SPRING BREAK ANNOUNCEMENT: When beginning student teaching, find out if your cooperating school has a spring break vacation. If your school happens to take three or more days off for their break, you MUST contact the Clinical Experiences Office.

Guide to 12 Weeks of Student Teaching
12 weeks is first assignment: January 8th – March 30th

<table>
<thead>
<tr>
<th>Week</th>
<th>Tasks</th>
<th>D2L</th>
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</table>
| 1    | • Write introductory letter to families of your students.  
      • Call your University Supervisor with your Cooperating Teacher (CT) OR plan a visit with your University Supervisor (US).  
      • Observe in classroom.  
      • Start taking the students to lunch, recess and dismissal.  
      • Begin Context of Learning for edTPA.  
      • Practice videotaping, learn how to upload the video to Taskstream.  
      • Start taking over one or two subjects. Secondary start teaching part of one of the classes.  
      • Mandatory edTPA Adobe Connect meeting January 17th, @ 7:00 p.m.  
      • Overview of Context for Learning, registration, & what types of lessons are conducive to the edTPA  
      • Mandatory edTPA Adobe Connect meeting on January 24th @ 7:00 p.m.  
      • Task 1 Decide content/class you will use for your edTPA video.  
      • Elementary:Take on a content area such as social studies or science.  
      • Secondary: teach whole class period.  
      • US observation #1  
      • CT observation #1  
      • Call in Adobe Connect meeting for edTPA (optional) January 31st @ 7:00 p.m.  
      • Questions and Answers  
      • Elementary-pick up another subject area (math or reading)  
      • Secondary- Take on 2 class periods  
      • CT observation #1  
      • Mandatory edTPA Adobe Connect meeting February 7th @ 7:00 p.m.  
      • Task 2 Instructional Commentary | Journal Entry submitted in D2L  
      • 1/14/18 @ 11:30 P.M.  
      • 1/21/18 @ 11:30 P.M.  
      • 1/28/18 @ 11:30 P.M.  
      • 2/4/18 @ 11:30 P.M.  
      • 2/11/18 @ 11:30 P.M.  
      • 2/18/18 @ 11:30 P.M.  
      • 2/25/18 @ 11:30 P.M.  
      • 3/1/18 @ 11:30 P.M.  
      • 3/8/18 @ 11:30 P.M.  
      • 3/15/18 @ 11:30 P.M.  
      • 3/22/18 @ 11:30 P.M.  
      • 3/29/18 @ 11:30 P.M.  
      • edTPA TASK 1 Planning commentary uploaded to Taskstream  
      • 2/11/18 @ 11:30 P.M.  
      • 2/18/18 @ 11:30 P.M.  
      • 2/25/18 @ 11:30 P.M.  
      • 3/1/18 @ 11:30 P.M.  
      • 3/8/18 @ 11:30 P.M.  
      • 3/15/18 @ 11:30 P.M.  
      • 3/22/18 @ 11:30 P.M.  
      • 3/29/18 @ 11:30 P.M.  |
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<th>Week</th>
<th>Dates</th>
<th>Activities</th>
<th>Important Dates</th>
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</table>
| 6    | February 12th – February 18th | • Teach ½ day  
• **Mandatory edTPA Adobe Connect meeting**  
**THURSDAY February 15 @ 7:00 p.m.**  
○ Task 3 Assessment Commentary | Journal Entry submitted in D2L  
• 2/18/17 @11:30 P.M.  
Lesson Plan for US lesson observation  
• 2/18/17 @11:30 P.M.  
edTPA TASK 2 Instructional commentary uploaded to Taskstream  
• 2/18/17 @11:30 P.M. |
| 7    | February 19th – February 25th | • Teach ½ day  
• US Observation #2.  
• **Adobe Connect meeting for edTPA (optional) February 21st @ 7:00 p.m.**  
○ Questions and Answers- Help Session | Journal Entry submitted in D2L  
Observation and Lesson plan #2 from US uploaded to D2L.  
• 2/25/18 @ 11:30 P.M.  
edTPA Assessment Commentary uploaded to Taskstream  
• 2/25/18 @ 11:30 P.M. |
| 8    | February 26th – March 4th | • Teach ¾ day | NO JOURNAL ENTRY OR LESSON PLAN  
FINISH edTPA  
Submit edTPA to Pearson on  
• Monday March 5, 2018  
Also submit finished edTPA to Taskstream |
| 9    | March 5th – March 11th | • Teach full days.  
• CT observation #2 | Journal Entry submitted in D2L  
• 3/11/18 @11:30 P.M.  
CT #2 observation and Lesson plan uploaded to D2L  
• 3/11/18 @ 11:30 P.M. |
| 10   | March 12th – March 18th | • Teach full day, all classes  
• Check with Principal for an informational interview or observation of one of your lessons | Journal Entry submitted in D2L  
• 3/18/18 @11:30 P.M. |
| 11   | March 19th –March 25th | • Elementary: Give back 1 subject to CT  
• Secondary: Give back 1 class period to CT | Journal Entry submitted in D2L  
• 3/25/18 @ 11:30 P.M. |
| 12   | March 26th – March 30th | • Teach ½ day  
• Observe in other classrooms  
• Send Thank you notes to all the staff members at the school that helped you during student teaching. | Journal Entry submitted in D2L  
• 3/30/18 @ 11:30 P.M.  
Recommendation Letter from CT and US uploaded to D2L and sent to Clinical Experiences Office |