**STUDENT TEACHING ROLES AND RESPONSIBILITIES**

**All Documents marked in dark red font can be downloaded from our website:** <http://www.montana.edu/fieldplacement/studentteaching/index.html>

Middle

End

Beginning

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| **Teacher Candidate (TC)** | **Cooperating Teacher (CT)** | **Field Supervisor (FS)** | **Field Placement and Licensure Office (FPLO) & Clinical Evaluators (CEs)** |
| * Initiate all formal meetings with CT and FS. * Regularly check in via D2L (EDU 495) and use student teaching calendar to keep up with all requirements * Submit 2 journal entries per week to field supervisor and D2l if out of area | * + Sign and submit CT contract   and tax forms | * + Sign and submit FS contract   and tax forms | * + FPLO develop D2L coursework for both in-area and out-of-area TCs. |
| * + Review Field Experience Handbook   + Review Student Teaching Calendar   + Schedule Introductory Meeting with FS & CT | * + Review Cooperating Teacher Handbook   + Review Student Teaching Calendar   + Participate in Introductory Meeting with TC & FS | * + Review Field Experience Handbook   + Review Student Teaching Calendar   + Conduct Introductory Meeting with CT &TC, explain roles and expectations for the term, what to do if something is not going well | * + CEs check D2L Q & A forums and Ecat email each work day. |
| * + Schedule 2 formal lesson observations, submit lesson plans to FS 48 hours in advance of teaching   + In advance, have CT approve TWS (and all other) lesson plans   + Submit (annotated) TWS lessons plans to CT after teaching | * + Approve TWS lesson plans for instruction.   + Formally observe one TWS lesson, and provide feedback using DF Observation Tool | * + Conduct two formal observations (one TWS lesson) with pre- and post-conferences. Use DF Observation Tool (can be filled out and submitted to TC after the observation and post conference) | * + CEs facilitate TWS Q&A forum or Ecat email responses with your assigned group of TCs. |
| * + Schedule midterm meeting with CT and FS   + Bring to midterm meeting the Substitute Teaching Form | * + Participate in midterm meeting with FS and TC; provide feedback for Midterm Danielson Performance Assessment**\***   + If approved, sign Substitute Teaching Form   + Assess TWS lesson plans (Section Three) using Qualtrics assessment; link sent by FPLO | * + Conduct midterm meeting with CT and TC; collaboratively complete Midterm Danielson Performance Assessment**\***   + Sign Substitute Teaching Form | * + FPLO assign peer editing partners for TWS. |
| * + Schedule 2 formal lesson observations, submit lesson plans to FS 48 hours in advance of teaching   + Submit TWS drafts to CE and to peer editor.   + Complete TWS peer editing rubric for peer partner. | * + Conduct one formal observation, and provide feedback using DF Observation Tool | * + Conduct two formal observations with pre- and post-conferences. Use DF Observation Tool, (can be filled out and submitted to TC after the observation and post conference) | * + CEs Provide timely feedback on the development of draft TWS sections.   + Upload scores and feedback on D2L |
| * + Schedule final meeting with CT and FS   + Participate in final meeting with FS and CT | * + Participate in final meeting and collaboratively review TC progress in preparation for Danielson Framework Final Performance Assessment (DfFPA) | * + Conduct final meeting with TC & CT; use Midterm Danielson Performance Assessment for reference.   + Collaboratively review TC progress in preparation for DfFPA | * CEs evaluate final TWS submissions using the TWS Rubric. Upload scores and pdf to D2L.   + FPLO Calculate final student teaching grade: 50% mentor evaluations, 40% TWS, 10 % D2L, Professional Dispositions, etc. |
| * + Submit final copy of the TWS online via D2L | * + Complete **Danielson Final Performance/OPI Content Assessment**. (Link will be sent to you by FPLO from Qualtrics, when you finish, FS will automatically receive a link to his/her piece. | * Review CT **Danielson Final Performance/OPI Content Assessment** via automatic email from Qualtrics.   + Complete FS section. Form submits automatically to MSU and to TC. |
| * Submit mentor evaluations:   [Field Supervisor Evaluation](https://montana.qualtrics.com/jfe/form/SV_0czg4yqdSMfjBHL) and  [CT evaluation](https://montana.qualtrics.com/jfe/form/SV_eX8zF9LdrzLybzv) | * Submit mentor evaluations:   [Field Supervisor Evaluation](https://montana.qualtrics.com/jfe/form/SV_0czg4yqdSMfjBHL)  and  [CT evaluation](https://montana.qualtrics.com/jfe/form/SV_eX8zF9LdrzLybzv) | * Submit mentor evaluations:   [Field Supervisor Evaluation](https://montana.qualtrics.com/jfe/form/SV_0czg4yqdSMfjBHL)  and  [CT evaluation](https://montana.qualtrics.com/jfe/form/SV_eX8zF9LdrzLybzv)   * Submit Travel Voucher (in-state only) |

**\*** Reference the Danielson Performance Assessment Rubric