STUDENT TEACHING FIELDWORK PLACEMENT CHECKLIST

MEET AND GREET INTERVIEW - before the placement begins
The Cooperating Teacher will have the opportunity to interview (in-person or virtually) the Teacher Candidate before the placement begins. The candidate will bring their Resume and Statement of Purpose to facilitate this discussion.

DATES
FALL: beginning around August 18, 2021 and ending no sooner than December 10, 2021.
SPRING: beginning on January 18, 2022 and ending no sooner than May 13, 2022.

PREPARATION FOR STUDENT TEACHING (Candidate & Cooperating Teacher)
- Determine student teaching schedule: 5 instructional hours per day, 4 days a week
  - Review suggested calendar below
- Determine regular time to meet to discuss planning, instruction, assessment, etc.
- Candidate communicates CSUEB course requirements
- Cooperating Teacher communicates school site information
- Distribute and collect video permission forms
- Review formative/summative evaluation form and TPEs (Matrix)
- Emergency Contact Information give to school site office and Cooperating Teacher (Please note: this can only be accessed through your horizon account)

PREPARATION FOR STUDENT TEACHING (Candidate & University Supervisor)
- Schedule 6 observations with University Supervisor (synchronous or video)
- Prepare lesson plans for University Supervisor 24 –48 hours prior to observation
  - Lessons plans MUST include at minimum: learning objectives, standards, assessments, sequence of activities, accommodations, and academic language goals
  - Lesson reflection 24-48 hours after lesson debrief
- Discuss approval of hours through Time2track

CANDIDATE, SUPERVISOR, & COOPERATING TEACHER
- Share contact information
- Determine 2 week solo takeover at the end of the placement
  - Schedule one supervisor observation during the solo time
- Schedule 3-way Formative/Summative Evaluation Conference for the end of the placement

---------------------

Fall Semester Suggested Calendar:
The following is a suggested calendar. Some districts and schools may use alternate calendars. Work with your Cooperating Teacher (CT) and University Supervisor to create an individualized plan. **BE FLEXIBLE!**

**Week 1:** Observe teaching and take notes on what and how your Cooperating Teacher is teaching and establishing routines.

**Week 2:** Observe teaching and take notes on what and how your CT is teaching and establishing routines. Actively interact with students and participate in routines.

**Week 3:** Teach/lead routine activities. Continue to observe and interact with students throughout the entire placement!

**Week 4 - 6:** Plan and teach one instructional hour 2 x during week. Lesson plans are to be reviewed with CT a day or more prior to teaching the lesson(s).

**Week 7 - 10:** Plan and teach one instructional hour 3 x during week. Team teach/assist 2 hours.

**Week 11 - 15:** Possible solo weeks. Plan and teach one instructional hour 4 x during week. Team teach/assist 2 hours.

---------------------

**Spring Semester Suggested Calendar:**
The following is a suggested calendar. Some districts and schools may use alternate calendars. Work with your Cooperating Teacher (CT) and University Supervisor to create an individualized plan. **BE FLEXIBLE!**

**Week 1:** Observe teaching and take notes on what and how your Cooperating Teacher (CT) is teaching and establishing routines. Actively interact with students and participate in routines.

**Week 2:** Teach/lead routine activities. Plan and teach one instructional hour 2 x during the week. Lesson plans are to be reviewed with CT a day or more prior to teaching the lesson(s). Continue to observe and interact with students throughout the entire placement!

**Week 3:** Plan and teach one instructional hour 3 x during week. Team teach/assist 2 hours.

**Week 4:** Plan and teach one instructional hour 4 x during week. Team teach/assist 2 hours.

**Week 5:** Plan and teach one instructional hour 4 x during week. Plan and teach another instructional hour 2 x during week. Team teach/assist 1 hour.
**Week 6:** Plan and teach one instructional hour 4 x during week. Plan and teach another instructional hour 3 x during week. Team teach/assist 1 hour.

**Week 7:** Plan and teach 2 instructional hours daily. Team teach/assist another hour.

**Week 8:** Plan and teach 2 instructional hours daily. Take responsibility for the entire lessons including assessment. Plan and teach another instructional hour 2 x during week. Team teach/assist two hours.

**Week 9:** Plan and teach 2 instructional hours daily. Plan and teach another instructional hour 3 x during week. Team teach/assist two hours.

**Weeks 10 - 16:** Plan and teach 3 instructional hours daily. Team teach/assist 2 hours. 2 weeks are solo/co-teaching.

Candidate signature:

Cooperating Teacher signature:

*Candidate will submit this form TED 571/575*