

**Student Teaching: Timeline of Responsibilities**

 The [Educator Preparation Programs documents page](https://www.riosalado.edu/web/oer/EDU_prep_program_docs/index.shtml) contains the forms, templates, and guides needed for student teaching.

Student Teacher Name: Click or tap here to enter text.

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| **1st Visit (week 1)** Initial Student Teacher Meeting[ ]  Discuss the student teacher, program supervisor, and supervising practitioner roles:  *Refer to*[*lesson 1 of Student Teaching Course-if needed*](https://docs.google.com/document/d/14_9SyMwvyTqbeTcM4S9YTOEVuPZO7aESnDy5AyB6KXg/edit?usp=sharing)[ ]  Review the Student Teaching Portfolio [ ]  EDO lesson assignment: Lesson 3: Meet the Student Teacher Letter (Does the letter contain appropriate content and demonstrate a clear understanding of writing mechanics and grammar rules?) Student Teaching Accountability[ ]  Three Phase Responsibility Template ([See example if needed](https://www.riosalado.edu/web/oer/EDU_prep_program_docs/pdfs/Three%20Phase%20Responsibility_example.pdf))[ ]  Weekly Timecard Template[ ]  Cumulative Timecard Template[ ]  Weekly Progress Report Template[ ]  Artifacts and Sequential Lesson Plan Unit/SLPU ([See example if needed](https://docs.google.com/document/d/1SE8SGD9SuNtPLUcAICK9FDfHSRe1mm3MWNtiQEAleEI/edit?usp=sharing))Review the following Tools[ ]  Teaching Evaluation/STAT [ ]  Lesson Planning /CCLD [ ]  Unit Planning/SLPUQuestions? [ ] Schedule the first evaluation.  Reminders: Click or tap here to enter text. |

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| **2nd    Visit (week 4)** First Evaluation* The program supervisor arrives for the evaluation.
* The teacher candidate sets up a space for the program supervisor to sit.
* The program supervisor and supervising practitioner evaluate the lesson delivery using the electronic/word or hard copy Student Teaching Assessment Tool (STAT).  (The average of the two STAT scores for each of the three teaching evaluations will be entered in the gradebook as a combined, overall score.)
* The program supervisor, supervising practitioner (if available) and student teacher meet to discuss the evaluation and provide both evaluations\*.
	+ \*The teacher candidate is responsible for merging both the program supervisor STAT and the supervising practitioner STAT as one file to upload and submit as an assignment in RioLearn.
* If there are concerns, the program supervisor and supervising practitioner will discuss and develop and intervention plan if necessary.
* After the evaluation, the student teacher completes the post-evaluation conference form (including the steps outlined on the form and meets with the program supervisor.
* The student teacher will ensure the Student Teaching Portfolio is up to date with all necessary documents.

Questions? [ ] Schedule the second evaluation.  Reminders: Click or tap here to enter text. |

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| **3rd Visit (week 8)** Second Evaluation\*The program supervisor and supervising practitioner can determine if the second evaluation is done virtually.  * The program supervisor arrives for the evaluation.
* The teacher candidate sets up a space for the program supervisor to sit or if virtual prepares for the Live Virtual or recording of their Instructional Delivery.
* The program supervisor and supervising practitioner evaluate the same lesson delivery using the electronic/word or hard copy Student Teaching Assessment Tool (STAT). (The average of the two STAT scores for each of the three teaching evaluations will be entered in the gradebook as a combined, overall score.)
* The program supervisor, supervising practitioner (if available) and student teacher meet to discuss the evaluation and provide both evaluations\*.
	+ \*The teacher candidate is responsible for merging both the program supervisor STAT and the supervising practitioner STAT as one file to upload and submit as an assignment in RioLearn.
* If there are concerns, the program supervisor and supervising practitioner will discuss and develop and intervention plan if necessary.
* After the evaluation, the student teacher completes the post-evaluation conference form (including the steps outlined on the form and meets with the program supervisor.
* The student teacher will ensure the Student Teaching Portfolio is up to date with all necessary documents.

Questions? [ ] Schedule the third evaluation.  Reminders: Click or tap here to enter text. |

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| **4th Visit (week 11)** Third Evaluation * The program supervisor arrives for the evaluation.
* The teacher candidate sets up a space for the program supervisor to sit.
* The program supervisor and supervising practitioner evaluate the same lesson delivery using the electronic/word or hard copy Student Teaching Assessment Tool (STAT). (The average of the two STAT scores for each of the three teaching evaluations will be entered in the gradebook as a combined, overall score.)
* The program supervisor, supervising practitioner (if available) and student teacher meet to discuss the evaluation and provide both evaluations\*.
	+ \*The teacher candidate is responsible for merging both the program supervisor STAT and the supervising practitioner STAT as one file to upload and submit as an assignment in RioLearn.
* After the evaluation, the student teacher completes the post-evaluation conference form (including the steps outlined on the form and meets with the program supervisor.
* The student teacher will ensure the Student Teaching Portfolio is up to date with all necessary documents.

Questions?  Reminders: Click or tap here to enter text. |