Thank you for volunteering to support a future teacher! Here are some helpful hints to get started:

- Review binder requirements with student teacher
- Discuss schedule with student teacher (requirements are on the checklist in the binder)
- Introduce student teachers to other teachers and school community
- As appropriate, invite candidates to attend school and district professional development programs and meetings
- Provide student teachers with an overview of curriculum, work usually covered (or already covered), and with textbooks and other instructional materials
- Review school rules and district policies
- Help student teachers to plan instruction; including the preparation of lesson plans
- Discuss effective teaching strategies
- Review student teachers’ lesson plans prior to their delivery of instruction.
- Observe student teachers and provide written and verbal feedback. Conference regularly (at least once per week) to provide guidance and constructive feedback related to the TPEs
- Contact the student teacher’s University Supervisor to discuss any support that the candidate might further require.
- Cooperating Teachers should request a three-party evaluation conference early in the CSUEB quarter, if they are concerned about the candidate’s competence or commitment to teaching. They may recommend that a candidate be suspended from student teaching if the candidate does not satisfactorily demonstrate progress in meeting the TPEs.
- Assist the student teacher in completing teaching lessons for course assignments. These assignments may differ from regular curriculum and may include videotaping (permission slips will be provided)

End of placement expectations:

- Cooperating Teachers evaluate candidates and complete a Summative Field Experience Evaluation Form after the candidate completes his/her solo-teaching period.
- A three-party evaluation conference (cooperating teacher, supervisor, student teacher) will take place to review Summative forms.
<table>
<thead>
<tr>
<th>Week</th>
<th>Possible gradual release of responsibility schedule</th>
<th>Calendar Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*Observe teaching and take notes on what and how your Cooperating Teacher (CT) is teaching and establishing routines</td>
<td>Plan to begin student teaching close to the first day of school.</td>
</tr>
</tbody>
</table>
| 2    | *Observe teaching and take notes  
*Actively interact with students and participate in routines                  |                                          |
| 3    | *Teach/lead a routine activity  
Continue to observe and interact with students throughout entire placement!                         | 9/5: Labor Day                           |
| 4    | *Plan and teach a whole group or small group lesson 2 x during week  
Lesson plans are to be reviewed with CT a day or more prior to teaching the lesson(s) |                                          |
| 5    | **Discuss class assignments**  
*Plan and teach a whole group 2 x during week  
*Plan and teach a small group daily                        |                                          |
| 6    | *Plan and teach a whole group lesson daily  
*Plan and teach a small group daily                               |                                          |
| 7    | *Plan and teach a whole group lesson daily  
*Plan and teach a small group daily                               |                                          |
| 8    | *Plan and teach a whole group lesson daily in one subject area (take responsibility for the subject area including assessment)  
*Plan and teach a small group daily                           |                                          |
| 9    | *Plan and teach a whole group lesson daily in one subject area (take responsibility for the subject area including assessment)  
*Plan and teach a small group daily                           |                                          |
| 10   | *Plan and teach a whole group lesson daily in one subject area (take responsibility for the subject area including assessment)  
*Plan and teach a whole group lesson 2x in a different subject area than above  
*Plan and teach a small group daily                           |                                          |
| 11   | *Plan and teach a whole group lesson daily in one subject area (take responsibility for the subject area including assessment)  
*Plan and teach a whole group lesson 2x in a different subject area than above                              | 10/31: Halloween                         |
<table>
<thead>
<tr>
<th>Date</th>
<th>Weekly Activities</th>
<th>Special Days</th>
</tr>
</thead>
</table>
| 12    | *Plan and teach a whole group lesson daily in two subject areas (take responsibility for the subject area including assessment)  
      | *Plan and teach a small group daily                                                                                                                                                                            | 11/11: Veteran’s Day                                                        |
| 13    | *Plan and teach a whole group lesson daily in two subject areas (take responsibility for the subject area including assessment)  
      | *Plan and teach a small group daily                                                                                                                                                                            |                                                                              |
| 14    | 11/21-11/25  
      | THANKSGIVING BREAK: no school (for most--check with your district)  
      |                                                                              |                                                                              |
| 15    | *Plan and teach a whole group lesson daily in two subject areas (take responsibility for the subject area including assessment)  
      | *Plan and teach a small group daily                                                                                                                                                                            |                                                                              |
| 16    | Possible SOLO WEEK/3 Way Conference                                                                                                                                                                             |                                                                              |
| 17    | *Continue to teach in placement classroom using what you learned during solo week!  
      | *Observe in other classrooms  
      | *Celebrate your growth as a teacher                                                                                                                                                                            |                                                                              |

Starting dates for 2nd placement:  
TED/SPED: January 3rd  
Team 25, 40, 50 TED: January 17th (after MLK Day)