**Quick Sheet for Student Teachers**

This quick sheet is provided to you to help you keep track of your responsibilities during the student teaching semester.

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|  | **Beginning/FirstTwo Week*s* of Placement**  |
|  | Complete item*s 9 and 10* in The Student Teaching Handbook (listed as “Reflection Instructions for Weeks 1 and 2 on the CUW student teaching website. |
|  | Exchange contact information with the cooperating teacher and university supervisor. |
|  | Read the Student Teaching Handbook and become familiar with the documents on the CUW student teaching website ([www.cuw.edu/studentteaching](http://www.cuw.edu/studentteaching).)  |
|  | **Throughout the Placement**  |
|  | Prepare all necessary lessons and lesson materials. Go over lesson plans with the cooperating teacher at least one day before they are taught. |
|  | Keep a *digital* or loose-leaf binder of all lesson plans and lesson observations. Make these lessons plans available during your university supervisor’s visits.  |
|  | Share your weekly reflections with your university supervisor in a timely and convenient manner. Student teachers will email their reflections to their university supervisor on a weekly basis.  |
|  | Work with your cooperating teacher to set a progression of responsibilities which will provide you with the opportunity to teach full-time during each placement. We recommend a minimum of ten full days for each quarter placement or a minimum of twenty full days during a semester placement. |
|  | Seek and be open to regular informal and formative feedback from your cooperating teacher.  |
|  | Collaborate in scheduling formal observations and gather all documentation from your cooperating teacher and university supervisor. Be proactive in discussing the feedback you receive with your cooperating teacher and university supervisor. Use the feedback to set goals for continued growth. Minimum formal lesson requirements are as follows:**Each Quarter Placement:** 2 Lesson Observations from both the Cooperating Teacher and the University Supervisor. **Semester Placement:** 3 Lesson Observations and a Midterm Appraisal from the Cooperating Teacher and 3 Lesson Observations from the University Supervisor. |
|  | Teach a minimum of one complete unit in each quarter placement, or two complete units in a semester placement.  |
|  | Attend all student teaching professional development sessions and scheduled meetings. |
|  | Be present at the school during the hours that teachers are expected to be at the school. Follow all of the faculty expectations at your host school. |
|  | If you must be absent from student teaching, notify the appropriate people as soon as the decision is made (your cooperating teacher via the agreed upon manner as well as the school principal, your university supervisor, the Office of Field Experience and Department Chair(s) via email).  |
|  | **Meet at least once in a 3-way conference with the cooperating teacher and the university supervisor.** This meeting can occur virtually, should occur midway through the placement, and should focus on strengths, areas for continued growth, and goal setting. |
|  | **End of Placement**  |
|  | Prepare a summary paper in which you reflect on your professional growth and on what you learned during each placement. The paper(s) need not be limited to these two topics. Email this final reflection to your university supervisor and submit the document(s) to Live Text.  |
|  | At the end of each placement: Receive your final appraisals from your cooperating teacher and your university supervisor. Schedule time to reflect on and discuss your final appraisals with both your cooperating teacher and your university supervisor. |
|  | **Concerning all documents: Refer to the Student Teacher Checklist, found at** [**www.cuw.edu/studentteaching**](http://www.cuw.edu/studentteaching)**. Make sure all required documents are submitted to the “Student Teaching Documents” page on Live Text within one week of completing each placement.** |