

12-Week Sample Calendar

(Typical for Elementary and Secondary Licenses. Adapt as needed with your Cooperating Teacher, e.g. some student teachers may teach full-time from week two to week eleven.)

Week 1: *Pre-service week (Fall student teachers) or January/February (Spring student teachers):*

- ✓ Share your portfolio.
- ✓ Ask your Cooperating Teacher what you can do to prepare and to assist.
- ✓ Ask if you can set a specific time daily for conferencing (to discuss future lessons, and provide feedback on your teaching, assessments, creating a classroom community, etc.)
- ✓ Get to know the principal and the school.
- ✓ Begin your journal with two observation/reflection/keeper idea entries.

Week 2:

- ✓ Plan and teach at least 2 lessons/key experiences. (Submit each lesson plan to your Cooperating Teacher in advance for approval and keep copies to show your University Supervisor.)
- ✓ Two observation/reflection/keeper idea entries.
- ✓ At the beginning of each visit from your University Supervisor, give her/him your lesson plan and texts for lessons being observed (with Cooperating Teacher comments), all your lesson plans to date, AND your journal entries with key items highlighted.

Week 3:

- ✓ Plan and teach at least 1 lesson/key experience each day.
- ✓ Two observation/reflection/keeper idea entries.

Week 4:

- ✓ Write daily lesson plans and teach at least 2 lessons/key experiences each day.
- ✓ Two observation/reflection/keeper idea entries.

Week 5:

- ✓ Write daily lesson plans and teach at least ½ of each day.
- ✓ Two observation/reflection/keeper idea entries.

Week 6:

- ✓ Write daily lesson plans and teach the entire program.
- ✓ Two observation/reflection/keeper idea entries.
- ✓ Create and administer a K-12 student feedback survey on your teaching and compile results.
- ✓ Coordinate your mid-term evaluation meeting with your Cooperating Teacher and your University Supervisor. Complete the self-evaluation and be prepared to discuss it.

Week 7:

- ✓ Write daily lesson plans and teach the entire program.
- ✓ Two observation/reflection/keeper idea entries.

Week 8:

- ✓ Write daily lesson plans and teach the entire program.
- ✓ Two observation/reflection/keeper idea entries.
- ✓ Provide documentation of at least two assessment/evaluation activities.

Week 9:

- ✓ Write daily lesson plans and teach the entire program.
- ✓ Two observation/reflection/keeper idea entries.
- ✓ Videotape yourself during one lesson/key experience. Submit video critique to your University Supervisor. Note: Check with your Cooperating Teacher about any permission slip needed and to find out if any students prefer not to be on tape for religious or legal reasons.

Week 10:

- ✓ Write daily lesson plans and teach at least ½ of each day.
- ✓ Provide documentation of at least two parent involvement activities.

- ✓ Two observation/reflection/keeper idea entries.

Week 11:

- ✓ Plan and teach at least 1 lesson each day.
- ✓ Observe in at least two other classrooms within the school.
- ✓ Complete at least two observation/reflection/keeper idea entries.
- ✓ Prepare for your exit conference.

Week 12:

- ✓ Complete a TYPED summary observation/reflection/keeper idea entry that highlights what you have learned and your continuing goals. Compare and contrast what you noticed during your first week with your final observations.
- ✓ Observe in your classroom and at least two other classrooms within the school.
- ✓ Complete your Teaching Portfolio and gather your Student Teaching Items and present them at your EXIT CONFERENCE.
- ✓ Turn in a list of textbooks currently used in your classroom.