

Spring 2021 Student Teaching Responsibilities Checklist

Student Teaching dates: January 19th – April 23rd

SPED/ELED Dual Major Student Teaching dates: SPED Block: January 19th – March 26th

ELED Block: March 29th – April 23rd

Mandatory student teaching orientation meeting – January 19th, from 8 am to 1 pm.

Meeting will be held via Zoom; link will be provided to student teachers the week prior.

Student Teacher Responsibilities

- Register for the PPAT prior to student teaching – **January 19**
- Attend mandatory Student Teacher Orientation – **January 19**
- First day in schools – **January 20**
- Participate in Triad Conference during the week of **January 25 - 29**
- Communicate with parents for PPAT Task 1 by **January 31**
- Send home PPAT permission forms by **January 31**
- Complete and upload PPAT Task 1 by **February 8**
- Complete PPAT Task 2 and 3 by **March 2**
- Participate in Triad Conference during the week of **March 29 – April 2** *--dual majors only--*
- Complete PPAT Task 4 by **March 29**
- Last day in schools – **April 23**
- Complete Evaluation of Mentor Teacher/Supervisor by **April 28** (Link will be emailed.)

Mentor Teacher Responsibilities

- Participate in Triad Conference during the week of **January 25 - 29**
- Do Formative Feedback Form #1 by **February 19**
- Participate in Triad Conference during the week of **March 29 – April 2** *--dual majors only--*
- Do Formative Feedback Form #2 by **April 2**
- Do Online **Final** Summative Evaluation (link will be emailed around April 19) by **April 28**

Supervisor Responsibilities

- Facilitate Triad Conference during week of **January 25 - 29**
- Do Formative Feedback Form #1 by **February 5**
- Do Formative Feedback Form #2 by **February 26**
- Do Formative Feedback Form #3 by **March 19**
- Facilitate Triad Conference during the week of **March 29 – April 2** *--dual majors only--*
- Do Formative Feedback Form #4 by **April 16**
- Do Online **Final** Summative Evaluation (link will be emailed around April 19) by **April 28**

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

Reminders

- Lesson 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 during semester.
- Student teachers must keep district contract hours at the building where they are located and follow the district calendar, **NOT** the USU calendar.