

First Semester Student Teaching Requirements
EED 578A, EED 560C, EED 567ACT

Name: _____ Student ID #: _____

Semester and Year: _____ Grade: _____ School: _____

Mentor Teacher: _____ University Supervisor: _____

The following requirements are based on the California Teacher Performance Expectations (TPEs) and must be met by the end of the student teaching experience. The Student Teacher should record tardiness, early departures, and absences in the appropriate row. During the student teaching experience, the Mentor Teacher (MT) and Student Teacher (ST) should initial after each week indicating the Student Teacher completed their responsibilities. At the end of the student teaching assignment the Student Teacher and Mentor Teacher will sign to confirm that all requirements have been met. The University Supervisor will approve this document and provide a copy to the Field Experience Office.

The Student Teacher's daily schedule will depend on the school bell schedule. Please use the space below to indicate the daily start and ending times after confirming this schedule with the Mentor Teacher.

Daily Start Time (approx. 30 minutes before the start of the school day): _____

Daily End Time (at least 12pm or approx. 10 minutes after the break for lunch): _____

Student Teaching Week 1

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 1-2 lessons in either Language Arts or Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.	<u>ST Initial</u>	<u>MT Initial</u>
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Student Teaching Week 2

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 2-3 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.	<u>ST Initial</u>	<u>MT Initial</u>
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*ELD lessons should be taught if English Learners are present in the classroom.

Student Teaching Week 3

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 3-4 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. If possible, begin videotaping live session ELA lessons for your rehearsal edTPA Task 2. Any lessons you teach for edTPA count towards your lessons this week. Lessons for edTPA should be part of the normal classroom curriculum.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.

ST Initial

MT Initial

Student Teaching Week 4

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 4-5 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. If possible, continue videotaping live session ELA lessons for your rehearsal edTPA Task 2. Any lessons you teach for edTPA count towards your lessons this week. Lessons for edTPA should be part of the normal classroom curriculum.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.

ST Initial

MT Initial

Student Teaching Week 5

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 5 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. During this week, based on the developmental level of the student teacher, the university supervisor and mentor teacher may approve the writing of brief lesson plans. Remaining scheduled lesson observations by the University Supervisor should still use the full department lesson plan format.
3. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
4. Complete entries in your Reflective Journal based on University Supervisor directions.
5. Update your student teaching planbook; highlight all lessons you taught and activities you led.
6. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Begin increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.

ST Initial

MT Initial

*ELD lessons should be taught if English Learners are present in the classroom.

Student Teaching Week 6

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 5 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.	<u>ST Initial</u>	<u>MT Initial</u>
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Student Teaching Week 7

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 6 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.	<u>ST Initial</u>	<u>MT Initial</u>
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Student Teaching Week 8

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 6 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Suggested Tasks:

1. Collaborate with your Mentor Teacher to arrange observations of other classrooms.
2. Review grading system, help record grades in gradebook, know components of report card, etc.
3. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.	<u>ST Initial</u>	<u>MT Initial</u>
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Student Teaching Week 9

Required Tasks for this week:

1. **Teaching Goal: Plan and teach 7 lessons in Language Arts, ELD*, and Math.** For each lesson taught, complete a lesson plan using the department format and keep a copy in your Student Teaching Binder. Be prepared to submit lesson plans at least 24 hours in advance to your Mentor Teacher. Refer to lesson plan legend if needed.
2. Complete the lesson reflection questions after each lesson you teach and add to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; highlight all lessons you taught and activities you led.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.
6. Discuss plans for your “takeover week” with your Mentor Teacher and University Supervisor.

Suggested Tasks:

1. During this week, if possible, you are encouraged to co-teach with your Mentor Teacher for the whole morning.
2. Collaborate with your Mentor Teacher to arrange observations of other classrooms
3. Review grading system, help record grades in gradebook, know components of report card, etc.
4. Continue increasing your role in the classroom to include lesson transitions and classroom management tasks, such as leading the morning routine.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.

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Student Teaching Week 10 “Takeover Week”

Required Tasks for this week:

1. **Lead and plan for all teaching activities in the morning for one week. Formal lesson plans are not required for all lessons this week; however, written evidence of planning is required.**
2. Add your planning and reflections to your Student Teaching Binder.
3. Complete entries in your Reflective Journal based on University Supervisor directions.
4. Update your student teaching planbook; you can highlight the whole week to show your takeover days.
5. Shadow your teacher by attending professional development meetings, grade level meetings, parent-teacher conferences, etc.

Record tardies, early departures, and/or absences this week

The Student Teacher has fulfilled the responsibilities indicated above.

ST Initial

MT Initial

*ELD lessons should be taught if English Learners are present in the classroom.

I attest that to the best of my knowledge the above information is correct.

Student Signature: _____ **Date:** _____

Mentor Teacher Signature: _____ **Date:** _____

University Supervisor Signature: _____ **Date:** _____
or digital Signature