

## Fall 2019 Student Teaching Responsibilities Checklist

SINGLE-PLACEMENT: August 26 – December 6

DUAL MAJOR or ENDORSEMENT PLACEMENT: BLOCK 1: August 26 – October 17

BLOCK 2: October 21 – December 6

**MANDATORY STUDENT TEACHING ORIENTATION MEETING – AUGUST 26<sup>TH</sup>** from 8 am to 3 pm. Meeting will be in the Merrill-Cazier Library, Room 154 for Logan campus students; regional campus students will attend via broadcast from the site they are enrolled in for student teaching courses or a site near their placement.

### Student Teacher Responsibilities

- Mandatory Student Teacher Orientation Meeting – **August 26**
- First day of Student Teaching – **August 27**
- Attend Triad Conference during the week of **September 9 – 13** (upload Triad form to Canvas Course)
- Write and send home introduction letter **before September 13** (upload to Canvas Course)
- Teacher Work Sample **due October 15** (submit via Canvas Course)
- Classroom Survey Assignment **due October 18** (*grades 4-6 only*) (upload to Canvas Course)
- Videotaping Form **due November 15 or sooner** (upload to Canvas Course)
- For dual majors, participate in Triad Conference during the week of **October 21 – 25**
- Evaluation of Mentor Teacher/Supervisor **due December 6 or sooner** (link will be emailed to you)

### Mentor Teacher Responsibilities

- Participate in Triad Conference during the week of **September 9 – 13**
- Formative Feedback Form #1 **due September 20**
- Online Summative Evaluation link will be emailed on or before October 11, **due October 18 for dual majors only**
- Participate in Triad Conference during the week of **October 21 – 25 (dual majors only)**
- Formative Feedback Form #2 **due November 1**
- Online **Final** Summative Evaluation link will be emailed on or before **November 29, due by December 6**

### Supervisor Responsibilities

- Facilitate Triad Conference during the week of **September 9 – 13**
- Formative Feedback Form #1 **due September 13**
- Formative Feedback Form #2 **due September 26**
- Online Summative Evaluation link will be emailed on or before October 11, **due October 18 for dual majors only**
- Facilitate Triad Conference during the week of **October 21 – 25 (dual majors only)**
- Formative Feedback Form #3 **due November 1**
- Formative Feedback Form #4 **due November 15**
- Online **Final** Summative Evaluation link will be emailed on or before **November 29, due by December 6**

**NOTE:** Links to the Online Summative Evaluation will be emailed to Mentor Teachers and Supervisors from [eledst@usu.edu](mailto:eledst@usu.edu).

### Reminders

- Lesson plans written by the student teacher are required for all lessons that the student teacher teaches. They must 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 more than a total of 3 days for 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](mailto:eledst@usu.edu) or 435-797-2237.