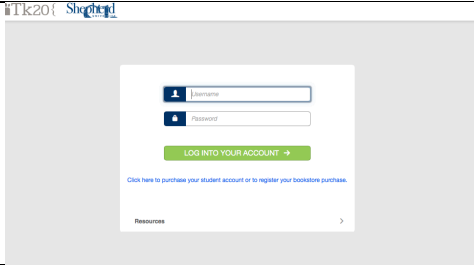
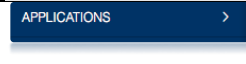
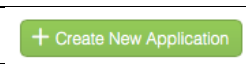
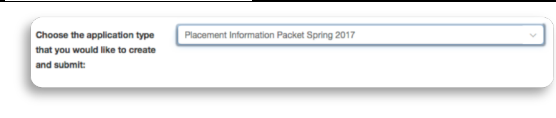

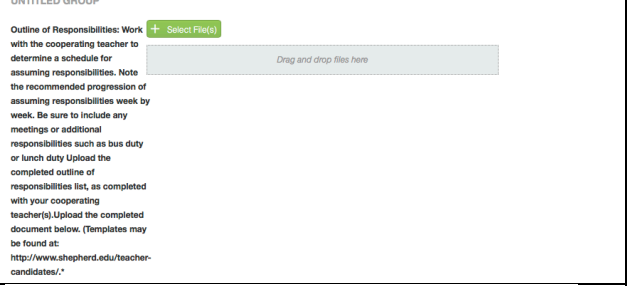
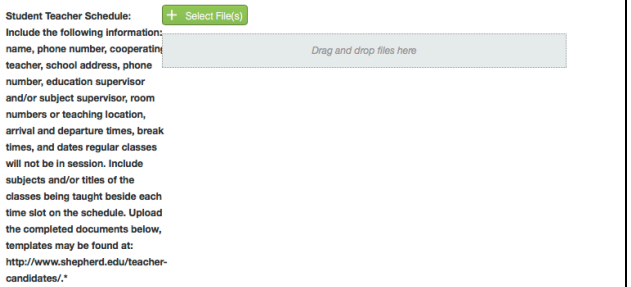



Placement Information Packet Instructions

Instructions	
<ul style="list-style-type: none">• Students are encouraged to contact cooperating teacher(s) as soon as the confirmed student teaching placement is received from the field placement coordinator.• Students must meet with each assigned cooperating teacher prior to the beginning of the student teaching assignment.• The first week of the semester provides student teachers with the opportunity to meet with cooperating teachers, as the only requirement for the week is attending the orientation.• Please complete the placement information with the cooperating teacher(s).• Templates for the assignment may be found at: http://www.shepherd.edu/studentteaching.• Complete the forms for each placement entirely before submission.	
Assignment	
Schedule	Include the title of each class, grade level, start and end times. Also, be sure to list any days school will not be in session: holidays, delays, professional days, or any other modification to the normal schedule.
Outline of Responsibilities	<p>Please complete the outline of responsibilities with your cooperating teacher. List the progression of assuming responsibilities by week. Be sure to include <u>all</u> responsibilities including but not limited to: observations, lesson planning, co-teaching, teaching, staff meetings, and professional development sessions. Use the guide below as you develop the outline of responsibilities.</p> <p>Student Teaching Responsibility Progression</p> <p>14 Week Placement</p> <p>Week 1: Observation</p> <p>Week 2: Begin teaching one period/activity daily using lesson plans you create.</p> <p>Week 3: Begin teaching a second period/activity daily using lesson plans you create.</p> <p>Week 4: Begin teaching a third period/activity daily using lesson plans you create.</p> <p>Week 5-13: Teach all periods/activities daily using lesson plans you create.</p> <p>Week 14: Near the end of the week, transition responsibility back to the cooperating teacher.</p> <p>(2) 7 Week Placements</p> <p>Week 1: Observation</p> <p>Week 2: Begin teaching one period/activity daily using lesson plans you create.</p> <p>Week 3: Begin teaching a second period/activity daily using lesson plans you create.</p> <p>Week 4: Begin teaching a third period/activity daily using lesson plans you create.</p> <p>Week 5-7: Teach all classes. Near the end of the final week, transition responsibility back to the cooperating teacher.</p> <p>Repeat schedule for second placement.</p>

Submission

- Students must submit the completed assignment via Tk20 (and email to supervisor) by Wednesday of the second week of the semester.

Tk20 Submission Steps	1. Login: Go to the login page at https://shepherd.tk20.com Log in using the same credentials you use for your Shepherd University email. If your password is not recognized, contact the IT User Support Desk on the lower floor of the library.	
	2. From the left menu, click APPLICATIONS.	
	3. Click the +CREATE NEW APPLICATION button.	
	4. A dropdown menu will appear. Select PLACEMENT INFORMATION PACKET (SEMESTER/YEAR) from the menu.	
	5. Click the NEXT button.	
	6. Upload completed outline(s) of responsibilities.	
	7. Upload completed schedule(s).	
	8. Click the SUBMIT button.	

Placement Requirements

- Elementary education students: must teach all core subjects.
- Physical education & health students: must teach health in addition to physical education.
- Questions about the schedule of courses may be directed to the student teaching coordinator, Mrs. Helen Baker, hbaker@shepherd.edu.

Student Teacher Outline of Responsibilities (Samples)

Name: Alex Doe School: Apple Elementary Teacher: Mrs. Alphabet Grade: 4 th Semester: Spring 2011	
Week 1 1/20-1/23	<ul style="list-style-type: none"> • Observation and Introduction to Teaching • Observing, co-teaching using Mrs. Alphabet's plans, & assisting with lesson planning. • Attending team meeting on Tuesday. • Performing a guided reading in ELA on Wednesday. • Reviewing code drills on Thursday. • Teaching a Science lesson on Thursday. • Administering the Spelling test on Friday.
Week 2 1/26-1/30	<ul style="list-style-type: none"> • Part-time Teaching. I will take partial responsibility for portions of instruction. • Including: co-teaching using Mrs. Alphabet's plans, assisting w/ lesson planning, creating lesson plans and materials, creating the Bell Ringer each day, teaching a Science lesson, teaching a Social Studies lesson, teaching a Reading lesson (Guided Reading on <i>Where the Red Fern Grows</i>) on Thursday at 9:45 a.m., co-teaching math lesson, giving spelling test on Friday, recess duty.
Week 3 2/2-2/6	<ul style="list-style-type: none"> • Part-time Teaching. I will continue to take partial responsibility for portions of instruction. • Co-teaching using Mrs. Alphabet's lesson plans & assisting with lesson planning • Creating lesson plans and gathering materials, designing the Bell Ringer each day. • Teaching two Science Lessons, two Social Studies lessons, two Reading Lessons, one math lesson, & administering one Spelling test on Friday.
Week 4 2/9-2/13	<ul style="list-style-type: none"> • Part-time Teaching. I will continue to take partial responsibility for portions of instruction. • Co-teaching using Mrs. Alphabet's lesson plans & assisting with lesson planning. • Creating lesson plans and gathering materials, creating the Bell Ringer each day. • Teaching: three Science lessons, three Social Studies lessons, three Reading Lessons, two or more math lessons, & administering the Spelling test on Friday. • Recess duty.
Week 5 2/16-2/20	<ul style="list-style-type: none"> • Increased Teaching. I will begin to take responsibility for greater portions of instruction. • Co-teaching using both Mrs. Alphabet's lesson plan and my own. • Creating lesson plans and gathering materials, & creating the Bell Ringer each day. • Teaching: four or more Science lessons, four or more Social Studies lessons, four or more Reading lessons, two or more math lessons, & administering the Spelling test on Friday.
Week 6 2/23-2/27	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty.
Week 8 3/9-3/13	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty. • Continue to discuss progress with Mrs. Alphabet on a regular basis.
Week 9 3/16-3/20	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty. • Continue to discuss progress with Mrs. Alphabet on a regular basis.
Week 10 3/23-3/27	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty. • Continue to discuss progress with Mrs. Alphabet on a regular basis.
Week 11 3/30-4/3	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty. • Continue to discuss progress with Mrs. Alphabet on a regular basis.
Week 12 4/6-4/10	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty. • Continue to discuss progress with Mrs. Alphabet on a regular basis.
Week 13 4/13-4/17	<ul style="list-style-type: none"> • Lead Teaching. I will take full responsibility for lesson planning and instruction for the entire school day. • Teaching Language Arts, Math, Science and Social Studies, recess duty. • Continue to discuss progress with Mrs. Alphabet on a regular basis.
Week 14 4/20-4/24	<ul style="list-style-type: none"> • Gradual Release of Duties. I will return classes to Mrs. Alphabet gradually throughout the week. • Teaching Language Arts, Math, Science and Social Studies, on Monday. Teaching Language Arts, Math & Science on Wednesday. Teaching Language Arts & Math on Friday. Assisting Mrs. Alphabet throughout the week when I am not teaching.

Name: Suzy Shepherd School: Oak High School Teacher: Mrs. Allen, Art Grade: 9-12 Semester: Spring 2011

Week 1 1/20-1/23	<ul style="list-style-type: none"> • Arrive at the school early! • Observe class procedures and teacher instruction. • Meet students and assist with questions and/or problems with their art projects. • Attend staff meeting from 4:00-5:00 on Wednesday.
Week 2 1/26-1/30	<ul style="list-style-type: none"> • Take over instruction and planning of both Art I classes, coordinating between the cooperating teacher and the other cooperating teacher. • Take over instruction and planning of sculpture class. • Teach one class period of Art II and Graphic Design. • Learn how to develop film in dark room.
Week 3 2/2-2/6	<ul style="list-style-type: none"> • Create lesson plans for Art I and Sculpture. • Continue in instruction for both sections of Art I as well as Sculpture. • Assist cooperating teacher and students in Art II and Graphic Design. • Bus Duty.
Week 4 2/9-2/13	<ul style="list-style-type: none"> • Continue create lesson plans and teach both sections of Art I and Sculpture. • Take over instruction and planning of both sections of Art II. • Assist cooperating teacher and students in Graphic Design.
Week 5 2/16-2/20	<ul style="list-style-type: none"> • Complete lesson plans for all classes. • Continue to teach all sections of Art I, Art II, Sculpture, and Graphic Design. • Attend staff meeting from 4:00-5:00 on Wednesday.
Week 6	<ul style="list-style-type: none"> • Complete lesson plans for all classes. • Continue to teach all sections of Art I, Art II, Sculpture, and Graphic Design. • Stay after school with Cooperating Teacher to work with students in need of extra assistance.
Week 7	<ul style="list-style-type: none"> • Complete lesson plans for all classes. • Continue to teach all sections of Art I, Art II, Sculpture, and Graphic Design. • Bus duty.

Name: John Doe School: Oak High School Teacher: Mr. Tree Grade: 9th/10th Semester: Spring 2011

Week 1 1/20-1/23	<ul style="list-style-type: none"> • Observations of the classroom/daily procedures, student behaviors, etc. • Learn attendance and breakfast grab 'n' go process. • Thursday/Friday-teach mentor teacher's lesson plan to morning class/co-teach
Week 2 1/26-1/30	<ul style="list-style-type: none"> • Begin teaching morning classes-writing lesson plans with mentor teacher. • Math II Honors (period 1 and 3). • Math I (period 2). • Take over attendance requirements and breakfast grab 'n' go process. • Thursday/Friday: begin teaching afternoon classes-writing lesson plans with mentor teacher. • Math I with lab (periods 5 and 6). • Math I Inclusion (period 7). • Use Engrade system to grade students in classes I am teaching.
Week 3 2/2-2/6	<ul style="list-style-type: none"> • Teaching all math classes-writing lesson plans with mentor teacher. • Homeroom- my mentor teacher suggested we co-teach the homeroom lessons on bullying, with the potential of me writing my own lesson on a current-topic-to-be-addressed in the future.
Week 4 2/9-2/13	<ul style="list-style-type: none"> • Write and submit my own lesson plans for mentor teacher's review. • Parent/teacher conferences- to be conducted with my mentor teacher/co-conference. • All teacher responsibilities should be in my control this week (with the exception of parent/teacher conference and homeroom lessons).
Week 5 2/16-2/20	<ul style="list-style-type: none"> • Write and submit my own lesson plans for mentor teacher's review. • Responsible for using the Engrade system to grade all students. • Regular discussions with mentor teacher to evaluate my progress.
Week 6 2/23-2/27	<ul style="list-style-type: none"> • Write and submit my own lesson plans for mentor teacher's review. • Responsible for using the Engrade system to grade all students. • Regular discussions with mentor teacher to evaluate my progress.
Week 7 3/2-3/6	<ul style="list-style-type: none"> • Gradually return classes to mentor teacher throughout the week. • Continue to assist the teacher when she is in control of the classroom.