

## STUDENT TEACHING ASSIGNMENTS AND TASKS

Responsibilities of student teachers are discussed in the student teaching handbook, pages 4-6. Please refer to this section for greater detail regarding your duties during your student teaching assignment. You may also refer to the web site (<http://cda.mrs.umn.edu/~pagem/courses/courses.html>) for tools and resources, lesson plans, etc. Below is a checklist to help you track your assignments and tasks while you are student teaching:

- \_\_\_\_\_ Obtain materials, including seating charts, textbooks, etc.
- \_\_\_\_\_ Submit information required for the Student Teaching Placement and Schedule form (in glossy folder) via mail or email
- \_\_\_\_\_ Write in your journal at least twice per week:
  - Week One: \_\_\_\_\_
  - Week Two: \_\_\_\_\_
  - Week Three: \_\_\_\_\_
  - Week Four: \_\_\_\_\_
  - Week Five: \_\_\_\_\_
  - Week Six: \_\_\_\_\_
  - Week Seven: \_\_\_\_\_
  - Week Eight: \_\_\_\_\_
  - Week Nine: \_\_\_\_\_
  - Week Ten: \_\_\_\_\_
  - Week Eleven: \_\_\_\_\_
- \_\_\_\_\_ Videotape lessons
  - Early in student teaching: \_\_\_\_\_
  - Later in student teaching: \_\_\_\_\_
- \_\_\_\_\_ Ask students for feedback on your teaching
- \_\_\_\_\_ COMPLETE WRITTEN LESSON PLANS FOR EVERY LESSON YOU TEACH
- \_\_\_\_\_ Self-assess in writing at least once per day (self-assessment is in lesson plan)
- \_\_\_\_\_ Complete a unit plan and hand in to your supervisor. Refer to web site for template and lesson plan formats.
- \_\_\_\_\_ Analysis of student learning: provide the lesson plan, assessment instrument(s), and pre- and post-teaching data for individuals and groups in your class.
- \_\_\_\_\_ Assume sole responsibility for the FULL range of teaching and learning activities for a MINIMUM of two weeks.
- \_\_\_\_\_ Assess a lesson that integrates technology into your teaching (see rubric in folder)
- \_\_\_\_\_ Collect materials for teaching and for portfolio