Student Teaching Responsibilities Checklist  
Fall 2018

Student Teacher Responsibilities

- Teacher Work Day – visit school or take care of personal appointments – **August 28**
- Attend Triad Conference during the week of **Sept. 3–7**
- Teacher Work Sample **Oct 14th**
- Video / Classroom Survey **Nov 18th**
- Evaluation of Mentor Teacher/Supervisor **Dec 7th**

Mentor Teacher Responsibilities

- Attend Triad Conference during the week of Sept. 3–7
- Formative Feedback Form #1 due **Sept. 16TH**
- Formative Feedback Form #2 due **Sept. 30TH**
- Formative Feedback Form #3 due **Oct. 21ST**
- Formative Feedback Form #4 due **Nov. 11TH**
- Online Final Summative Evaluation link will be emailed on or before Nov. 30, due by Dec. 7th.

Supervisor Responsibilities

- Facilitate Triad Conference during the week of Sept. 3–7
- Formative Feedback Form #1 due **Sept. 23RD**
- Formative Feedback Form #2 due **Oct. 7th**
- Formative Feedback Form #3 due **Oct. 28th**
- Formative Feedback Form #4 due **Nov. 18th**
- Online Final Summative Evaluation link will be emailed on or before Nov. 30, due by Dec. 7th.

Please email all forms to **scedst@usu.edu**.

Note: **Links to the Online Summative Evaluation will be emailed to MTs and Supervisors from scedst@usu.edu about 1 week prior to due date. Please watch for these.**

Reminders:

- ☑️ Lessons plans written by the student teacher are required for all lessons that the student teacher teaches. They are to be submitted to the Mentor Teacher prior to the actual teaching of the lesson for comment, suggestions, and approval.

- ☑️ Lesson plans must also be submitted to the Supervisor prior to each observation.

- ☑️ Student teachers cannot be absent more than 1 ½ days for each 7-week block or a total of 3 days for each semester.

- ☑️ Student teachers keep district contract hours at the building where they are located and follow the district calendar, not the USU calendar.

If you have any questions or concerns, please contact the Office of Field Experiences at **scedst@usu.edu** or 435-797-2222.