



EAST BAY

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
 - Lesson 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