### Guide to 16 Weeks of Student Teaching

<table>
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<tr>
<th>Weeks</th>
<th>Tasks</th>
<th>D2L/Taskstream</th>
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| 1 January 8th – January 14th | - Write introductory letter to families of your students.  
- Call your University Supervisor with your Cooperating Teacher OR Plan a visit with your University Supervisor.  
- Observe in classroom.  
- Start taking the students to lunch, recess and dismissal.  
- Begin Context of Learning for edTPA.  
- Mandatory edTPA Adobe Connect meeting on January 17th, @ 7:00 p.m. overview of context for learning, registration, & what types of lessons are conducive to the edTPA.  
|                | **Journal Entry in D2L.**  
- 1/14/18 @ 11:30 P.M.  |
| 2 January 15th – January 21st | - Practice videotaping, know how you are going to upload the video to TaskStream.  
- Start taking over one or two subjects. Secondary start teaching part of one of the classes.  
- Begin Context of Learning for edTPA  
- Mandatory edTPA Adobe Connect meeting on January 24th @ 7:00 p.m. TASK 1  
|                | **Journal Entry & Lesson Plan for US visit due in D2L.**  
- 1/21/18 @ 11:30 P.M.  |
| 3 January 22nd – January 28th | - Take on a content area such as social studies or science.  
- Secondary a whole class period of teaching  
- US observation #1  
- Elementary: Decide what content you will be teaching for your edTPA (Literature or Math)  
- Secondary: Decide which class period you will be doing your instructional videotape for the edTPA.  
- Mandatory edTPA Adobe Connect meeting on January 24th @ 7:00 p.m. TASK 1  
|                | **US #1 Observation and Lesson plan uploaded into D2L.**  
- 1/28/18 @ 11:30 P.M.  
- Context of Learning uploaded to Taskstream.  
- 1/28/18 @ 11:30 P.M.  |
| 4 January 29th – February 4th | - Elementary: pick up another subject area: math or reading  
- Secondary: Take on 2 class periods  
- CT observation #1  
- Optional Call in Adobe Connect meeting for edTPA January 31st @ 7:00pm Questions and Answers  
|                | **Journal Entry in D2L**  
- 2/4/18 @ 11:30 P.M.  
- Observation and Lesson plan #1 from CT uploaded into D2L.  |
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.

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| 5 February 5th – February 11th | - Elementary: Teach ½ day  
- Secondary: Teach 2-3 class periods  
- **Mandatory edTPA Adobe Connect meeting February 7th @ 7:00 p.m.**  
- Task 2: Instructional Commentary | Journal Entry in D2L.  
- 2/11/18 @ 11:30 P.M. edTPA TASK 1 Planning commentary uploaded to Taskstream.  
- 2/11/18 @ 11:30 P.M. |
| 6 February 12th – February 18th | - Teach ½ day  
- **Mandatory edTPA Adobe Connect meeting THURSDAY February 15th @ 7:00 p.m.**  
- Task 3: Assessment Commentary | Journal Entry in D2L.  
- 2/18/18 @ 11:30 P.M. Lesson plan for U.S. edTPA TASK 2 Instructional commentary uploaded to Taskstream.  
- 2/18/18 @ 11:30 P.M. |
| 7 February 19th – February 25th | - Teach ½ day  
- US Observation #2.  
- **Call in Adobe Connect meeting for edTPA (Optional) February 21st @ 7:00 p.m.**  
- **Questions and Answers -Help Session** | Journal Entry in D2L.  
- 2/25/18 @ 11:30 P.M. Observation and Lesson plan #2 from US uploaded to D2L.  
- 2/25/18 @ 11:30 P.M. edTPA TASK 3 Assessment Commentary uploaded to Taskstream.  
- 2/25/18 @ 11:30 P.M. |
| 8 February 26th – March 4th | - Teach ¾ day  
- Attend Education MN conference | NO JOURNAL or LESSON PLAN  
- **Finish edTPA**  
- Submit edTPA on Monday March 5, 2018 |
| 9 March 5th – March 11th | - Teach full days.  
- CT observation #2 | Journal Entry and CT #2 observation and Lesson plan uploaded to D2L.  
- 3/11/18 @ 11:30 P.M. |
| 10 March 12th – 18th | - Teach full day | Journal Entry in D2L.  
- 3/18/18 @ 11:30 P.M. |
| 11 March 19th – March 25th | - Elementary: Give back one subject to CT  
- Secondary: Give back one period | Journal Entry in D2L.  
- 3/25/18 @ 11:30 P.M. |
| 12 March 26th – April 1st | - Give back another subject  
- US Observation #3 | Journal Entry and uploaded in D2L.  
- 4/1/18 @ 11:30 P.M. Lesson Plan and US observation #3 uploaded to D2L. |
| 13 April 2nd – April 8th | - Teach 3/4 day  
- Check with Principal for an informational interview or observation  
- CT Observation #3 | Journal Entry uploaded in D2L.  
- 4/8/18 @ 11:30 P.M Lesson plan and CT #3 observation. |
**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.

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<td>14 April 9th – April 15th</td>
<td>• Teach ½ day&lt;br&gt;Journal Entry in D2L.&lt;br&gt;• 4/15/18 @ 11:30 P.M. Self Evaluation in D2L.&lt;br&gt;• 4/15/18 @ 11:30 P.M.</td>
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<td>15 April 16th – April 22nd</td>
<td>• Teach ½ day&lt;br&gt;• Send letter of recommendation to Clinical Experience Office&lt;br&gt;Journal Entry and SEP checklist uploaded to D2L.&lt;br&gt;• 4/22/18 @ 11:30 P.M. CT Recommendation to D2L.&lt;br&gt;• 4/22/18 @ 11:30 P.M. Mail Recommendation letter to Clinical Experiences Office</td>
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<td>16 April 23rd – April 27th</td>
<td>• Observe other classrooms&lt;br&gt;• Send Thank you notes to all the staff members at the school that helped you during student teaching.&lt;br&gt;Journal Entry and Recommendation Letter from Cooperating Teacher and University Supervisor uploaded to D2L.&lt;br&gt;• 4/29/18 @ 11:30 P.M.</td>
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