**Weekly Student Teaching Schedule (ADO)**

**Master Schedule (Week 1 Only):** By Wednesday of your first week of student teaching, 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 locations of each class and other scheduled time (e.g., lunch, planning). Edit the template itself in whatever ways are necessary to accurately reflect your teaching situation (e.g., delete rows). **Delete this first page**, then share the master schedule with your student teaching supervisor.

**Weekly Student Teaching Schedule (Q1 or Q3 Weeks 2-7; Q2 or Q4 Weeks 1 – 7):** By 12 p.m. Sunday of each week (e.g., Week 2, Week 3, etc.) as indicated on the Student Teaching Syllabus, document (a) **your** anticipated teaching responsibilities for the upcoming week by highlighting each class on the master schedule that you will be teaching, whether that be in a supporting role or a shared or independent teaching situation, and (b) the location and nature of your teaching. You may include additional or clarifying information if you choose. Share the Weekly Student Teaching schedule with your student teaching supervisor. See the sample below.

**Weekly Student Teaching Schedule for Quarter 3, Week 2**

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Day** → | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **Date** → | **February 1** | **February 2** | **February 3** | **February 4** | **February 5** |
| **Period** ↓ | **Location**  (remote, in-person)  **and Nature**  (synchronous, asynchronous)  **of Teaching** →  **Time ↓** | In-Person  Synchronous  (Cohort A) | In-Person  Synchronous  (Cohort A) | Remote  (Asynchronous)  (Cohorts A & B) | In-Person  Synchronous  (Cohort B) | In-Person  Synchronous  (Cohort B) |
| **1** | **8:00 - 8:50** | Spanish 2 | Spanish 2 | Collaboration | Spanish 2 | Spanish 2 |
| **2** | **9:00 – 9:50** | Spanish 2 | Spanish 2 | Spanish 2 | Spanish 2 |
| **3** | **10:00 – 10:50** | Spanish 1 | Spanish 1 | Spanish 1 | Spanish 1 |
| **4** | **11:00 – 11:50** | Lunch | Lunch | Lunch | Lunch | Lunch |
| **5** | **12:00 – 12:50** | Spanish 1 | Spanish 1 | Office Hours | Spanish 1 | Spanish 1 |
| **6** | **1:00 – 1:50** | Spanish 1 | Spanish 1 | Spanish 1 | Spanish 1 |
| **7** | **2:00 – 2:50** | Planning | Planning | Planning | Planning | Planning |

Highlighted classes indicate when the student teacher will be engaged in independent or shared teaching.

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

Student Teacher:

Cooperating Teacher: School:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Day** → | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **Date** → |  |  |  |  |  |
| **Period** ↓ | **Location**  (remote, in-person)  **and Nature**  (synchronous, asynchronous)  **of Teaching** →  **Time ↓** |  |  |  |  |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |

Highlighted classes indicate when the student teacher will be engaged in independent or shared teaching.