

## **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 Bi-Weekly Feedback Forms

### **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
- Submit Mid-Term Formative Evaluation sent via email at the mid-point of the student teaching experience
- 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
- Submit Final Online Summative sent via email at the end of student teaching experience