

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

Revised August 2019

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](#); and ³ Curriculum & Instruction Advisement Office. 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 the first week of the placement by the date indicated in the course calendar.
Cooperating Teacher Information³ <i>Your cooperating teacher's contact information</i>	Complete on-line at the beginning of each placement once an email link to the form is received from the Curriculum and Instruction Department.
Master/Weekly Student Teaching Schedule¹ <i>Master Teaching Schedule: A schedule that documents the cooperating teacher's regular teaching and other responsibilities for a one-week period.</i> <i>Weekly Student Teaching Schedule: The student teacher's planned independent or shared teaching responsibilities documented for the upcoming week.</i>	Email the <i>Master Teaching Schedule</i> to your supervisor by the date indicated in the course syllabus at the start of each quarter. Email the <i>Weekly Teaching Schedule</i> to your supervisor by 12:00 p.m. each Sunday as indicated on the course and syllabus calendars.
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 as indicated on the course and syllabus calendars. (Note: After 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 mid-point of each student teaching quarter and discuss with your cooperating teacher and supervisor. Your cooperating teacher will also complete this form.
edTPA Initial Draft^{1 2} <i>*Not completed in residency programs.*</i> <i>All elements of the subject-specific edTPA in initial draft form.</i>	<i>*Not completed in residency programs.*</i> Upload to Google Drive in a folder with subfolders for each Task and share with your supervisor by the date indicated on the course and syllabus calendars.
edTPA Draft for Student Teaching^{1 2} <i>*Spring semester only in residency programs.*</i> <i>All elements of the edTPA for the given subject area.</i>	<i>*Spring semester only in residency programs.*</i> Upload to Tk20 by the date indicated on the course and syllabus calendars.
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 from the Curriculum and Instruction Department.
Candidate Disposition Self-Assessment^{1 2} <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 final student teaching placement.