STUDENT TEACHING RESPONSIBILITIES

Student Candidate Responsibilities:
• Dress and act professionally
• Daily lesson plans
• Daily reflection on practice
• Introduction letter to parents
• Assist with bulletin boards, charts, duties, and monitoring of each student's progress
• Work with both large and small groups
• Co-teach and demonstrate ability to independently assume full classroom responsibilities
• Keep district contract hours
• Attend each day (should not miss more than three days total)
• Complete all PPAT tasks

Mentor Teacher Responsibilities:
• Prepare students for teacher candidate’s arrival
• Prepare "space" for student teacher (desk, materials, etc)
• Provide a current seating chart
• Provide relevant experiences (observations, classroom activities, parent/teacher conferences, and faculty meetings)
• Observe teacher candidates performance frequently and provide specific feedback
• Complete Formative Feedback forms
• Submit Final Online Summative sent via email at the end of student teaching experience
• Be in the classroom as much as possible
• Give practice to the student teacher in keeping records, duties, etc.
• Contact USU supervisor if any concerns arise.

University Supervisor Responsibilities:
• Conduct TRIAD conference
• Observe student teachers and provide constructive feedback
• Review lesson plans
• Communicate with mentor teachers to review expectations as needed