Requirements for Candidate Binders

All multiple and single subject candidates are required to keep binders during their placement. These binders must be available for supervisors during site visits.

These binders should not be considered an additional burden, but an artifact that documents your experience as a student teacher. Many candidates go on to use their binders as a valuable reference source. Writing out your lesson plans is part of being a teacher and while with experience you may be able to condense them, at this point in your learning it is necessary to do so. If your supervisor approves, the binders may be kept in a digital format.

You do not have to use the PACT lesson format for these lessons; there are many valid lesson plan formats from which you can select. Talk to your cooperating teacher and university supervisor. Some of the lesson plans may originate with your master teacher or district.

The binder at a minimum must include the following:

- For first placement: 30 lesson plans total. This should be spread out over the entire placement. (This number can be raised at the discretion of the supervisor.)
- For second placement: 36 lesson plans total. This should be spread out over the entire placement.
  - These must include all observed lessons.
  - The lesson plans should represent a variety of content areas, i.e., for multiple subject it should include, math, language arts, science, art, etc., for single subject it might include different grade levels.
- A unit plan.
- All supervisor and master teacher observation notes.
- Summative evaluations
- For both first and second placement: nine lessons to fulfill requirements for TPE 7. (These may be the same lessons included in the above only if the candidate has added appropriate adaptations.)
  - For multiple subject candidates:
    - 3 SDAIE lessons
    - 3 listening/speaking lessons
    - 3 literacy lessons
  - For single subject – 9 SDAIE lessons

It is recommended that the binder also contain:

- School information
- School directory
- School policies
- Schedule
- Campus map
- Emergency procedures
- Seating chart