**Weekly Student Teaching Schedule (ADO)**

**Master Schedule:** By Wednesday of your first week of student teaching each quarter, fill in the schedule template found on page 2 of this document to reflect details of your cooperating teacher’s **master teaching schedule**. Include the times and room numbers of each class, duty, lunch, and planning. Edit the template itself in whatever ways are necessary to accurately reflect your teaching situation (e.g., delete rows). Delete this first page. Email the master schedule to your student teaching supervisor.

**Weekly Student Teaching Schedule:** By 12 p.m. Sunday of each week (e.g., week 2, week 3, etc.), report your teaching responsibilities for the upcoming week, highlighting each class on the master schedule that you will be teaching independently or in a shared teaching situation. You may include additional information if you choose. Email the weekly student teaching schedule to your student teaching supervisor.

**Sample Weekly Student Teaching Schedule**

Student Teacher \_\_\_\_\_\_\_\_Jane French\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperating Teacher \_\_\_\_Mr. Joseph Spanish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School \_\_\_Germantown Middle School\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Day** → | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **Date** → | **September 12** | **September 13** | **September 14** | **September 15** | **September 16** |
| **Period** ↓ | **Room**→  **Time** ↓ | **Room 230** | **Room 230** | **Room 230** | **Room 230** | **Room 230** |
| **Home-**  **room** | **7:35 -7:55** |  |  |  |  |  |
| **1** | **8:00 - 8:40** | Planning | Planning | Planning | Planning | \*Assembly |
| **2** | **8:40 - 9:20** | Spanish 2 | Spanish 2 | Spanish 2 | Spanish 2 | \*Assembly |
| **3** | **9:20 - 10:00** | Spanish 1 | Spanish 1 | Spanish 1 | Spanish 1 | Spanish 1  (30 min test) |
| **4** | **10:00 - 10:40** | Planning | Planning | Planning | Planning | Planning |
| **5** | **10:40 - 11:20** | Spanish 2 | Spanish 2 | Spanish 2 | Spanish 2 | Spanish 2 |
| **6** | **11:20 - 12:00** | Lunch | Lunch | Lunch | Lunch | Lunch |
| **7** | **12:00 - 12:40** | Study Hall  Room 250 | Study Hall  Room 250 | Study Hall  Room 250 | Study Hall  Room 250 | Study Hall  Room 250 |
| **8** | **12:40 - 1:25** | Spanish 1 | Spanish 1 | Spanish 1 | Spanish 1 | Spanish 1  (30 min test) |
| **9** | **1:25 - 2:10** | Spanish 2 | Spanish 2 | Spanish 2 | Spanish 2 | Spanish 2 |

Highlighted or shaded classes indicate when the student teacher will be teaching or co-teaching.

**Weekly Student Teaching Schedule for Quarter\_\_\_\_\_, Week\_\_\_\_\_**

Student Teacher:

Cooperating Teacher: School:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Day** → | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **Date** → |  |  |  |  |  |
| **Period** ↓ | **Room**→  **Time** ↓ | **Room** | **Room** | **Room** | **Room** | **Room** |
| **Home-**  **room** |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |

Highlighted or shaded classes indicate when the student teacher will be teaching.