

## Suggested Schedule/ Activities:

### Phase One: Weeks 1-4

- \_\_\_ Review the district student learning objectives and curriculum.
- \_\_\_ Review textbooks and other teaching materials.
- \_\_\_ Observe the master teacher's teaching style, classroom procedures, and management system.
- \_\_\_ Observe behavior patterns, student records, and learn names of students.
- \_\_\_ Compose a letter to parents introducing yourself with master teacher's assistance.
- \_\_\_ Check attendance, collect materials, make announcements.
- \_\_\_ Become familiar with the needs of all children, especially exceptional children in the classroom and the programs that have been developed by them.
- \_\_\_ Check student work.
- \_\_\_ Begin short and long range planning.
- \_\_\_ Plans are submitted to the master teacher for approval 24 hours before teaching.
- \_\_\_ Co-plan and co-teach lessons with master teacher.
- \_\_\_ Teach short periods of instruction building up to full time teaching. Take on one course/class around the 3<sup>rd</sup> or 4<sup>th</sup> week. Add another course/class the next until you have phased into full-time teaching and your 3-week full-time responsibilities.
- \_\_\_ Teach self-developed lessons.
- \_\_\_ Teach **at least two nonconsecutive full days**.
- \_\_\_ Gradually assume responsibility for teaching each subject.
- \_\_\_ Additional activities:

### Phase Two: Weeks 5 – 12

- \_\_\_ Continue part-time teaching.
- \_\_\_ Assume entire responsibility of the class for a **minimum of three consecutive weeks. (It is recommended your Mentor Teacher leave the room during this three week period and have before and/or after school dialogue about the experience. It is fine if the teacher drops in periodically.)**
- \_\_\_ Additional time is highly recommended.
- \_\_\_ Arrange for principal to observe at least once during the full-time teaching.
- \_\_\_ Video tape and reflect on your teaching.
- \_\_\_ Additional activities:

### Phase Three: Weeks 13 – 15

- \_\_\_ Phase out one class/one week at a time of all teaching responsibilities. Give back one class/course a week until you are phased out.
- \_\_\_ Observe other classrooms and grade levels.
- \_\_\_ Peer Observations.
- \_\_\_ Additional activities: