

SUGGESTED TEACHING SCHEDULE FOR STUDENT TEACHING

By the end of the first week of each experience, the cooperating teacher and the student teacher should develop a written calendar/timeline for gradual assumption of teaching responsibilities by the student teacher. The calendar/timeline should be flexible, and serve as a means of communication rather than a guarantee. Both the student teacher and the cooperating teacher must be comfortable with the outlined plan. **Early planning is essential to allow for a maximum amount of full-time teaching for the student teacher.** Below are suggestions to help in mapping out a calendar/timeline:

ONE 14-WEEK ASSIGNMENT	TWO SIX/SEVEN WEEK ASSIGNMENTS (SPED & Some All-Level Certifications)
Week 1-2 – Should be a phase-in period. Student teacher should become familiar with the routines; meet other teachers and administrators; observe classes being taught by cooperating teacher; assist in daily teacher tasks; review lesson plans developed by cooperating teacher.	Week 1-2 – Should be a phase-in period. Student teacher should become familiar with the routines; meet other teachers and administrators; observe classes being taught by cooperating teacher; assist in daily teacher tasks; review lesson plans developed by cooperating teacher; take responsibility of teaching a subject or leading an activity.
Week 2-3 – Along with cooperating teacher, student teacher should develop and implement lesson plans in one class, and assist in planning other classes; continue to participate in daily teacher tasks.	Week 2-3 – Working with cooperating teacher, student teacher should develop lesson plans for one- two subject areas/class periods; take responsibility for teaching two subjects/class periods; decide on a unit topic and begin planning; continue to participate in daily teacher tasks.
Week 3-4 – Student teacher should completely take over one class period, independently planning and developing lessons and evaluations (plans to be approved by cooperating teacher); continue to cooperatively plan and co-teach at least one other class period.	Week 3-4 – Student teacher should independently develop lesson plans and evaluations (plans to be approved by cooperating teacher) and provide instruction for at least half of the day; continue to cooperatively plan and co-teach for the remainder of the day; begin implementation of unit plan.
Week 4-5 – Student teacher should independently plan and instruct in at least two class periods; begin developing plans for the remainder of the day.	Week 4-5/6 – Student teacher should independently plan for and teach all classes under the supervision of the cooperating teacher; student teacher should have full responsibility for the day, with the cooperating teacher available if needed.
Week 5-6 – Student teacher should independently plan and instruct in at least three class periods; student teacher should assume any duties of the cooperating teacher (i.e. hall duty, etc.).	Week 6/7 – Should be a phase-out period. Student teacher should gradually turn class back over to cooperating teacher; student teacher should submit all grades to cooperating teacher; time should be allotted for student teacher to observe in other classes/grade levels during this time.
Week 6-11 – Student teacher should independently plan for and teach all classes under the supervision of the cooperating teacher; student teacher should have full responsibility for the day, with the cooperating teacher available if needed.	
Week 12-14 – Should be a phase-out period. Student teacher should gradually turn classes back over to cooperating teacher; student teacher should submit all grades to cooperating teacher; time should be allotted for student teacher to observe in other classes/grade levels during this time.	

**** The amount of time a student teacher spends observing and participating in the classroom before moving into actual teaching may vary according to each situation. The cooperating teacher and student teacher must mutually decide when the student teacher is ready to assume teaching responsibilities by reviewing the student teacher's initiative, knowledge, ability, and overall readiness.**

**** The cooperating teacher must approve all lesson plans by the Thursday of the week prior to teaching. Planning should include student evaluation, supplemental activities, learning centers, bulletin boards, etc. where appropriate.**