Student Teaching Responsibilities Checklist  
Fall 2019  
August 26 - December 6

**MANDATORY STUDENT TEACHING ORIENTATION MEETING – AUGUST 26TH** 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**

- Student Teacher Orientation – **August 26**
- First Day of Student Teaching – **August 27**
- Attend Triad Conference during the week of **Sept. 9-13** (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 13**
- 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.