

# A Schedule of Activities for Student Teaching Observations

## **Prior to the beginning of your student teaching assignment, you will:**

1. Read the modified TPA Handbook in a thorough manner.
2. Complete the Intern Information Sheet template.

## ***At a student teacher seminar, you, your Supervising Teacher, and the Education Staff will:***

1. Review all modified KTIP-TPA materials, processes and procedures, and discuss expectations including the instructional unit.
2. Discuss potential students for involvement in Task D and identify the student to be involved.
3. Discuss your completion of the self-assessment portion of Task E.
4. Discuss possible leadership projects for Task F and agree upon the project you will plan and implement.
5. Set the timelines for completion of the TPA Tasks including the Instructional Unit, Task G-J.

## **Prior to each of your first two observations, you will:**

1. Complete Task A-1 (Teaching and Learning Context), for the lesson in which you will be observed by your supervising teacher.
2. Complete Task A-2 (Lesson Plan), for the lesson in which you will be observed by your supervising teacher.
3. Submit lesson plans electronically to your supervising teacher 2-3 days prior to the observation.
4. Work with your cooperating teacher to identify your strength and priority areas for growth.

## **Following each of your first two observations, you will:**

1. Meet with your supervising teacher and your cooperating teacher to review/discuss the lesson.
2. Assess progress of portfolio and modified TPA with your supervising teacher.
3. Complete and submit Task C (lesson analysis and reflection) to your supervising teacher electronically within two days after the observation.

## **Prior to your 3<sup>rd</sup> observation (video), you will:**

1. Complete and submit Task D, Task E, and Task F to your supervising teacher
2. Complete and submit Task A-1 (Teaching and Learning Context)
3. Complete and submit Task A-2 (Lesson Plan)
4. Complete and submit Task G (Designing an Instructional Unit)
5. Complete and submit Task H (The Assessment Plan)
6. Complete and submit Task I (Designing Instructional Strategies and Activities)
7. Complete and submit proper paperwork for videotaping
8. Organize the videotaping session for your observation

## **Following your 3<sup>rd</sup> observation, you will:**

1. Complete and submit Task C (Lesson Analysis and Reflection)
2. Complete and submit Task J-1 (Reflecting on the Impact of Instruction)
3. Complete and submit Task J-2 (Communication and Follow-Up)
4. Submit videotaped lesson to your supervising teacher.