**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

|  |  |  |  |
| --- | --- | --- | --- |
| **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.
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| * + 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.
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| * + 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.
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| * + 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
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| * + 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.
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| * + 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.
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| * 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)
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**\*** Reference the Danielson Performance Assessment Rubric