/tws_revised_prompt-and-rubric.pdf)) to be taught in the student teaching classroom. One lesson from the TWS must be observed by the university supervisor OR cooperating teacher following the timeline of the TWS development and the cooperating teacher's schedule.
- Participate in school events and projects making a substantial contribution.
- Submit written lesson plans in advance to the cooperating teacher for review feedback.
- Conference weekly with cooperating teacher.
- Develop the following Sources of Evidence:
  - KTIP Lesson Plans (one for each formal observation and the video lesson)
  - Post-Observation Reflection of Formal Observations
  - Professional Growth (Plan)
  - Professional Involvement Log
  - Family Communication Log
  - Videoed Lesson Reflection and Analysis
  - Observation of Teaching (Student Teaching Performance Record)
  - Weekly Projected Schedule of Responsibilities

- Dispositions Form
  - Sample daily and weekly evaluations from the cooperating teacher
  - Documentation and reflections of six (6) outside classroom observations
  - Optional evidence that supports demonstration of one or more components of the Kentucky Framework for Teaching
- Adhere to the due dates established by the University Supervisor.
  - Complete Student Teaching Survey (completed in the Student Teaching Seminar class).
  - Dress professionally.
    - Most days will be “modest casual professional,” such as khakis, slacks or skirt with a nice shirt or pullover, or a dress (note: all skirts/dresses must be no higher than two inches above the knee).
    - All clothing should be neat, clean, and free from rips, tears and wrinkles.
    - Casual flip-flops, fleece sweatpants, warm-up, or jeans (all colors) are not appropriate and will not be allowed in the school setting.
    - Shorts may not be worn, even if they are knee length.
    - Spaghetti straps and tank tops are not appropriate, unless covered.
    - Clothing that is sheer, backless, low cut, and/or expose midriff are inappropriate and should never be worn.
    - Leggings may only be worn if covered by a dress no higher than two inches above the knee.
    - Body piercings (except ears) must be covered or removed, and no tattoos should be obvious.
    - If participating in school “Spirit Day”, only host school or WKU athletic apparel should be worn.
    - Exception: Physical Education teachers may dress appropriately for the day’s planned activities, including knee length shorts, warm-up suits, and athletic shoes, but excluding jeans. All other days, professional dress guidelines must be followed.