### 12 Week Student Teaching
**Outline of Visits and Responsibilities**

#### 1st Visit (week 1)
- Student Teacher (ST), Program Supervisor (PS), and Supervising Practitioner (SP) meet.
- Review assignments *(format, expectations and guidelines)*
  - Performance Evaluation/STAT *(fillable form)*
  - Lesson Planning /CCLD
  - Sequential Lesson Plan Unit/SLPU
  - Electronic Portfolio *(See portfolio checklist.)*
  - Progress Reports *(fillable form)*
  - Weekly time cards and cumulative time card *(fillable forms).*
- Discuss assigned roles. *(Refer to lesson 1 of Student Teaching Course).*
- Complete, submit and upload Contact Information *(fillable form).*
- Fill out Three Phase Responsibility form, sign it, and make copies for SP and PS. *(fillable form).*
- Confirm Electronic Portfolio access with PS
- Schedule next visit.

**Reminders:**

#### 2nd Visit (week 4)
- Student Teacher submits lesson plan in Google Classroom *2 days prior* to Performance Evaluation.
- PS and ST pre-conference *1 day prior* to Performance Evaluation.
- PS and SP observe and critique lesson delivery and conference with ST after lesson.
- Discuss and Develop STIP if necessary.
- Review Progress Reports and Weekly Timecards and confirm ST upload *(Electronic Portfolio).*
- Scan STAT #1 and email to PS.
- ST uploads STAT #1 to Electronic Portfolio.
- PS uploads STAT #1 to gradebook *(within 5 days of evaluation).*
- Review expectations and timeline for SLPU.
- Schedule next visit.

**Reminders:**
3rd Visit (week 8)

- ST submits lesson plan in Google Classroom 2 days prior to Performance Evaluation.
- PS and ST pre-conference 1 day prior to Performance Evaluation.
- PS and SP observe and critique lesson delivery and conference with ST after lesson.
- Discuss and Develop STIP if necessary.
- Review Progress Reports and Weekly Timecards and confirm ST upload (Electronic Portfolio).
- Scan STAT #2 and email to PS.
- ST uploads STAT #2 to Electronic Portfolio.
- PS uploads STAT #2 to gradebook (within 5 days of evaluation).
- Review expectations and timeline for SLPU.
- Remind SP that a Letter of Recommendation or Reference is required at the end of the ST placement.
- Schedule next visit.

Reminders:
4th visit (week 11)

- ST submits lesson plan in Google Classroom 2 days prior to Performance Evaluation.
- PS and ST pre-conference 1 day prior to Performance Evaluation.
- PS and SP observe and critique lesson delivery and conference with ST after lesson.
- Review Progress Reports and Weekly Timecards and confirm ST upload (Electronic Portfolio).
- Scan STAT #3 and email to PS.
- ST uploads STAT #3 to Electronic Portfolio.
- PS uploads STAT #3 to gradebook (within 5 days of evaluation).
- Confirm that ST has scanned all necessary paperwork requirements into Electronic Portfolio.
- PS collects SP’s Letter of Recommendation or Reference.
- Remind ST and SP that the 12th week is a time for gradual release and ST observation of other classrooms and teachers.

Reminders: