

MSU Student Teaching Calendar

January 2019

FS = Field Supervisor **CT** = Cooperating Teacher **TC** = Teacher Candidate

FPLO = MSU Field Placement & Licensure Office

All documents marked with an asterisk* are available on our [website](#) as well as on the EDU 495 D2L course shell under "Content."

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 First week for some TCs	3	4	5
6	7 TC Discuss TWS topic and contextual research with CT & administrator first week; TC assist, observe, begin and continue co-teaching methods TC Schedule Introductory meeting with FS and CT	8 FS CT sign contract and submit necessary tax paperwork after instructions sent by FPLO	9 MSU Classes Start FS conduct introductory meeting by 1/16 Out-of-Area (OA) TC journaling due	10 TC in- and out-of-area, begin regularly checking D2L for news items, Q&A, emails, etc.	11 TC work on TWS Section 1; consult CT	12
13* All TC journaling due	14 FS journal response	15	16 Out-of-Area (OA) TC journaling due	17	18 TC work on TWS Section 2	19
20 All TC journaling due TWS Abridged Quiz due	21 MLK Holiday: No classes, Offices Closed	22 FS first formal observation/conference; use DF Observation Tool FS journal response	23 TC Research and write remainder of TWS Sections One & Two OA TC journaling due	24	25	26
27* All TC journaling due	28 TC Study TWS Section Three Guide & consult CT TC write TWS lesson plans (Section 3) FS journal response	29* First student teaching seminar for in-area TC (with CTs welcome) 4:30 to 6:30 BHS TBA;	30 OA TC journaling due	31 Approximate midpoint for 9-week placements; FS check with CT and report any concerns to FPLO . Document these concerns using the Danielson-based Mid-term Performance Assessment		

* Non-negotiable due dates or events

February 2019

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3* TC optional journaling this week	4 OA TC Seminar 1 make-up assignment and Quiz open on D2L TC pre-assesses TWS learner readiness (possible 1.5 factor) TC gives TWS lesson plans to CT for approval to teach	5 OA TC Seminar 1 make-up assignment and Quiz due by February 11	6 Optional TC Journaling	7	8	9
10* TC journaling due (optional); First professional draft of TWS Sections 1 & 2 due in D2L drop boxes	11 OA TC (out-of-area only) Seminar 1 make-up assignment* and Quiz* due TC teach TWS lessons; gather assessment data; video-record a TWS lesson and use for video reflection in TWS Section 5	12 FS (2 nd formal observation) & CT each observe one TWS lesson; use DF Observation Tool and give copy to TC after post-conference TWS Section 3 Assessment link emailed to CT from FPLO	13 Out-of-Area (OA) TC journaling due	14 TC fill out Substitute Teaching Approval Form and fax to FPL Office (406) 994-1950	15 TC provides CT with the 5 annotated red/green TWS lesson plans. CT grades lesson plans using TWS Section 3 Assessment (link emailed to CTs by FPLO 02/12)	16
17* All TC journaling due	18 Presidents Day: No classes, Offices closed FS journal response	19	20 Out-of-Area (OA) TC journaling due 9-week TC full teaching load by week 8	21	22 Link for Danielson-based/OPI Final Assessments emailed to all 9-wk CTs by FPLO. <u>Please do not complete until after the final conference</u>	23
24* All TC journaling due	25 TWS 1 & 2 returned in drop box with CE feedback; FS third formal observation & conference; use DF Observation Tool FS journal response	26* TC second student teaching seminar: for in-area, 4:30 – 6:30, BHS TBA TC write up TWS assessment results (Section 4)	27 Out-of-Area (OA) TC journaling due TC final conference with FS and CT to discuss assessment scoring and to set goals FS and CT submit Danielson-based/OPI Final Assessments Link emailed to CTs by FPLO 02/21	28		

*** Non-negotiable due dates or events**

March 2019

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3* All TC journaling due	4 OA TC Seminar 2 Quiz available on D2L BRIGHTSPACE TC reflect on TWS goal and complete TWS Sec 5 5-week minor placements begin; check placement sheet for exact date FS journal response	5 OA TC seminar 2 make up assignment and Quiz due by March 11	6	7	8	9
10* TC journaling due (optional) TWS full draft due in D2L drop box and to peer partner (CEs will score and provide feedback for Sections 4-5)	11 OA TC (out-of-area only) Seminar 2 make-up assignment* and Quiz* due	12	13 OA TC journaling due	14	15	16
17 All TC journaling due FS journal response No journaling this week—spring break	18	19	20	21	22	23
	 MSU Spring Break					
24	25	26	27	28	29	30
31 All TC journaling due			OA TC journaling due			

***Non-negotiable due dates or events**

April 2019

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 TWS draft returned to drop box with CE feedback on Sections 4-5 FS journal response	2 Proof of OPI IEFA course due on D2L https://learninghub.mrooms.net/course/index.php?categoryid=105	3 OA TC journaling due	4 Link for Danielson/OPI Final Assessments emailed to all CTs by FPLO. Please do not complete until after the final conference	5	6
7* Final TC journaling due Begin OPI course: “Introduction to Indian Education for All in Montana”	8 FS journal response TC finish final professional draft of TWS this week. Put all changes in medium-blue font.	9 FS formal observation & conference; use DF Observation Tool CT and FS have a collective conversation about scoring prior to separately submitting their individual Danielson/OPI Final Assessments scores	10	11 Link for Danielson/OPI Final Assessments emailed to all CTs by FPLO. Please do not complete until after the final conference Student Teaching Survey link emailed to TCs by MSU Field Placement Office	12	13
14* TC TWS final professional draft due in D2L drop box	15 TC final conference with FS and CT to discuss assessment scoring and to set goals FS and CT submit Danielson-based/OPI Final Assessments Link emailed to CTs by FPLO 04/04 & 04/11	16	17 TC observe other teachers and classrooms	18 TC complete Student Teaching Survey (link emailed to TCs by FPLO 04/11)	19 University Day: No classes, Offices open	20
21 Proof of successfully completed OPI course: “Introduction to Indian Education for All in Montana” submitted to D2L dropbox	22 TCs watch for licensure instructions FPLO; also view http://www.montana.edu/fieldplacement/licensure/sk_msu.html	23	24 TC CT and FS complete relevant mentor assessments FS Evaluation CT evaluation	25	26	27
28	29	30				