Student Teaching Responsibilities Checklist
Fall 2019
August 26 - December 6

MANDATORY STUDENT TEACHING ORIENTATION MEETING – AUGUST 26TH from 8 am to 2 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
- Student Teacher Orientation – August 26
- First Day of Student Teaching – August 27
- Attend Triad Conference during the week of Sept. 3-6 (Upload Triad form to Canvas)
- Teacher Work Sample – October 15 (submit via Canvas)
- Video / Classroom Survey – Oct. 23 (submit via Canvas)
- Evaluation of Mentor Teacher/Supervisor – Dec. 6 (link will be emailed to you)

Mentor Teacher Responsibilities
- Attend Triad Conference during the week of September 3-6
- Formative Feedback Form #1 due September 27
- Formative Feedback Form #2 due October 30
- Online Final Summative Evaluation link will be emailed on or before November 25, due by December 6

Supervisor Responsibilities
- Facilitate Triad Conference during the week of September 3-6
- Formative Feedback Form #1 due September 18
- Formative Feedback Form #2 due October 9
- Formative Feedback Form #3 due October 30
- Formative Feedback Form #4 due November 20
- Online Final Summative Evaluation link will be emailed on or before November 25, due by December 6

Please upload all forms in the Secondary Education Student Teaching Canvas course.

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

If you have any questions or concerns, please contact the Office of Field Experiences at scedst@usu.edu or 435-797-2222.