

Suggested Timeframe to Transition Student Teacher in and out of Teaching Responsibilities

It is essential that time is used in the first one to two weeks to support the teacher candidate in getting comfortable with and understanding his or her new environment. As well, a gradual transition for the student teacher to assume full-time teaching responsibilities may assist them with feelings of confidence and competence to support the quality of their teaching experience. Please use the timeline below as a guide to scheduling your student teacher's work in the classroom. Please review this timeline with your student teacher.

- Week 1: Orientation and observation. This first week should be one of helping the student teacher become acclimated to the school and classroom environments. Completion of the student teacher orientation checklist should take place throughout this first week. The student teacher will be actively observing your instructional strategies and classroom management.
- Weeks 2-3: Student teacher will be observing instruction following lesson plans prepared by cooperating teacher, taking the lead with some classroom routines, and supporting the cooperating teacher as they instruct (administering tests, leading short informal segments of the teacher's prepared lesson or small group work, etc.). Student teachers will also take the lead in 1-2 lessons or content areas per day.
- Weeks 4-8: Student teacher will assume lead responsibility to plan, prepare, deliver instruction, and monitor student progress to include grading.
- Week 9: Student teacher takes less of the lead role (similar to duties in week's 2-3) while cooperating teacher begins to resume the lead role.
- Week 10-13 --Depending on the student teacher assignment(s): Student teacher will be phased out of teaching and assume a support role in the classroom. Opportunities might be given for the student teacher to observe other teachers in the building.

Student teachers must have their lesson plans submitted in a timely manner. Cooperating teachers need to have enough time to review the lesson plan and make suggestions for possible revisions if needed. Therefore, cooperating teachers are to set the timeline for lesson plan submission and identify how student teachers are to submit the lesson plans (email, hard copy, etc.).

If you have a student teacher with an experience scheduled less than 10 weeks use the above timeline and suggestions to guide phasing the student teacher in and out of full teaching responsibilities.