**Weekly Student Teaching Schedule (CED)**

**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 subject, 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, then 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 subject 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 Novice Cooperating Teacher: Mr. Joseph Mentor

School: Nearby Elementary School Room: 3 Grade: 1

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| --- | --- | --- | --- | --- | --- |
| **Day** → | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Date** →  **Time** ↓ | **October 3** | **October 4** | **October 5** | **October 6** | **October 7** |
| **8:45-9:05** | Morning Work | Morning Work | Morning Work | Morning Work | Morning Work |
| **9:05-9:45** | Opening | Opening | Opening | Opening | Library |
| **9:45-10:45** | ELA | Daily 5 | Daily 5 | Daily 5 | Opening |
| **10:45-11:15** | ELA/Math Testing | RTI | RTI | RTI | Daily 5 |
| **11:15-11:50** | Lunch | Lunch | Lunch | Lunch | Dismissal at 11:45 |
| **11:50-1:15** | Story/Math | Finish Daily 5 | Finish Daily 5 | Math | Parent Conference |
| **1:15-1:55** | Gym | Art | Library | Music | Planning |
| **1:55-2:35** | ELA-Writing | Math Centers | Independent Reading/DRA | ELA | Planning |
| **2:35-3:05** | Recess | Recess | Recess | Recess | Planning |
| **3:05** | Dismissal | Dismissal | Dismissal | Dismissal | Planning |

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

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

Student Teacher: Cooperating Teacher:

School: Room: Grade:

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| **Day** → | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Date** →  **Time** ↓ |  |  |  |  |  |
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Highlighted or shaded classes indicate when the student teacher will be teaching or engaged in shared teaching.