Fall 2020 Student Teaching Responsibilities Checklist

Student Teaching dates: August 31 – December 11
SPED/ELED Dual major Student Teaching dates: Block 1: August 31 – November 6
Block 2: November 9 – December 11

Mandatory student teaching orientation meeting – August 31, 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
• Register for the PPAT prior to student teaching – August 31
• Mandatory Student Teacher Orientation Meeting – August 31
• First day of Student Teaching – September 1
• Attend Triad Conference during the week of September 8 – 11 (upload Triad form to Canvas Course)
• Send home and collect PPAT permission forms before September 11
• Write and send home introduction letter before September 11 (SCED students upload to PPAT website only; ELED students upload to both PPAT website & Canvas Course)
• Complete and upload PPAT Task 1 before September 14 (upload screenshot to Canvas Course)
• Attend Triad Conference during the week of November 9 – 13 for dual majors only (upload Triad form to Canvas Course)
• Complete and upload PPAT Task 2 and 3 before October 12 (upload screenshot to Canvas Course)
• Complete and upload PPAT Task 4 before November 9 (upload screenshot to Canvas Course)
• Evaluation of Mentor Teacher/Supervisor due December 11 or sooner (link will be emailed to you)

Mentor Teacher Responsibilities
• Participate in Triad Conference during the week of September 8 – 11
• Formative Feedback Form #1 due October 2
• Formative Feedback Form #2 due October 23
• Online Summative Evaluation link will be emailed and due November 6 for dual majors only
• Participate in Triad Conference during the week of November 9 – 13 for dual majors only
• Formative Feedback Form #3 due November 13
• Formative Feedback Form #4 due December 4
• Online Final Summative Evaluation link will be emailed on or before November 30, due by December 11

Supervisor Responsibilities
• Facilitate Triad Conference during the week of September 8 – 11
• Formative Feedback Form #1 due October 2
• Formative Feedback Form #2 due October 23
• Online Summative Evaluation link will be emailed and due November 6 for dual majors only
• Facilitate Triad Conference during the week of November 9 – 13 (dual majors only)
• Formative Feedback Form #3 due November 13
• Formative Feedback Form #4 due December 4
• Online Final Summative Evaluation link will be emailed on or before November 30, due by December 11

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

Reminders
• Lessons 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 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.