

### Guidelines for Stage III Student Teachers

Stage III 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 a change to the teaching schedule.

#### Weeks:

- One Get acquainted with the classroom, master teacher, school, etc. Observe and take notes regarding procedures in the classroom. Begin participation: attendance, DOL, working with individual students or small groups on day 2. **Notebook requirements: block planning and formal lesson plans as required, observation notes, daily reflections.**
- Two 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.**
- Three Assume responsibility for a second area of core curriculum. **Notebook requirements: block planning and formal lesson plans as required, daily reflections.**
- Four Assume responsibility for third area of core curriculum **Notebook requirements: block planning and formal lesson plans as required, daily reflections, bulletin board photos and reflection due by end of week 4, tape social studies video.**

#### MID-TERM EVALUATION due to University Supervisor by the end of the 4<sup>th</sup> week of assignment

- Five Assume responsibility for fourth area 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 is to be a minimum of 10 days in duration. **Notebook requirements: block planning and formal lesson plans as required, daily reflections**
- Eight Phase out of full day teaching, gradually return the class to the master teacher. Continue to observe your master teacher and observe in other classrooms and grade levels within your school (or out of the school with university supervisor permission) during portions of the last week (maximum of 9 hours). Plan these visits with your university supervisor, master teacher, and their colleagues. **Notebook requirements: block planning, formal lesson plans as required, and observation notes. Student teachers are to keep a visitation log in their notebooks for the university supervisor's signature.**

#### FINAL EVALUATION due to University Supervisor by the end of week eight

\* 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 6<sup>th</sup> week of the assignment.

More than one absent day will need to be made up before the grade can be submitted for the student teacher. 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 and 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 is to be approved in advance by the supervisor and placement coordinator.