**STUDENT TEACHING ASSIGNMENTS**

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| **Assessment** | **Who** | **Where** | | **When** |
| **Data** | **Paper** |
| *Two Week Progress Report* | Mentor | Paper | Turn in to Hiram | 2nd week of semester |
| *Goal Setting* form and *Conversation Guide* | Student, with Mentor | Submit on paper to Super | Supervisor File | Four weeks into semester |
| *Contextual Factors Analysis (CFA)* | Student  Supervisor | Upload CFA to TK20  TK-20 | Hard copy to Super w/paper rubric | September 18  February 5 |
| *Unit-Wide Lesson Plan* | Student | Upload Lesson Plan for 1st observation to TK20 |  | At 1st observation |
| *Unit-Wide Lesson Plan Rubric* | Supervisor | TK-20 |  |  |
| Video #1 Reflection/Lesson Plan (use *Classroom Mgmt Obs Checklist*)  Video #2 Reflection/Formal Lesson Plan (also part of TWS)  Video #3 Reflection/Lesson Plan of choice, if released | Student  Student  Student | Submit on paper to Super  Submit on paper to Super  Submit on paper to Super | Keep in Supervisor’s file  Keep in Supervisor’s file  Keep in Supervisor’s file | TWS |
| *Teacher Candidate Dispositions and Professional Expectations: In Field Setting* | Student  Mentor  Supervisor | TK-20 Mid  TK-20 Mid  TK-20 Mid |  | March 17  October 20 |
| *Essential Areas of Teaching* | Student  Mentor  Supervisor | TK-20 Mid & Final  TK-20 Mid & Final  TK-20 Mid & Final |  | March 17 April 28  October 20 November 20 |
| Teacher Work Sample (TWS) | Student upload to TK20 if digital |  |  |  |
| *Instructions & Rubric for Teacher Work Sample* | Student | Paper, include in TWS |  | March 20  October 20 |
| Supervisor | TK-20 |  |
| Special Education assignment for non-Special Education majors (*Guidelines for Observation of IEP Meeting)* | Student | Submit on paper to Super | Return to student |  |
| *Panorama Survey* | Student | Paper | Submit to Wendy as soon as completed | Personalized copies provided to Supers on Professional Day  Due Week of Portfolios |
| *Classroom Management Observation Checklist* | Student  Mentor  Supervisor | Paper  TK-20  TK-20 | Keep in Supervisor’s file | Video #1  February 17  September 22 |

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| **Assessment** | **Who** | **Where** | | **When** |
| **Data** | **Paper** |
| *Standards Portfolio Evaluation/ CCTS Rationale Rubric* | Student  Supervisor  Cross Rater | Submit on paper to Super  TK-20  Paper to TK20 | From handbook  Paper provided for Super use only – no need to turn in  Return to student | May 1  November 27 |
| Student Teaching Standards Portfolio and Portfolio Presentations | Student | If electronic, post URL or upload on TK-20 |  |  |
| *Final Reflection*, using goals previously set, and including new goals for first year of teaching | Student | Submit on paper to Super | Keep in Supervisor’s file |  |
| *Student Teaching Final Questionnaire* | Student | TK-20 |  | At Portfolio Meeting with Hiram |
| *Letter of Reference* | Mentor  Supervisor | School letterhead  UMF Letterhead | Scan and upload to TK20 | End of semester |

**Supervisor Observations**

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| **Observation** | **Who** | **Where** | | **When** |
| **Data** | **Paper** |
| *Lesson Observation Feedback Form (Standards)* | Supervisor | OPTIONAL | Paper only | Beginning of semester |
| *Classroom Management Observation Checklist* (above) | Student  Mentor  Supervisor | Submit on paper to Super  TK-20  TK-20 | Keep in Supervisor’s file |  |
| *Classroom Observation of Essential Areas* | Supervisor | Paper | Keep in Supervisor’s file |  |
| *iObservation* | Supervisor | Post and Finish |  |  |
| *5th Observation – Choice* | Supervisor |  | Keep in Supervisor’s file |  |
|  |  |  |  |  |
| Student Evaluation of Super |  |  | To Wendy | End of Semester |
| Feedback forms | Student of mentor  Mentor of supervisor  Supervisor of mentor | Google Form  n/a  n/a | (Data to Mentor after grades) | End of semester |

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