

ROLES AND RESPONSIBILITIES OF THE STUDENT TEACHER

INTRODUCTION/ORIENTATION

Student teachers must schedule an introductory meeting with their cooperating teachers prior to the beginning of the student teaching semester. This meeting will determine the following:

TIME COMMITMENTS

- Beginning and ending dates of semester.
- Beginning and ending of the contract day.
- School calendar (Student teachers follow the district calendar).

TEACHING UNITS/SUBJECTS

- Review the curriculum to be covered in the course.
- Check out textbooks and other teaching materials from the cooperating teacher.
- Formulate long range plans for assuming teaching responsibilities.
- Obtain from the cooperating teacher a Faculty Handbook and Student Handbook and review administrative regulations and routines.
- Become familiar with the existing discipline plan.

THE FIRST WEEK OF STUDENT TEACHING

- Locate campus facilities to be used (i.e., library, textbook room, audio visual supply room, department workroom, faculty lounge, auditorium counseling facilities, etc.)
- Meet other members of the staff, i.e., principal and assistant principal, department chairperson, librarian, counselors, teacher aides, etc.
- Become acquainted with the students; learn their names.
- Observe and discuss class interactions with the teacher.

TEACHING THE CLASS

Student teachers should plan to assume control of the class gradually. To help this process:

- Plan cooperatively for instruction. The plans should include, but not be limited to, instructional goals and objectives, anticipatory set, the subject matter to be covered, the procedures to be used, lesson closure, audiovisual materials and other supplies needed, and evaluation of pupil achievement.
- Utilize a variety of teaching materials and strategies in order to determine those which are most appropriate.
- Develop and implement procedures for managing the class effectively during instruction, incorporating various groupings and presentation techniques.
- Determine the students' developmental levels and provide commensurate instruction.
- Participate in the evaluation and documentation of student progress and attendance.
- Demonstrate an ability to continually assume greater responsibility in conducting the classes.

PROFESSIONAL OBLIGATIONS

Student teachers must be responsible for their professional growth.

To accomplish this:

- Contact the school, cooperating teacher, and University supervisor if illness prevents attendance.
- Become involved in the total school program by participating in school assemblies, faculty and department meetings, P.T.A. meetings, athletic events, stage productions, parent conferences, in-service activities, etc.
- Meet with the cooperating teacher, apart from class time on a **regular basis** to review the instruction to date, critique teaching performance, and assist in planning daily lessons for the upcoming week.
- Confer with the University supervisor on a **regular basis**.
- Complete all requirements specified by your program area.
- Observe, if appropriate at the end of the semester, the teaching of other master teachers in the building.
- Arrangements must be made with the cooperating teacher, the University supervisor, the principal, if appropriate, and with the teacher to be observed.