

Spring 2018 Semester

Student Teaching Observation Calendar and Guide

This document is intended to serve as a resource and guide for Student Teachers, Cooperating Teachers, and University Coaches in regards to the progression of the student teaching experience and the responsibilities within each role in regards to the observations conducted by Temple University Coaches. If you should have any questions or concerns about what is included in this document, please contact Mr. Bernie McGee, Assistant Director of Field Placement, at 215-204-1520 or mcgee@temple.edu.

ACRONYM GLOSSARY

ST – Student Teacher, CT – Cooperating Teacher, UC – University Coach, SA – School Administrator, SI – Seminar Instructor
SGF – Small Group Facilitator, CoT – Co-Teacher, LT – Lead Teacher
LP – Lesson Plan, LD – Lesson Delivery, PostOC- Post-Observation Conversation
TTS – Temple Teaching Standards, STGP – Student Teacher Growth Plan

Weeks 1-2: Initial Informal Visit Spring 2018: January 16th – January 26th			
Student Teacher's Role in the Classroom: Co-Planner & Small Group Facilitator or Co-Teacher			
	University Coach	Student Teacher	Cooperating Teacher
Prior to Visit	<ul style="list-style-type: none"> • Contact Student Teacher (ST) to schedule initial informal visit • Contact ST's School Administrator (SA) and Cooperating Teacher (CT) to introduce yourself • Contact ST's Seminar Instructor (SI) to introduce yourself 	<ul style="list-style-type: none"> • Respond to University Coach's (UC) contact and inform Cooperating Teacher (CT) of your UC's scheduled initial informal visit • Share your daily and weekly schedule with your UC 	<ul style="list-style-type: none"> • Respond to University Coach's (UC) contact with questions or feedback about your Student Teacher (ST) • Share your daily and weekly schedule with the UC • Share your course curricula with the UC
During Visit	<ul style="list-style-type: none"> • Introduce yourself to school administrators, office staff, and the CT • Observe ST's classroom interactions for 15-20 minutes 	<ul style="list-style-type: none"> • Engage with students and CT as you normally would, either as Small Group Facilitator or Co-Teacher 	<ul style="list-style-type: none"> • Engage with students and ST as you normally would, with ST as either Small Group Facilitator or Co-Teacher
After Visit	<ul style="list-style-type: none"> • Follow-up with ST via email or phone to discuss questions, concerns, and the initial informal visit; schedule 1st Lesson Observation and Lesson Plan (LP) deadline. 	<ul style="list-style-type: none"> • Share questions and/or concerns with UC; schedule 1st Lesson Observation • Inform CT of 1st Lesson Observation date and time. 	<ul style="list-style-type: none"> • Share questions and/ or concerns with UC • Discuss with ST his/her instructional role within the classroom, his/her progress in student teaching, and his/her preparation for the 1st Lesson Observation. • <i>Complete CT Honorarium Application online.</i>

Weeks 3-4: 1st Lesson Observation

Spring 2018: January 29th – February 9th

Student Teacher's Role in the Classroom: Co-Planner & Small Group Facilitator or Co-Teacher			
	University Coach	Student Teacher	Cooperating Teacher
Prior to Visit	<ul style="list-style-type: none"> 2-3 days prior to 1st Lesson Observation, reach out to Student Teacher via phone or email to: <ol style="list-style-type: none"> confirm the date/ time/ location of 1st Lesson Observation and PostOC, request LP (with deadline) and ask what questions/concerns the ST has prior to the 1st Lesson Observation Review the ST's LP 	<ul style="list-style-type: none"> Meet with your CT to co-plan the lesson for your 1st Lesson Observation Respond to the UC's contact with confirmation of the date/time/location of 1st Lesson Observation and PostOC and with the questions/concerns you have going into the 1st Lesson Observation Submit your LP to your UC via TK20 by the requested deadline Develop your lesson materials and practice your lesson responsibilities after reviewing them with your CT 	<ul style="list-style-type: none"> Meet with your ST to co-plan the lesson for his/her 1st Lesson Observation Reach out to the UC with any questions or concerns to address and/or anything that you would like the UC to pay particular attention to during the 1st Lesson Observation
During Visit	<ul style="list-style-type: none"> Observe at least 30 minutes of ST's instructional delivery Take notes on the ST's actions, the students' actions, and the ST's attentiveness to the LP and the TTS 	<ul style="list-style-type: none"> Participate in the instructional delivery of the lesson as either SGF or Co-Teacher 	<ul style="list-style-type: none"> Participate in the instructional delivery of the lesson as either Lead Teacher or Co-Teacher
After Visit	<ul style="list-style-type: none"> Engage in PostOC with the ST (and CT if possible) (within 48 hours) Complete 1st Lesson Observation TOR on TK20* Respond to ST's and/or CT's questions or concerns Contact ST to schedule 2nd Lesson Observation and LP deadline. 	<ul style="list-style-type: none"> Engage in PostOC with your UC (and CT if possible) Submit your lesson and Post-OC reflection on TK20 Review 1st Lesson Observation TOR on TK20 and contact UC with questions or concerns; schedule 2nd Lesson Observation with UC Inform CT of 2nd Lesson Observation date and time Develop your goals for your 2nd Lesson Observation and share them with UC, CT, and SI. 	<ul style="list-style-type: none"> [Engage in a PostOC with the ST and UC]** Share questions and/ or concerns with UC Discuss with ST his/her instructional role within the classroom, his/her progress in student teaching, and his/her preparation for the 2nd Lesson Observation.

*The 1st Lesson Observation TOR should be uploaded to TK20 within 48 hours of the observation and no later than **Friday, February 9th**.

**Bulleted responsibilities that are written in brackets should be understood as “ideally/ if possible”

Weeks 5-7: 2nd Lesson Observation

Spring 2018: February 12th – March 2nd

Student Teacher's Role in the Classroom: Co-Teacher or Lead Teacher			
	University Coach	Student Teacher	Cooperating Teacher
Prior to Visit	<ul style="list-style-type: none"> 2-3 days prior to 2nd Lesson Observation, reach out to Student Teacher via phone or email to: <ol style="list-style-type: none"> confirm the date/ time/ location of 2nd Lesson Observation and PostOC, request LP (with deadline), and ask what questions/concerns the ST has prior to the 2nd Lesson Observation and what goals the ST has for the 2nd Lesson Observation Review the ST's LP 	<ul style="list-style-type: none"> Meet with your CT to co-plan the lesson for your 2nd Lesson Observation Respond to the UC's contact with confirmation of the date/time/location of 2nd Lesson Observation and PostOC and with the questions/concerns you have going into the 2nd Lesson Observation Submit your LP to your UC via TK20 by the requested deadline Develop your lesson materials and practice your lesson responsibilities after reviewing them with your CT 	<ul style="list-style-type: none"> Meet with your ST to co-plan the lesson for his/her 2nd Lesson Observation Reach out to the UC with any questions or concerns to address and/or anything that you would like the UC to pay particular attention to during the 2nd Lesson Observation
During Visit	<ul style="list-style-type: none"> Observe at least 30 minutes of ST's instructional delivery Take notes on the ST's actions, the students' actions, and the ST's attentiveness to the LP and the TTS 	<ul style="list-style-type: none"> Participate in the instructional delivery of the lesson as either Co-Teacher or Lead Teacher 	<ul style="list-style-type: none"> Participate in the instructional delivery of the lesson as either Co-Teacher or Small Group Facilitator / Observer
After Visit	<ul style="list-style-type: none"> Engage in PostOC with the ST (and CT if possible) (within 48 hours) Complete 2nd Lesson Observation TOR on TK20* Respond to ST's and/or CT's questions or concerns Contact ST to schedule 3rd Lesson Observation and LP deadline <ul style="list-style-type: none"> Follow guidelines for Semester Midpoint. 	<ul style="list-style-type: none"> Engage in PostOC with your UC (and CT if possible) Submit your lesson and Post-OC reflection on TK20 Review 2nd Lesson Observation TOR on TK20 and contact UC with questions or concerns; schedule 3rd Lesson Observation with UC Inform CT of 3rd Lesson Observation date and time Develop your goals for your 3rd Lesson Observation and share them with UC, CT, and SI Follow guidelines for Semester Midpoint. 	<ul style="list-style-type: none"> [Engage in a PostOC with the ST and UC] Share questions and/ or concerns with UC Discuss with ST his/her instructional role within the classroom, his/her progress in student teaching, and his/her preparation for the 3rd Lesson Observation <ul style="list-style-type: none"> ➔ Follow guidelines for Semester Midpoint.

*The 2nd Lesson Observation TOR should be uploaded to TK20 within 48 hours of the observation and no later than **Friday, March 2nd**.

SEMESTER MIDPOINT		
University Coach	Student Teacher	Cooperating Teacher
<ul style="list-style-type: none"> ➔ Contact your ST's CT with reminder to complete Mid-Semester Summary on TK20* ➔ Review the CT's Mid-Semester Summary and use it to inform your completion of the Mid-Semester PDE-430 ➔ Complete the Mid-Semester PDE-430 on TK20** ➔ [If necessary, host a Student Teacher Growth Plan conference with the ST and CT] ➔ [If necessary, submit completed Student Teacher Growth Plan on TK20]*** 	<ul style="list-style-type: none"> ➔ [If requested, respond to request for, attend, and participate in STGP conference] ➔ Review all Mid-Semester documents posted to TK20 and contact your UC with questions or concerns. 	<ul style="list-style-type: none"> ➔ Complete and submit the Mid-Semester Summary to TK20* ➔ [If requested, respond to request for, attend, and participate in STGP conference] ➔ Review all Mid-Semester documents posted to TK20 and contact the UC with questions or concerns.

*The Mid-Semester Summary should be completed on TK20 by the Cooperating Teacher **no later than Wednesday, February 28th.**

The Mid-Semester PDE-430 should be completed on TK20 by the University Coach **no later than Friday, March 9th.

*** A Student Teacher Growth Plan initiated at mid-semester should be completed on TK20 by the University Coach **no later than Friday, March 16th.**

Weeks 8-10: 3rd Lesson Observation

Spring 2018: March 5th – March 23rd

Student Teacher's Role in the Classroom: Co-Teacher or Lead Teacher			
	University Coach	Student Teacher	Cooperating Teacher
Prior to Visit	<ul style="list-style-type: none"> • 2-3 days prior to 3rd Lesson Observation, reach out to Student Teacher via phone or email to: <ol style="list-style-type: none"> (1) confirm the date/ time/ location of 3rd Lesson Observation and PostOC, (2) request LP (with deadline), and (3) ask what questions/concerns the ST has prior to the 3rd Lesson Observation and what goals the ST has for the 3rd Lesson Observation • Review the ST's LP 	<ul style="list-style-type: none"> • Meet with your CT to co-plan the lesson for your 3rd Lesson Observation • Respond to your UC's contact with confirmation of the date/time/location of 3rd Lesson Observation and PostOC and with the questions/concerns you have going into the 2nd Lesson Observation • Submit your LP to your UC via TK20 by the requested deadline • Develop your lesson materials and practice your lesson responsibilities after reviewing them with your CT 	<ul style="list-style-type: none"> • Meet with your ST to co-plan the lesson for his/her 3rd Lesson Observation • Reach out to the UC with any questions or concerns to address and/or anything that you would like the UC to pay particular attention to during the 3rd Lesson Observation
During Visit	<ul style="list-style-type: none"> • Observe at least 30 minutes of ST's instructional delivery • Take notes on the ST's actions, the students' actions, and the ST's attentiveness to the LP and the TTS 	<ul style="list-style-type: none"> • Participate in the instructional delivery of the lesson as either Co-Teacher or Lead Teacher 	<ul style="list-style-type: none"> • Participate in the instructional delivery of the lesson as either Co-Teacher or Small Group Facilitator / Observer
After Visit	<ul style="list-style-type: none"> • Engage in PostOC with the ST (and CT if possible) • (within 48 hours) Complete 3rd Lesson Observation TOR on TK20* • Respond to ST's and/or CT's questions or concerns • Contact ST to schedule 4th Lesson Observation and LP deadline. 	<ul style="list-style-type: none"> • Engage in PostOC with your UC (and CT if possible) • Submit your lesson and Post-OC reflection on TK20 • Review 3rd Lesson Observation TOR on TK20 and contact UC with questions or concerns; schedule 4th Lesson Observation with UC • Inform CT of 4th Lesson Observation date and time • Develop your goals for your 4th Lesson Observation and share them with UC, CT, and SI. 	<ul style="list-style-type: none"> • [Engage in PostOC with the ST and UC] • Share questions and/ or concerns with UC • Discuss with ST his/her instructional role within the classroom, his/her progress in student teaching, and his/her preparation for the 4th Lesson Observation.

*The 3rd Lesson Observation TOR should be uploaded to TK20 within 48 hours of the observation and no later than **Friday, March 23rd**.

Weeks 11-15: 4th Lesson Observation

Spring 2018: March 26th – April 27th

*The 4th Lesson Observation should be scheduled and completed before the last week of student teaching (April 23rd – 27th).

Student Teacher's Role in the Classroom: Co-Planner or Lead Planner & Lead Teacher			
	University Coach	Student Teacher	Cooperating Teacher
Prior to Visit	<ul style="list-style-type: none"> 2-3 days prior to 3rd Lesson Observation, reach out to Student Teacher via phone or email to: <ol style="list-style-type: none"> confirm the date/ time/ location of 3rd Lesson Observation and PostOC, request LP (with deadline), and ask what questions/concerns the ST has prior to the 3rd Lesson Observation and what goals the ST has for the 3rd Lesson Observation Review ST's LP 	<ul style="list-style-type: none"> Meet with your CT to co-plan the lesson for your 4th Lesson Observation Respond to your UC's contact with confirmation of the date/time/location of 4th Lesson Observation and PostOC and with the questions/concerns you have going into the 4th Lesson Observation Submit your LP to your UC by the requested deadline Develop your lesson materials and practice your lesson responsibilities after reviewing them with your CT 	<ul style="list-style-type: none"> Meet with your ST to co-plan or review the lesson for his/her 4th Lesson Observation Reach out to the UC with any questions or concerns to address / look out for and any goals/actions/challenges that you would like the UC to pay particular attention to during the 4th Lesson Observation
During Visit	<ul style="list-style-type: none"> Observe at least 30 minutes of ST's instructional delivery Take notes on the ST's actions, the students' actions, and the ST's attentiveness to the LP and the TTS 	<ul style="list-style-type: none"> Participate in the instructional delivery of the lesson as Lead Teacher 	<ul style="list-style-type: none"> Participate in the instructional delivery of the lesson as Small Group Facilitator/ Observer
After Visit	<ul style="list-style-type: none"> Engage in PostOC with the ST (and CT if possible) (within 48 hours) Complete 4th Lesson Observation TOR on TK20* Respond to ST's and/or CT's questions or concerns Contact ST to schedule your final Coaching Conversation <ul style="list-style-type: none"> ➔ Follow protocol for Semester Endpoint. 	<ul style="list-style-type: none"> Engage in PostOC with your UC (and CT if possible) Submit your lesson and Post-OC reflection on TK20 Review 4th Lesson Observation TOR on TK20 and contact UC with questions or concerns; schedule Final Coaching Conversation Develop your goals for the end of student teaching and share them with UC, CT, and SI Follow protocol for Semester Endpoint. 	<ul style="list-style-type: none"> [Engage in PostOC with the ST and UC] Share questions and/ or concerns with UC Discuss with ST his/her instructional role within the classroom, his/her progress in student teaching, and his/her goals for the end of student teaching <ul style="list-style-type: none"> ➔ Follow protocol for Semester Endpoint.

*The 4th Lesson Observation TOR should be uploaded to TK20 within 48 hours of the observation and no later than **Friday, April 20th**.

SEMESTER ENDPOINT		
University Coach	Student Teacher	Cooperating Teacher
<ul style="list-style-type: none"> ➔ Contact your CT with a reminder to submit the End-of-Semester Evaluation on TK20 ➔ Review the CT's End-of-Semester Evaluation and use it to inform your Final PDE-430 and the Student Teacher's ST Participation grade ➔ Submit the Final PDE-430 on TK20 by Friday, April 20th. ➔ Schedule and complete a Final Coaching Conversation, via phone or in-person, with your ST ➔ Determine your Student Teacher's final course grade for Student Teaching, according to the "Student Teaching Grading Guidelines" document online ➔ Submit your Student Teacher's final course grade to the Office of Field Placement by Friday, May 4th. ➔ Complete the University Coach Survey by Friday, May 4th. 	<ul style="list-style-type: none"> ➔ Respond to your UC's request to schedule a Final Coaching Conversation ➔ Participate in your Final Coaching Conversation ➔ Review all Final documents posted to TK20 ➔ Complete the Student Teacher Exit Survey by Friday, May 4th. 	<ul style="list-style-type: none"> ➔ Complete and submit the End-of-Semester Evaluation to TK20 by Monday, April 16th. ➔ Complete the Cooperating Teacher Survey by Friday, May 4th.