

## Apprenticeship Guidelines for Students

- Review the **Teacher Education Website** at [www.aug.edu/teacher\\_development/](http://www.aug.edu/teacher_development/) for course requirements and forms.
- Before you take over full time, we suggest you teach two full non-consecutive days (to prepare you to take over full time).
- Fill out the **Personal Contact Information Sheet** and attach your daily/weekly **Schedule** for the semester and send via e-mail to your ASU Supervisor by the end of the first week of the Semester. Please include dates of any field trips, grade level testing, etc.
- We suggest that you begin the first week taking over a subject and then add a subject each week until you have taken over everything. You must teach all day for three consecutive weeks (a minimum of 15 full school days).
- Collaborate with your Master Teacher to develop a tentative schedule/timeline for taking over all duties. This schedule also needs to be e-mailed to your University Supervisor. Remember to inform your University Supervisor of any major changes in your schedule.
- Begin documenting your **75** days of Apprenticeship using the school's attendance records or the forms found online at [www.aug.edu/teacher\\_development/fieldexperience.htm](http://www.aug.edu/teacher_development/fieldexperience.htm)
- If you are absent or late, you must immediately contact your school!
- We expect you to participate in anything your Master Teacher does unless you are asked not to participate (Ex: SST meetings, IEP meetings, bus/car duty, lunch duty, faculty meetings, PTA events, school carnivals, field trips, professional development, etc).
- Professional dress is expected at all times (unless your Master Teacher has indicated otherwise).
- You must observe every other apprentice in your school and complete an evaluation form on them (peer observations). We suggest you do this early in the semester.
- You will meet with your University Supervisor and your Master Teacher for a midterm evaluation conference. This conference will be held at your school approximately one week prior to mid-term. The **Mid-Term Evaluation** should be submitted via LiveText prior to the conference and a hard copy brought to the conference. Remember to

print a copy for your records before you submit the evaluation via LiveText!

- You will also meet with your University Supervisor and your Master Teacher for a final evaluation conference. This conference will be held at your school approximately one week before the end of your Apprenticeship experience. The **Final Evaluation** should be submitted via LiveText prior to the conference and a hard copy turned in at the final conference.
- Begin planning for your **ISL Unit**. This is a 2 - 3 week unit and must be taught **consecutively** during your Apprenticeship experience. E-mail these dates to your University Supervisor as soon as you know them. You are responsible for all components of an ISL. Check <http://www.aug.edu/~tedwmg/portfolios.htm> for ISL examples. Submit your ISL via LiveText by the Final Exit Conference date. Bring a hard copy to the final exit conference.
- Plan when you will videotape a minimum of two lessons and complete **Self-Reflection Forms** on each videotaped lesson.
- You are also required to complete additional Self-Reflections on your teaching outside of the videotape reflections (once a week). Use the **Lesson Feedback Form** for this self assessment.
- Make sure your Mentor Teacher has all important dates and a copy of forms that they are responsible for – **Lesson Feedback Forms** (a minimum of one formal observation per week) and the **Apprenticeship Teacher Mid-term/Final Evaluation Form**.
- Extend an invitation to the **School Administrator** to evaluate your teaching during your Apprenticeship. The administrator may use the evaluation form of their choice. They are NOT required to evaluate you.
- Keep copies of all your **lesson plans, evidence of student learning samples, and instructional tools** developed (worksheets, games, study guides, etc.). Lesson plan formats will vary. We suggest you use the format your Master Teacher uses (unless you are asked to create more detailed plans).
- Keep evidence of **Parent Contacts**.
- Check your **ASU e-mail** frequently.
- Attend all seminars scheduled by your Building Coordinator.
- Remember to contact your Building Coordinator immediately if any problems arise.

