

Guidelines for Stage II Student Teachers

Stage II Student Teachers follow the Master Teacher's schedule for the contract work day. Student Teachers begin by observing in their assigned classroom and gradually take over one subject area until they assume full responsibility for all instruction for two weeks (10 days)*. If both the Master Teacher and University Supervisor agree, the student teacher may assume greater responsibility sooner than this schedule indicates. School holidays may necessitate an adjustment to the teaching schedule.

Week One Get acquainted with the classroom, master teacher, school, etc. Observe and take notes regarding procedures in the classroom. By **Thursday**, begin participation—attendance, DOL, working with individual students or small groups. **Notebook requirements: block planning and formal lesson plans as required, daily reflections.**

Two and Three Continue with attendance and beginning activities. Assume responsibility for **one area** of core curriculum—Reading, Language Arts, Social Studies, Math, or Science. **Notebook requirements: block planning and formal lesson plans as required, daily reflections.**

Four Assume responsibility for **a second area** of core curriculum. **Notebook requirements: block planning and formal lesson plans as required, daily reflections, bulletin board photos and reflection due by week 5, tape video.**

MID-TERM EVALUATION due to University Supervisor by the end of week 4

Five Assume responsibility for **third and fourth areas** of core curriculum. **Notebook requirements: block planning and formal lesson plans as required, daily reflections, video reflection due by end week 5.**

Six and Seven Assume responsibility for the **full-day** student teaching. Full day student teaching should be 10 days in duration. **Notebook requirements: block planning and formal lesson plans as required, daily reflections, video reflection.**

FINAL EVALUATION due to University Supervisor by the end of week 7

Any modifications are to be approved by your master teacher and university supervisor.

* The Language Arts block includes a broad range of subjects. Consider breaking it down by reading groups, spelling, grammar, and writing. Students should begin by taking over 1 reading group and progress to working with all reading groups. If math groups are used, the same format should be followed. Student teachers should be observing the master teacher teaching at least one subject area a week until the 6th week of the assignment.

If the student teacher is absent for more than one day, all absences will need to be made up before the grade can be submitted for the student teacher. Student teachers are required to teach a minimum of 10 full days. If the student teacher is absent during the last two weeks, they must make up the days to complete the assignment. All student teachers are required to attend inservice days as allowed by the principal and master teacher. If attendance at inservices are not possible, the student teacher is to work in the classroom preparing materials and lessons. Pupil free days are not days off for student teachers.

Student teachers may substitute for their master teachers **ONLY** for a maximum of 3 full days. The student teacher must be in good standing on the district's substitute list. If there are any questions, please ask your university supervisor or Debbie Meadows. Substituting must be approved in advance by the university supervisor and Debbie Meadows.