***TENTATIVE* STUDENT TEACHING TIMELINE**

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| **University Supervisor Visit** | **\*One Full Semester Placement** | **\*Two Placements within the Semester** |
| First visit | **Weeks 1-2*** Complete general visit with university supervisor; discuss concerns/questions to include the method to be used for organization of all documents.
* Discuss grading procedures with cooperating teacher and university supervisor.
* Discuss use of daily and weekly evaluations.
* Discuss timeline of the EDU 489 Teacher Work Sample (TWS) – select date for observation of one lesson from the TWS unit.
* Discuss Self-Assessment of Performance RESULTS on the Professional Growth Plan (PGP) with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
 | **Weeks 1-2: Begin First Placement*** Complete general visit with university supervisor; discuss concerns/questions to include the method to be used for organization of all documents.
* Discuss grading procedures with cooperating teacher and university supervisor.
* Discuss use of daily and weekly evaluations.
* Discuss timeline of the EDU 489 Teacher Work Sample (TWS) – select date for observation of one lesson from the TWS unit.
* Discuss Self-Assessment of Performance RESULTS on the Professional Growth Plan (PGP) with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
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| Second visit | **Weeks 3-4*** Prepare/update Sources of Evidence templates for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor
* Submit Post-Observation Reflection (48 hours after observation)
* Submit video-taped lesson and reflection for analysis.
* Discuss daily and weekly evaluations by cooperating teacher with university supervisor.
* Discuss PGP and updates as appropriate.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
 | **Weeks 3-5*** Prepare/update Sources of Evidence templates for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection (48 hours after observation)
* Submit video-taped lesson and reflection for analysis.
* Discuss daily and weekly evaluations by cooperating teacher with university supervisor.
* Discuss PGP and updates as appropriate.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
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| Third visit | **Weeks 5-7*** Prepare/update Sources of Evidence templates for review by university supervisor.
* Review reflection of video tape.
* Discuss PGP and updates as appropriate.
* Discuss daily and weekly evaluations.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
 | **Weeks 6-7*** Prepare/update Sources of Evidence templates for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection (48 hours after observation)
* Discuss daily and weekly evaluations by cooperating teacher with university supervisor.
* Discuss PGP and update as appropriate
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Discuss Final Evaluation from both cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
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| Fourth visit | **Weeks 8-9*** Prepare/update Sources of Evidence templates for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection (48 hours after observation
* Discuss PGP and updates as appropriate.
* Discuss daily and weekly evaluations by cooperating teacher with university supervisor.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
 | **Weeks 8-9: Begin Second Placement** * Complete second general visit with university supervisor; discuss concerns/questions.
* Discuss grading procedures with cooperating teacher and university supervisor.
* Discuss use of daily and weekly evaluations.
* Select date for formal observation.
* Discuss the Professional Growth Plan with the new cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.

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| Fifth Visit | **Weeks 10-11*** Prepare/update Sources of Evidence for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection (48 hours after observation)
* Discuss PGP and update as appropriate
* Discuss daily and weekly evaluations by cooperating teacher with university supervisor..
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.

. | **Weeks 10-12*** Prepare/update Sources of Evidence for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection (48 hours after observation)
* Discuss PGP and updates as appropriate.
* Discuss daily and weekly evaluations by cooperating teacher with university supervisor.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.

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| Sixth visit | **Weeks 12-14*** Prepare/update Sources of Evidence for final review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection
* Discuss PGP final results.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Discuss Final Evaluations from both cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.

. | **Weeks 13-14*** Prepare/update Sources of Evidence for review and evaluation by university supervisor.
* Complete observation and post-observation conference with university supervisor.
* Submit Post-Observation Reflection
* Discuss PGP final results.
* Participate in 3-way conference with cooperating teacher and university supervisor.
* Discuss Final Evaluations from both cooperating teacher and university supervisor.
* Complete the Weekly Projected Schedule of Responsibilities and submit to the cooperating teacher and university supervisor.
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\*NOTES:

* The designated week structure may vary slightly depending on the 70 days of structure.
* Student Teaching Abroad will impact this schedule. Work with the university supervisor and Student Teaching Seminar instructor/professor to adapt this schedule to allow successful completion of the student teaching experience.
* When the student teacher is ready to begin teaching, usually during the second week, she/he should start with one class. Classes are then added, one each week is suggested, until the student teacher is teaching all of the classes of the cooperating teacher.
* Near the end of the student teaching period, the student teacher should be relieved of all or nearly all teaching responsibilities to allow time for additional observation for each placement. (six total)
* The student teacher must attend all seminars scheduled by the Office of Professional Educator Services, EDU 489 instructor and/or the student teacher’s university supervisor. These are state and university requirements.

 Absence from a seminar must be made up with additional teaching days.