Fall 2018 Student Teaching Responsibilities Checklist

BLOCK 1: August 27 – October 18
BLOCK 2: October 22 – December 7 (for dual majors or those seeking specific endorsement)

MANDATORY STUDENT TEACHING ORIENTATION MEETING – AUGUST 27TH from 8am to 3pm in the Eccles Conference Center, Room 205/207 for Logan Campus students. Regional Campus students will attend via IVC from the site where you have been taking student teaching courses or a site near your placement.

Student Teacher Responsibilities

- Mandatory Student Orientation Meeting – August 27
- Teacher Work Day – visit school or take care of personal appointments – August 28
- First day of Student Teaching – August 29
- Attend Triad Conference during the week of Sept. 3–7 (upload to triad form to Canvas)
- Write and send home introduction letter before September 12 (upload to Canvas)
- Teacher Work Sample due Oct. 15 (submit via Canvas)
- Classroom Survey Assignment due Oct. 18 (grades 4-6 only) (submit via Canvas)
- For dual majors, participate in Triad Conference during the week of Oct. 22–26
- Videotaping Form due Nov. 16 or sooner (submit to Canvas)
- Evaluation of Mentor Teacher/Supervisor due Dec. 7 or sooner (submit to Canvas)

Mentor Teacher Responsibilities

- Participate in Triad Conference during the week of Sept. 3–7
- Formative Feedback Form #1 due Sept. 14
- Formative Feedback Form #2 due Sept. 28
- Online Summative Evaluation due Oct. 18 for dual majors only
- Participate in Triad Conference during the week of Oct. 22–26 (dual majors only)
- Formative Feedback Form #3 due Nov. 2
- Formative Feedback Form #4 due Nov. 16
- Online Final Summative Evaluation link will be emailed on or before Nov. 30, due by Dec. 7

Supervisor Responsibilities

- Facilitate Triad Conference during the week of Sept. 3–7
- Formative Feedback Form #1 due Sept. 14
- Formative Feedback Form #2 due Sept. 28
- Online Summative Evaluation due Oct. 18 for dual majors only
- Facilitate Triad Conference during the week of Oct. 22–26 (dual majors only)
- Formative Feedback Form #3 due Nov. 2
- Formative Feedback Form #4 due Nov. 16
- Online Final Summative Evaluation link will be emailed on or before Nov. 30, due by Dec. 7

NOTE: Links to the Online Summative Evaluation will be emailed to Mentor Teachers and Supervisors from eledst@usu.edu.

Reminders

- Lessons plans written by the student teacher are required for all lessons that the student teacher teaches. They are to be submitted to the Mentor Teacher prior to the actual teaching of the lesson for comment, suggestions, and approval.
- Lesson plans must also be submitted to the Supervisor prior to each observation.
- Student teachers cannot be absent more than 1 ½ days for each 7-week block or a total of 3 days for each semester.
- Student teachers keep district contract hours at the building where they are located and follow the district calendar, not the USU calendar.

If you have any questions or concerns, please contact the Office of Field Experiences at eledst@usu.edu or 435-797-2237.