

Suggested Timeline Checklist

This checklist is for use by both the cooperating teacher and the student teacher. While not all items will fit every placement, the list serves as a guide to the kinds of information that can be beneficial to student teachers.

	Student Teacher	Cooperating Teacher
Day 1	<ul style="list-style-type: none"> <input type="checkbox"/> Visit with administration, teachers, community, etc. <input type="checkbox"/> Identify your personal work area <input type="checkbox"/> Learn about resource available <input type="checkbox"/> Obtain class rosters, seating arrangements, daily schedule, etc. <input type="checkbox"/> Secure copy of Faculty and Student Handbook and map of the district. <input type="checkbox"/> Establish rules for your classes, with approval of cooperating teacher. <input type="checkbox"/> Review discipline procedures with cooperating teacher <input type="checkbox"/> Become acquainted with safety procedures <input type="checkbox"/> Identify students with special learning needs <input type="checkbox"/> Establish housekeeping expectations 	<ul style="list-style-type: none"> <input type="checkbox"/> Validate that your login information works on the Cooperating Personnel Portal on the CoTE site (www.cote.illinois.edu)
Week 1	<ul style="list-style-type: none"> <input type="checkbox"/> Possibly begin teaching first class <input type="checkbox"/> Observe the next class(es) you will teach <input type="checkbox"/> Secure teaching materials for next class(es) <input type="checkbox"/> Prepare lessons and activities for classes <input type="checkbox"/> Meet with cooperating teacher weekly in conference and then informally daily. <input type="checkbox"/> Assist cooperating teacher with FFA and other activities <input type="checkbox"/> Submit weekly report 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet daily with student teacher to discuss planning and activities <input type="checkbox"/> Check for adequate planning of weekly lessons and lesson plans <input type="checkbox"/> Begin assisting student teacher in setting SAE visits with and without you
Week 2	<ul style="list-style-type: none"> <input type="checkbox"/> Add 1st and/or 2nd class to teaching load <input type="checkbox"/> Continue daily conferences (as necessary) <input type="checkbox"/> Observe cooperating teacher in classes <input type="checkbox"/> Plan for 3rd and 4th classes <input type="checkbox"/> Assist cooperating teacher with FFA and other activities <input type="checkbox"/> Submit weekly report 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet daily with student teacher to discuss planning and activities <input type="checkbox"/> Check for adequate planning of weekly lessons and lesson plans <input type="checkbox"/> Evaluate student teacher using “Teaching Performance Review” (triplicate form) for one class

<p>Week 3</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Add 2nd and/or 3rd class <input type="checkbox"/> May move to less frequent conference schedule if directed by cooperating teacher (minimum of one per week) <input type="checkbox"/> Plan for 4th and 5th classes <input type="checkbox"/> Assist cooperating teacher with FFA and other activities <input type="checkbox"/> Submit weekly report <input type="checkbox"/> Begin conducting SAE visits 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet weekly (at a minimum) with student teacher to discuss planning and activities <input type="checkbox"/> Check for adequate planning of weekly lessons and lesson plans <input type="checkbox"/> Evaluate student teacher using “Teaching Performance Review” (triplicate form) for one class <input type="checkbox"/> Evaluate student teacher using “Formative Assessment of Teaching” for one class
<p>Weeks 4-5</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Add 4th, 5th, and 6th classes (as directed by cooperating teacher) <input type="checkbox"/> Assist cooperating teacher with FFA and other activities <input type="checkbox"/> Submit weekly reports 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet weekly (at a minimum) with student teacher to discuss planning and activities <input type="checkbox"/> Check for adequate planning of weekly lessons and lesson plans <input type="checkbox"/> Evaluate student teacher using “Teaching Performance Review” (triplicate form) for one class weekly <input type="checkbox"/> Evaluate student teacher using “Formative Assessment of Teaching” for one class bi-weekly
<p>Weeks 6-10</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assume full teaching load <input type="checkbox"/> Conduct remaining SAE visits <input type="checkbox"/> Assist cooperating teacher with FFA and other activities <input type="checkbox"/> Submit weekly reports 	<ul style="list-style-type: none"> <input type="checkbox"/> Week 6 – complete midterm evaluation of student teacher on Cooperating Personnel Portal on the CoTE website. <input type="checkbox"/> Meet weekly (at a minimum) with student teacher to discuss planning and activities <input type="checkbox"/> Check for adequate planning of weekly lessons and lesson plans <input type="checkbox"/> Evaluate student teacher using “Teaching Performance Review” (triplicate form) for one class weekly <input type="checkbox"/> Evaluate student teacher using “Formative Assessment of Teaching” for one class bi-weekly
<p>Weeks 11-12</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Begin returning classes to cooperating teacher as outlined by the cooperating teacher <input type="checkbox"/> Complete internship manual and all university reports <input type="checkbox"/> Assist cooperating teacher with FFA and other activities <input type="checkbox"/> Submit weekly reports 	<ul style="list-style-type: none"> <input type="checkbox"/> Week 11 – complete final “Teacher Performance Review” and “Formative Assessment of Teaching” <input type="checkbox"/> Begin taking classes back at natural ending points. <input type="checkbox"/> Verify with student teacher the completion of all manual and edTPA requirements <input type="checkbox"/> Week 12/13 – complete final evaluation of student teacher and evaluation of University Supervisor on the Cooperating Personnel Portal on the CoTE website