

Curriculum and Instruction Department Student Teaching Program
Forms and Assignments – Overview and Completion Guide

Revised August 2017

Use this guide to identify the forms you and other student teaching team members need to complete, the purpose of each form, and where and when to submit it. Form and document locations are as follows:
¹ [Student Teaching Resources](#) webpage; ² [Tk20](#); ³ Curriculum & Instruction Advisement Office; ⁴ [edTPA Forum](#) website; and ⁵ [MyOswego](#). Note that some forms posted on the web page will be submitted in Tk20.

Student Teacher	
Form Name / Description	Submission Details
Teaching Plan¹ <i>An overview of the student teacher's anticipated teaching responsibilities over the course of the placement determined in dialogue with the cooperating teacher.</i>	Email to your supervisor by the first Wednesday of each placement.
Cooperating Teacher Information³ <i>Your cooperating teacher's contact information</i>	Complete on-line at the beginning of each quarter once a link to the form is received via email.
Master/Weekly Student Teaching Schedule¹ <i><u>Master Teaching Schedule:</u> A schedule that documents the cooperating teacher's regular teaching and other responsibilities for a one-week period.</i> <i><u>Weekly Student Teaching Schedule:</u> The student teacher's planned teaching and/or co-teaching responsibilities documented for the upcoming week.</i>	Email the <i>Master Teaching Schedule</i> to your supervisor by the first Wednesday of each placement. Email the <i>Weekly Teaching Schedule</i> to your supervisor by 12:00 p.m. each Sunday prior to the week documented on the schedule.
Weekly Student Teaching Report¹ <i>A two-part report that elicits student teacher's reflections of the previous week and documents edTPA progress.</i>	Email to your supervisor by 12:00 p.m. each Sunday following the week discussed in the report. (Note: After Q2/Q4 edTPA Draft is submitted to Tk20, only submit Part 1.)
Mid-Placement Student Teacher Evaluation¹ <i>A formative assessment of the student teacher's performance, dispositions, and progress.</i>	Complete as a self-assessment during the 3 rd or 4 th week of student teaching and discuss with your cooperating teacher and supervisor.
edTPA Initial Draft¹² <i>All elements of the subject-specific edTPA in initial draft form.</i>	Upload to Google Drive in a folder with subfolders for each Task and share with your supervisor by the final Sunday of the Q1/Q3 student teaching placement.
edTPA Checklist & Self-Assessment⁴ <i>Subject-specific checklist of edTPA expectations and self-evaluation of edTPA Initial Draft based on the rubrics.</i>	Upload to Google Drive with edTPA Initial Draft OR share paper copy with your supervisor by the final Sunday of the Q1/Q3 student teaching placement.
edTPA Draft¹² <i>All elements of the edTPA for the given subject area.</i>	Upload to Tk20 by the Sunday of week 4 of the Q2/Q4 student teaching placement.
Course Evaluation³ <i>Your assessment of your student teaching supervisor's dispositions, supervision, assessment, and feedback.</i>	Complete on-line at the end of each quarter once a link to the form is received via email.
Candidate Disposition Self-Assessment¹² <i>Self-assessment of the dispositions the School of Education has identified for its student teachers.</i>	Complete in Tk20 at the end of the Q2/Q4 student teaching placement.

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Student Teaching Supervisor	
Form Name / Description	Submission Details
<p>Teaching Plan¹ <i>An overview of the student teacher's anticipated teaching responsibilities over the course of the placement determined in dialogue with the cooperating teacher.</i></p>	<p>This plan is emailed to you by the first Wednesday of each student teaching placement. Maintain it electronically and refer it throughout the placement.</p>
<p>Master/Weekly Student Teaching Schedule¹ <i><u>Master Teaching Schedule:</u> A schedule that documents the cooperating teacher's instructional and other responsibilities for a one-week period. <u>Weekly Student Teaching Schedule:</u> The student teacher's planned teaching and/or co-teaching responsibilities documented for the upcoming week.</i></p>	<p>The <i>Master Teaching Schedule</i> is emailed to you by the first Wednesday of each placement. The <i>Weekly ST Teaching Schedule</i> is emailed to you by 12:00 p.m. each Sunday prior to the week indicated in the schedule. Use these schedules to determine the observation times; maintain them electronically for future reference.</p>
<p>Weekly Student Teaching Report¹ <i>A two-part report that elicits student teacher's reflections of the previous week and that documents edTPA progress. (After edTPA Draft is submitted to Tk20, only Part 1 of this report is completed.)</i></p>	<p>This report is submitted to you by email on a weekly basis. After reading and responding to it, maintain it for future reference, electronically or in the student teaching folder.</p>
<p>Observation Report³ <i>A written report of the student teacher's observed performance that notes strengths and offers recommendations based on program criteria. Three observation reports are to be completed each quarter.</i></p>	<p>Provide a copy of each report to the student teacher and cooperating teacher after each observation and place original in the student teacher's folder. *</p>
<p>Mid-Placement Student Teacher Evaluation¹ <i>A formative assessment of the student teacher's performance, dispositions, and progress.</i></p>	<p>The cooperating teacher will complete, discuss, and provide a copy to you and the student teacher. Place the copy in the student teacher's folder. *</p>
<p>edTPA Initial Draft Completion Report¹ <i>A checklist of what the student teacher has and has not completed on the edTPA Initial Draft (and edTPA Checklist and Self-Assessment) submitted at the end of Q1/Q3 and feedback to guide the student teacher's and/or Q2/Q4 supervisor's next steps.</i></p>	<p>Provide a copy to the student teacher and place the original in the student teacher's folder. *</p>
<p>Draft edTPA Rubric and Feedback² <i><u>Rubric:</u> The Local Evaluation Rubric is a 3-point rubric used to rate the edTPA for program evaluation purposes. <u>Feedback:</u> Written comments that follow the Acceptable Support Guidelines to guide the student teacher's refinement and editing of the edTPA as it is prepared for submission for teacher certification purposes.</i></p>	<p>Complete in Tk20 in as timely a manner as possible after the edTPA Draft has been submitted during Q2/Q4. Note: <i>Rubric</i> evaluation is confidential and cannot be seen by the student teacher. <i>Feedback</i> is visible to the student teacher and intended to guide edTPA revision.</p>
<p>Student Teacher Evaluation¹² <i>A comprehensive evaluation of the student teacher's performances over the course of the placement, with criteria aligned to the subject-specific CAEP standards.</i></p>	<p>Complete in Tk20 at the end of the student teaching placement.</p>
<p>Candidate Disposition Assessment¹² <i>Assessment of the student teacher's dispositions during the placement. The dispositions evaluated are those identified by the School of Education for its student teachers.</i></p>	<p>Complete in Tk20 at the end of the student teaching placement.</p>
<p>Final Supervisory Student Teacher Evaluation¹ <i>A brief written summary of the student teacher's strengths and recommendations for growth and improvement.</i></p>	<p>Place with observation reports in the student teacher's folder at end of the placement. *</p>
<p>Final Grade⁵ <i>Determination of a satisfactory (S) or unsatisfactory (U) completion of student teaching. In rare and extenuating circumstances, an incomplete (I) may be given.</i></p>	<p>Submit in MyOswego prior to the date and time for grade submission announced by the Registrar's Office. A grade of I or U must be discussed ahead of time with the Student Teaching Coordinator.</p>
<p>Employee Report of Travel Expenses³ <i>Documentation of miles traveled for supervision purposes.</i></p>	<p>Submit to Curriculum and Instruction Department Secretary at the end of each month of supervision.</p>

* In the case of any concerns, email a copy of this document to the Student Teaching Coordinator.

Cooperating Teacher	
Form Name / Description	Submission Details
<p>Teaching Plan¹ <i>An overview of the student teacher's anticipated teaching responsibilities over the course of the placement determined in dialogue with the student teacher.</i></p>	Submitted by the student teacher as described in previous section.
<p>Mid-Placement Student Teacher Evaluation¹ <i>A formative assessment of the student teacher's performance, dispositions, and progress.</i></p>	Complete in writing; discuss with and provide copy to the college supervisor and the student teacher.
<p>Student Teacher Evaluation¹² <i>A comprehensive evaluation of the student teacher's performances over the course of the placement, with criteria aligned to the subject-specific CAEP standards.</i></p>	Complete in Tk20 at the end of the student teaching placement when prompted by an email with a link to Tk20. (Inform college supervisor if email is not received.)
<p>Candidate Disposition Assessment¹² <i>Assessment of the student teacher's dispositions during the placement. The dispositions evaluated are those identified by the School of Education for its student teachers.</i></p>	Complete in Tk20 at the end of the student teaching placement when prompted by an email with a link to Tk20. (Inform the college supervisor if email is not received.)