



# Shepherd University

## Student Teaching Semester Timeline

### Fall 2018

Date	Activity
February 14, 2018	Student Teaching Applications Due via Tk20
Tuesday, August 28, 2018	<b>Student Teaching Orientation (Attendance Required)</b> <b>9:00 AM–4:00 PM</b> <b>Robert C. Byrd Center for Congressional History &amp; Education, Auditorium</b> Dress professionally. Review all documents in the Student Teacher Resource section of the Department of Education website prior to orientation. ★
Wednesday, August 29, 2018	<b>Student Teaching Orientation (Attendance Required)</b> <b>9:00 AM–4:00 PM</b> <b>Storer Ballroom, Student Center</b>
August 27, 30, & 31, 2018	Initial meeting with student teacher & cooperating teacher(s) <ul style="list-style-type: none"> <li>Students are permitted to contact cooperating teachers after receiving a confirmed student teaching placement to schedule a time to meet.</li> <li>Complete the Placement Information Packet (PIP)</li> </ul>
September 3, 2018	Student teaching begins. Report to your assigned school. <i>During the student teaching semester, the student teacher will follow the calendar of the assigned school(s) for holidays and breaks instead of the Shepherd University calendar.</i>
<b>September 5, 2018</b>	<b>Placement Information Packet (PIP) due via Tk20 &amp; email to supervisor</b> <ul style="list-style-type: none"> <li>To be completed during the initial meeting(s) with cooperating teacher(s) <ul style="list-style-type: none"> <li>PIP includes a daily schedule and an outline of responsibilities</li> </ul> </li> <li>Instructions and forms available on the Department of Education website ★</li> </ul>
September 28, 2018	Week 4 Performance Review due via Tk20
October 19, 2018	ST-11 Cooperating Teacher Summative Evaluation due via Tk20 ★ Only student teachers with two placements
<b>October 19, 2018</b>	<b>ST-11 Self-Summative due via Tk20 for first placement</b> ★ Only student teachers with two placements
October 22, 2018	Second assignment begins (for student teachers with two placements).
November 9, 2018	Week 10 Performance Review due via Tk20
December 7, 2018	ST-11 Cooperating Teacher Summative Evaluation due via Tk20
<b>December 7, 2018</b>	<b>Last day of student teaching</b> ST-11 Self-Summative due via Tk20 Student Teaching Activity Checklist due Via Tk20 Submit field experience binder after all evaluations are complete by all assessors.
May 11, 2019	Teacher Pinning Ceremony Commencement
Cooperating Teacher Evaluation Deadlines	
★ Practicum Manual, handbooks, and forms may be found at: <a href="http://www.shepherd.edu/studentteaching">http://www.shepherd.edu/studentteaching</a>	