

Central Michigan University - Center for Clinical Experiences
Elementary Certification Pre-Student Teaching
PST Responsibilities and Timeline – FALL 2019

Week of August 26, 2019

- Pre-Student Teaching Office in attendance at University courses.
 - Distribute Pre-Student Teaching information and introduce self.
 - Discuss school placement information and requirements.
- Complete Checklist of Requirements to enter Pre-student Teaching Fieldwork.

Week of September 2, 2019

- Co-Teaching Foundations

Week of September 9, 2019

- Taskstream introduction

Week of September 16, 2019 – CLINICALS BEGIN

- Begin clinical experience in assigned classroom – should you have **ANY** concerns or problems in the field, please **bring them to the attention of the Pre-Student Teaching Office ASAP**.
- Begin keeping record of attendance in TASKSTREAM each week. *** This is an excel spreadsheet that gets added to each week.

Week of September 30, 2019

- **Placement Verification Assignment due in Taskstream.**

Week of October 14, 2019

- Pre-Student Teaching Office in attendance at University course
- Contact CCE with any fieldwork questions or concerns, if necessary.
- You should have at least five weekly visits logged on your Attendance form.

Week of October 21, 2019

- **First Lesson should be complete.**
 - **Typed Lesson Plan due to Taskstream. (Please bring a hard copy typed lesson plan to your course instructor).**
 - **Lesson Plan Reflection required in Taskstream.**

Week of Nov. 4, 2019

- **Second Lesson plan due to Taskstream 11/8 (NO self-reflection for this one)**

Week of November 25, 2019

- **Final Evaluation DUE in Taskstream 11/27**

Week of December 2, 2019

- **Attendance Form due in Taskstream NO LATER THAN 12/5.**

*** All CMU students are **highly encouraged** to seek extra hours in the classroom as the Cooperating teacher permits. Being proactive will help to insure that the mandatory hour requirement is met in the time allotted. Remember that you are allowed to be in the classroom with a Substitute, but they are not permitted to evaluate you.

Central Michigan University - Center for Clinical Experiences Elementary Certification Ten Week/PST Format (Proposed)

Week 1

- Meet your host teacher and classroom.
- Start to learn the names of the students. A great way to do this is by creating your own seating chart.
- Go over the school's dress code policy and any other school procedures you need to follow.
- Review textbooks or other instructional programs/materials the host teacher uses.
- Meet the Principal, if possible.
- Observe classroom activities and be a part of the class in any and all ways that are permissible by the Cooperating teacher.
- Fill out your Attendance Form and have it initialed by your Cooperating teacher.
- Complete assigned reflection.

Week 2

- Review the names of all students.
- For Reflection 1 draw a physical layout of the classroom or take a discrete photo of the classroom layout.
- Begin working with students individually and in small groups as directed by the Cooperating teacher.
- Interact with students on the playground, during class changes or in the lunchroom when possible.
- Fill out your Attendance Form and have it initialed by your Cooperating teacher.

Week 3

- Review the names of all students.
- Continue working with students individually and in small groups. Be proactive in being involved with the classroom.
- Discuss with the Cooperating teacher when you will present first class lesson, introduce a lesson, etc.
- Fill out your Attendance Form and have it initialed by your Cooperating teacher.
- Complete assigned reflection.

Week 4-6

- Present your first lesson to a small group, or the class.
- Typed lesson plan due to the Cooperating Teacher at least 48 hours in advance of the lesson, and also due to Blackboard (NOTE: Have a copy of your typed lesson plan for your course instructor).
- Continue working with students individually and in small groups.
- Online Progress Evaluation due following the 5th week of Pre-Student Teaching. Make sure you initiate this in a timely fashion and explain to the Cooperating Teacher the process.
- Cooperating teacher completes Online Progress Evaluation: Discuss with your Cooperating teacher your areas of strength and weakness in lesson delivery.
- Fill out your Attendance Form and have it initialed by your Cooperating teacher.
- Submit reflections on the Elementary Pre-Student Teaching Blackboard.

Week 7-9

- Complete the second class lesson presentation.
- Typed lesson plan due to the Cooperating Teacher at least 48 hours in advance of the lesson, and also due to Blackboard (NOTE: Have a copy of your typed lesson plan for your course instructor).
- Continue working with students individually and in small groups.
- Complete additional lessons, if possible.
- Fill out your Attendance Form and have it initialed by your Cooperating teacher.
- Submit reflections on the Elementary Pre-Student Teaching Blackboard.

Week 10

- Attendance Form due.
- Online Final Evaluation due.
- Submit last reflection on the Elementary Pre-Student Teaching Blackboard.
- Complete the Pre-Student Teaching Experience survey. The link will be provided in an email to your CMICH account.
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