

Suggested Schedule/Activities for Practicum

Phase One: Week 1-2

- ___ Communicate with your teacher and make sure you clearly understand the expectations of the school and the Mentor teacher in all areas including arrival time, lesson plan due dates, debriefing, etc.
- ___ Meet principal and staff and familiarize yourself with the layout of the school.
- ___ Observe procedures during pre-planning days.
- ___ Observe how to set up a room.
- ___ Observe organization of materials, paperwork, records, lesson planning, grade book, permanent records, etc...
- ___ Learn the student's names, personalities, learning styles, personal interests, etc...
- ___ Make note of any medical problems (allergies, etc.)
- ___ Make note of students with learning disabilities, gifted, etc.
- ___ Help the Master/Mentor Teacher and/or paraprofessional prepare for the new school year.
- ___ Review the district's student learning objectives and curriculum.
- ___ Review textbooks and other teaching materials.
- ___ Briefly visit with Specials' teachers if possible and observe what is going on in music, art, computer lab, and library.

Phase Two: Weeks 3-4

- ___ Observe the Master/Mentor Teacher's teaching style, classroom procedures, and management system.
- ___ Observe behavior patterns, peruse student records (with teacher approval), and learn names of students.
- ___ Compose a **letter to parents** introducing yourself with Master/Mentor Teacher's assistance. Letter should be proofed and approved by Master Teacher, Building Coordinator and/or Principal according to the assigned school's policy.
- ___ Check attendance, collect materials, make announcements.
- ___ Become familiar with the needs of all children, especially exceptional children in the classroom and the programs and strategies that have been developed for them.
- ___ Check and/or grade student's work in a timely manner (with teacher's approval).
- ___ Begin teacher observations. (Apprentice Requirement)
- ___ Begin short and long range planning.
- ___ Plans are submitted to the Master/Mentor teacher for approval a minimum of 24 hours before teaching (follow their guidelines).
- ___ Co-plan and co-teach lessons with Master/Mentor Teacher.
- ___ Teach short periods of instruction building up to full time teaching. Take on one course/class around the 3rd or 4th week. Add another course/class the next week until you have phased into full-time teaching and your 3-week full-time responsibilities.
- ___ Teach self-developed lessons.
- ___ Gradually assume responsibility for teaching each subject.
- ___ Videotape and reflect on your teaching at the beginning of apprenticeship /practicum.

Phase Two: Weeks 5 – 12

- ___ Continue part-time teaching.
- ___ Assume entire responsibility of the class for a **minimum of three consecutive weeks (15 days full time)**. (We recommend your Mentor/Master 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.)
- ___ Invite your Principal (or his/her designee) to observe at least once during the full-time teaching. This is required for practicum students but not for apprentices!
- ___ Videotape and reflect on your teaching toward the end of apprenticeship /practicum.

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/or grade levels.
- ___ Finish E-Portfolio