Responsibilities of the Student Teacher

Information for your Student Teaching Experience

As you begin your student teaching experience, it is critical that you understand your responsibilities to your cooperating teacher, University Supervisor, and Mayville State University to work towards a successful student teaching experience.

*Earlier in your pre-student teaching seminars*, you signed and submitted a teacher candidate responsibility contract to the Division of Education and Psychology. Within that contract you are required to adhere to all school district and Mayville State University policies and procedures. This includes policies and expectations within the Teacher Education Handbook. The Teacher Education Handbook is updated regularly and the updated version will be placed in the EDUC 400 Moodle course by the start of the semester.

*For any absence* of ½ day or longer (other than immediate illness) during the scheduled dates of the student teaching experience, students must secure approval from their Cooperating Teacher and University Supervisor. Students must also provide the Director of Student Placement an email communication of the approved, planned absence prior to the absence. For any absence less than ½ day the student is required to receive approval from the Cooperating Teacher and for an immediate illness the student must notify the Cooperating Teacher.

*Note:* You have begun your work on the portfolio in previous semesters so please make sure to read through the presentation process in the Teacher Education Handbook. More information will be given to you about your portfolio work and presentation in your student teaching seminars.

*EDUC 400 Moodle Course Site:* All student teachers will be using Moodle to get information and forms to complete the student teaching experience. Each week, student teachers will be uploading the past week’s journal reflections by Sunday, 12 noon. Lesson plans for the upcoming week should be submitted by Sunday 12 midnight to demonstrate attention to pre-planning and preparation.

**All** Lesson plans each week must be submitted in ONE continuous document. You are limited to two uploads in each week’s assignment upload area: 1 for lesson plans and 1 for the journal reflection.

*Reflective Journals:* Please refer to the Reflective Journal Information form located on Moodle for all information related to the journaling requirement.
**Lesson Plans:** Student Teachers **must** use the MaSU Lesson Plan format when writing lesson plans. Because students have now become familiar with multiple formats for lesson planning, you may choose which format you would like to use: Backwards design which brings attention to how you will know your students understand the content of the lesson (your assessment) to the forefront of planning (recommended); or the older format that places this same process at the end of the lesson plan. Accommodations/adaptations need to be written specific for any student(s) in the classroom that will need them.

Your school/cooperating teacher may require you to use the lesson plan format that the school is using. If this is required, you should first complete your lesson planning using the MaSU lesson plan format to submit to your University Supervisor, and then adapt it to the school’s format. Only lesson plans in the MaSU format will be required to be uploaded to Moodle for your University Supervisor’s feedback.

**NOTE:** **Student teachers out of the 80 mile radius** will submit their journal reflections and Lesson Plans to the assignment upload area for Mrs. Betty LeClair.

**Seminars:** You are responsible to look on Moodle for required seminar dates. Distance education students will use the Blackboard Collaborate in your EDUC 401 Moodle course to log in during the listed seminar dates and times. Attending these seminars is a required component of the student teaching experience.

**Your cooperating teacher** received information on the expectations of a student teacher, requirements, and the evaluation process for the student teaching experience. They will be using an orientation checklist to support your transition to the school. Please review this form as well as the suggested transition schedule to F-T teaching, and the student teaching schedule.

**ALL FORMS that you will need during your student teacher experience can be found within your EDUC 400 course Moodle shell.** **NOTE:** you will need to upload your **student teaching** schedule **by the date listed** to the Moodle site under the assignment titled: Student Teaching Schedule.

**You will also need to provide your University Supervisor this schedule.**

The above information and content found within your EDUC 400 Moodle course is intended to provide you with the explicit guidance you need to thoroughly and competently complete the requirements of the student teaching experience. The InTASC form and Dispositions documents on Moodle are there to provide transparency in the process of your student teaching evaluation.

We wish you the best as you complete your student teacher experience. If you have specific questions after reviewing these forms, please contact either Kayla Smith (kayla.d.smith@mayvillestate.edu) or Dr. Andi Dulski-Bucholz (andrea.dulskibucholz@mayvillestate.edu).