



PHASE-IN SCHEDULE FOR STUDENT TEACHERS

- *This form must be completed by the cooperating teacher and student teacher*
- *Dates and workload may change during the semester*
- *Schedule must be approved by University Supervisor*

Student Teacher _____ Semester _____ Year _____
 Cooperating Teacher: _____ School: _____

Please fill out a tentative schedule after reading the “Student Teacher Phase-In” section in your Student Teacher Guidebook.

PHASE I - Orientation

Beginning Date: _____ **Ending Date:** _____

During this period, you are becoming familiar with all aspects of the classroom and school environment. You will observe but be actively involved as much as possible.

PHASE II – Assuming Partial Responsibility

Beginning Date: _____ **Ending Date:** _____

List the dates of the weeks and the projected responsibilities that you will assume for each week. It is recommended that the workload be accumulative, leading up to the gradual takeover of the entire day’s responsibilities.

Date: _____ Workload _____
 Date: _____ Workload _____
 Date: _____ Workload _____
 Date: _____ Workload _____

**PHASE III – Maximum responsibility determined by Supervisor and approved by
 Coordinator of Field Experiences – REQUIRED 4 WEEKS**

Beginning Date: _____ **Approx. Ending Date:** _____

You have your maximum responsibility for planning, classroom management, and instruction.

PHASE IV – Transfer of Responsibility

Beginning Date: _____ **Ending Date:** _____

Students are not finished student teaching until the end of a 75-day period (state-required minimum).

Date: _____ Workload _____
 Date: _____ Workload _____
 Date: _____ Workload _____
 Date: _____ Workload _____

Student Teacher _____ Cooperating Teacher _____

University Supervisor _____ Date _____

Supervisors must submit a copy to the College of Fine Arts Office of Field Experiences.