



Weeks 1 - 2

Teaching Load: 20-30% (60-90 min. day) (5-7.5 hrs. weekly)	FOCUS: TRUST AND RECONNECTION	
	<u>SUGGESTED RESPONSIBILITIES</u>	
Teacher Candidate	School Advisor	Faculty Advisor
<ul style="list-style-type: none"> • set up binder/organizational system: lesson plans, weekly previews, unit outlines and plans, observations from advisors, 13 week calendar etc. • set up reflective journal and begin entries: What worked? What didn't? • arrange a planning session with your school advisor to discuss specific teaching responsibilities for the first 3 weeks, and general responsibilities for the 13 weeks • map out your teaching responsibilities on a 13 week calendar • meet with SA and FA to share outlines for beginning units • prepare detailed lesson plans for observed lessons; show lesson plans to your school advisor the day before you teach, to allow for revision • carry out opening and closing routines • begin assessing student performance and establish record keeping system • get to know staff members, learn and use names of office and custodial staff • think of evidence you might capture during the practicum to contribute to your e-portfolio 	<ul style="list-style-type: none"> • familiarize yourself with the practicum section of the Teacher Education Program Handbook • give the TC a desk/table in the classroom • review school policies related to safety, supervision etc.; outline procedures for obtaining supplies and resources in the school and district • complete ONE FORMAL OBSERVATION FORM PER WEEK on U.B.C. forms • arrange daily talk time/weekly planning time with TC • together with your TC develop a specific teaching plan for the first 3 weeks and a general plan for the 13 weeks • meet with your TC and FA to review outlines for beginning units • don't assume anything: show your TC your methods for planning, record keeping, assessing students etc. Be explicit about your expectations • be open about how you plan. Show your students samples of units you have done. 	<ul style="list-style-type: none"> • arrange meeting with SA's and TC's to review roles and responsibilities for 418 • arrange meeting with SA and TC to review outlines of beginning units • complete at least one observation (global focus) and arrange time for next observation <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="text-align: center;">Thinking Ahead</p> <p>TCs are expected to have the opportunity to teach all subject areas:</p> </div>

Teaching Load: 40 - 50% (2 - 2.5 hrs. daily)
(10 - 12.5 hrs. wk.)

Weeks 3 - 5
FOCUS: RISK TAKING
SUGGESTED RESPONSIBILITIES

Teacher Candidate	School Advisor	Faculty Advisor
<ul style="list-style-type: none"> • maintain binder/organizational system • have a lesson video or audio taped • collect artifacts and evidence for your e-portfolio • prepare mid-point form and checklist for conference • try a variety of teaching strategies and assessment methods • record detailed anecdotal comments, checklists, marks in an organized system • give SA and FA copies of unit outlines and unit plans • continue to submit lesson plans one day in advance to your SA and FA • continue to develop weekly previews and share with your SA • try creating bulletin board displays • contribute to "goodie days!" • begin communicating informally with parents (e.g., letter of introduction) • think about how to contribute to the school outside the classroom: clubs, teams, etc. 	<ul style="list-style-type: none"> • maintain weekly formal observations and daily feedback (verbal or written) • continue daily talk time/weekly planning time with TC • any serious concerns must be addressed to the TC, discussed with the FA and recorded on the INTERIM REPORT form • continue to review daily lesson plans and weekly previews with TC • offer or suggest ways to provide support when needed • review and discuss TC's unit outlines and unit plans for all teaching responsibilities • review and discuss TC's record keeping system • continue to make explicit your thinking about planning, assessment, etc. • prepare mid-point form and checklist for conference • try some different methods of observing your TC • encourage your TC to communicate informally to parents on a daily basis e.g. when greeting and dismissing students 	<ul style="list-style-type: none"> • arrange time and equipment to video tape TC's lessons (or portions of) • continue to observe lessons and provide feedback to TC's • arrange mid-point conference • prepare mid-point form and checklist for conference • review and discuss unit plans and graphic organizers with TC • review and discuss TC's record keeping system • arrange meeting time and place for mid-point conferences <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="text-align: center;">Thinking Ahead</p> <p style="text-align: center;">Mid-Point Conference</p> <p>Date: _____</p> <p>Time: _____</p> <p>Place: _____</p> </div>

Weeks 6 – 7

Teaching Load: 60 - 70% (3 -3.5 hrs. daily)
(15-20 hrs. wk)

FOCUS: RETHINKING AND REFINING

SUGGESTED RESPONSIBILITIES

Teacher Candidate	School Advisor	Faculty Advisor
<ul style="list-style-type: none"> • take an active part in the Mid-Point conference • clarify your Focus for the Final Weeks • provide unit plans for the 80% work load for your advisors • share e-portfolio (in progress) at the Mid-point conference • discuss planning responsibilities with SA (e.g., daybook, opening responsibilities) • ensure daybook entries are completed prior to leaving school • continue to complete lesson plans for observed lessons • continue to keep copies of lesson plans, previews and unit outlines in binder • discuss report card responsibilities with SA • maintain record keeping system for student assessment and evaluation 	<ul style="list-style-type: none"> • take active part in the Mid-Point conference • clarify your expectations of your student teacher and help set goals for the remaining weeks of the practicum • *check all unit plans prior to allowing your student teacher to proceed to an 80% work load. • maintain weekly formal observations on UBC forms (open-ended or checklist) • continue weekly planning time with TC • continue to review unit overviews, daybook entries and lesson plans • review assessment and evaluation strategies and record keeping system maintained by the TC • discuss responsibilities for report card writing with TC 	<ul style="list-style-type: none"> • take active part in the Mid-Point conference • help student teacher set goals for the remaining weeks of the practicum • check all unit plans prior to allowing student teacher to proceed to an 80% work load • continue to observe lessons and provide feedback to student teacher • continue to review students teacher's assessment procedures • discuss responsibilities for report card writing

Weeks 8, 9, 10, 11

Teaching Load: 80% (4 hrs. daily or more)
100% optional (20 hrs. wk or more)

FOCUS: CONSOLIDATING, REACHING GOALS

SUGGESTED RESPONSIBILITIES

Teacher Candidate	School Advisor	Faculty Advisor
<ul style="list-style-type: none"> • teach for four full weeks at an 80% load (100% optional) • demonstrate that you can independently plan for, implement and evaluate and assess student learning • discuss with SA a plan to reduce teaching load for end of practicum • collate evidence you have collected for your e-portfolio • pre-arrange am or pm visits to other schools and classrooms, in consultation with your SA during the final 2 weeks • provide input for FA for your final report, e.g., details about extra-curricular activities, highlights, comments, etc. 	<ul style="list-style-type: none"> • discuss with TC a plan to reduce teaching load for end of practicum • continue observations on U.B.C. forms • continue daily talk time and review weekly previews and daybook • familiarize yourself with the handbook section on "Guidelines for Writing the Final Summative Report" • begin writing draft for final report in week 11 	<ul style="list-style-type: none"> • begin draft for final report in week 11 • provide support for SA's in writing final reports <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="text-align: center;">Thinking Ahead</p> <p style="text-align: center;">Final 3-Way Meeting</p> <p>Date: _____</p> <p>Time: _____</p> <p>Place: _____</p> </div>

Weeks 12 & 13

Week 12 Load tapers down to 60-70%
(3 – 3.5 hrs. daily)

FOCUS: CELEBRATION AND REFLECTION

SUGGESTED RESPONSIBILITIES

Week 13 Load tapers down to 40-50%
(2 – 2.5 hrs. daily)

Teacher Candidate	School Advisor	Faculty Advisor
<ul style="list-style-type: none"> • summarize and bring closure to units • participate in report card writing • conduct am or pm visits to other schools and classrooms, in consultation with your SA • return school and district resource materials • participate in Final 3-Way Meeting • finalize e-portfolio 	<ul style="list-style-type: none"> • share draft of final report with your TC in week 12 • participate in Final 3-Way Meeting (bring 3 copies of final report and a final checklist) 	<ul style="list-style-type: none"> • share draft with TC in week 12 • participate in Final 3-Way Meeting (bring 3 copies of final report and a final checklist)