Spring 2020 Student Teaching Responsibilities Checklist

Student Teaching dates: January 6 – April 17
SPED/ELED Dual major Student Teaching dates: Block 1: January 6 – March 13
Block 2: March 16 – April 17

Mandatory student teaching orientation meeting – January 6, from 8 am to 3 pm.
Meeting will be in the Merrill-Cazier Library, Room 154 for Logan campus students; regional campus students will attend via broadcast from the site they are enrolled in for student teaching courses or a site near their placement.

Student Teacher Responsibilities

- Register for the PPAT prior to student teaching – January 6
- Mandatory Student Teacher Orientation Meeting – January 6
- First day of Student Teaching – January 7
- Attend Triad Conference during the week of January 13 – 17 (upload Triad form to Canvas Course)
- Send home and collect PPAT permission forms before January 17
- Write and send home introduction letter before January 17 (SCED students upload to PPAT website only; ELED students upload to both PPAT website & Canvas Course)
- Complete and upload PPAT Task 1 before February 11 (upload screenshot to Canvas Course)
- Complete and upload PPAT Task 2 and 3 before March 9 (upload screenshot to Canvas Course)
- Complete and upload PPAT Task 4 before April 6 (upload screenshot to Canvas Course)
- For dual majors, participate in Triad Conference during the week of March 16 – 20
- Evaluation of Mentor Teacher/Supervisor due April 17 or sooner (link will be emailed to you)

Mentor Teacher Responsibilities

- Participate in Triad Conference during the week of January 13 – 17
- Formative Feedback Form #1 due February 7
- Online Summative Evaluation link will be emailed to you and will be due March 13 for dual majors only
- Participate in Triad Conference during the week of March 16 – 20 for dual majors only
- Formative Feedback Form #2 due March 20
- Online Final Summative Evaluation link will be emailed on or before April 10, due by April 17

Supervisor Responsibilities

- Facilitate Triad Conference during the week of January 13 – 17
- Formative Feedback Form #1 due February 7
- Formative Feedback Form #2 due February 28
- Online Summative Evaluation link will be emailed to you and will be due March 13 for dual majors only
- Facilitate Triad Conference during the week of March 16 – 20 (dual majors only)
- Formative Feedback Form #3 due March 20
- Formative Feedback Form #4 due April 3
- Online Final Summative Evaluation link will be emailed on or before April 10, due by April 17

NOTE: Links to the Online Summative Evaluation will be emailed to Mentor Teachers and Supervisors from eledst@usu.edu or scedst@usu.edu.

Reminders

- Lessons plans written by the student teacher are required for all lessons that the student teacher teaches. They must 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 a total of 3 days for semester.
- Student teachers keep district contract hours at the building where they are located and follow the district calendar, NOT the USU calendar.