WEK ONE:
Initial introduction to the class and school; Student Teacher is to gain knowledge of the class and pupils; may help individual pupils; may perform assigned duties. Discuss long and short-range plans with Cooperating Teacher. Select first subject area and prepare plans for beginning the following week. All plans must be submitted to and approved by the Cooperating Teacher at least one day in advance.

WEEK TWO:
Begin teaching a subject area with jointly created plans. Select a second area to begin the following week with joint plans. Student Teacher may begin the day and dismiss students at noon or at the end of the day. Make time for bi-weekly conference. [The initial steps of the edTPA Checklist for Student Teachers have been completed.]

WEEK THREE:
Continue teaching in two subject areas, the first now with student plans (but approved and evaluated by the Cooperating Teacher) and the second with joint plans. Begin plans (and may be teaching) for a third subject area late in the week. Cooperating Teacher may leave the room for short periods of time.

WEEK FOUR:
Teach three areas/class periods with carefully approved plans. Make plans for the continued take-over and full teaching duties. Be certain that the Student Teacher knows the subject requirements for the remainder of the semester and where flexibility or change may be appropriate. Standardized testing, field trips, parent conferences, institutes -- all make a difference to the Student Teacher's plans. Make time for bi-weekly conference. [Task 1 of the edTPA Checklist for Student Teachers has been completed.]

WEEK FIVE:
Move into full-time teaching as soon as seems appropriate, although there is no hurry. Be ready to give help to the Student Teacher in planning units or subjects and provide advice and/or materials as needed. Cooperating Teacher should leave the classroom occasionally for longer periods.

WEEK SIX:
Students should soon be in full control and responsibility. Conferences should be held daily to evaluate and to discuss the plans to follow. Cooperating Teacher will leave the room for longer periods of time -- perhaps half an hour or longer -- but observe carefully when in the room. Please keep the University Supervisor apprised of progress made. Make time for bi-weekly conference. Complete midterm evaluations (self-assessment and Cooperating Teacher). [Task 2 of the edTPA Checklist for Student Teachers has been completed.]

WEEKS SEVEN, EIGHT, NINE AND TEN:
Allow full teaching and planning responsibilities. Cooperating Teacher will leave classroom for extended periods of time but still supervise closely during the time spent in room. All plans and preparations are now in the hands of the Student Teacher. Plans must still be approved. (The Cooperating Teacher can be held legally responsible for the plans and activities of the Student Teacher). Make time for two bi-weekly conferences. [By the end of week eight: Task 3 of the edTPA Checklist for Student Teachers has been completed and your edTPA portfolio submitted on Live Text.]

WEEKS ELEVEN AND TWELVE:
Cooperating Teachers will assume part of the teaching responsibilities. The remainder of time will be used to view the Cooperating Teacher's methodology again, as well as to visit other levels in this school and others. The Cooperating Teacher will be apprised of and approve all visiting and teaching plans. Complete Final Evaluation.