

STUDENT TEACHING ROLES AND RESPONSIBILITIES

Teacher Candidate (TC)	Cooperating Teacher (CT)	Field Supervisor (FS)	Clinical Evaluator (CE)
1. Initiate communication with the CT and FS. Check in via D2L on a regular basis to stay caught up with requirements and assignments, including journaling requirements (2 entries per week).	Sign and submit contract and tax forms	Sign and submit contract and tax forms	1. Develop coursework to be delivered via the D2L platform for both in-area and out-of-area TCs.
2. Participate in initial meeting(s) led by FS to discuss expectations and implementation of the Teacher Work Sample (TWS) See Field Experience Handbook , Cooperating Teacher Handbook , and Student Teaching Calendar			
3. Schedule observations (2); Have CT approve TWS lesson plans; submit (annotated) TWS lesson plans to CT after teaching	3. Approve TWS lesson plans for instruction. Conduct one formal observation, and provide feedback using DF Observation Tool	3 Conduct two formal observations and conferences. Use DF Observation Tool	3. Facilitate forums for discussion of TWS.
4. Midterm meeting: Complete Midterm Danielson Performance Assessment (Danielson Performance Assessment Rubric) for the purpose of establishing goals for the second half of the semester; give copy to TC. The CT and FS can sign the Substitute Teaching Form so that TC can sub up to 5 days. At approximately midterm, the CT will assess TWS lesson plans (Section Three) using the Qualtrics assessment; link will be sent by FPLO.			
5. Schedule observations (2) Submit TWS drafts to CE and to peer editor. Complete peer editing rubric for peer partner.	5. Conduct one formal observation, and provide feedback using DF Observation Tool	5. Conduct two formal observations and conferences. Use DF Observation Tool	5. Provide feedback on the development of the TWS.
6. Participate in final meeting to review Danielson Framework Final Performance Assessment (DfFPA) can reference the rubric using Midterm Danielson Performance Assessment			
7. Submit final copy of the TWS online via D2L	7. Complete Qualtrics Danielson Final Performance/OPI Content Assessment. (Link will be sent to you and, when you have entered scores, will automatically go to FS for completion.	7. Review CT Danielson Final Performance/OPI Content Assessment via automatic email from Qualtrics. Look over scores, complete FS section. Will submit automatically to MSU and to TC.	6. Evaluate the TWS submissions using the TWS Rubric
8. Submit TWS document in D2L. Submit mentor evaluations: Field Supervisor Evaluation and CT evaluation	8. Submit mentor evaluations: Field Supervisor Evaluation and CT evaluation	8 Submit mentor evaluations: Field Supervisor Evaluation and CT evaluation Submit Travel Voucher	8. Collaborate with the field placement office to compile grade components and all necessary items for successful completion of student teaching internship.