

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

**Week of August 26, 2019**

- Pre-Student Teaching Meeting.
  - Distribute Pre-Student Teaching information.
  - Discuss school placement information and requirements.
- **Complete Checklist of Requirements to enter Pre-student Teaching Fieldwork. (ICHAT, Bloodborne Pathogens)**

**Week of September 9, 2019**

- Pre-Student Teaching Office visits PST courses to introduce/Explain TaskStream

**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 on Attendance Form 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 Taskstream.**
  - **Lesson Plan Reflection required in Taskstream.** (Please bring a hard copy typed lesson plan to your course instructor).

**Week of Nov. 4, 2019.**

- \* **Second Lesson Plan DUE 11/8.**
  - \* Typed lesson plan due to Taskstream.
  - \* (Please bring a hard copy typed lesson plan to your course instructor).

**Week of Nov. 25, 2019**

- **Final Evaluation DUE in Taskstream 11/27**
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**Week of Dec. 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 host teacher permits. Being proactive will help to insure that the mandatory hour requirement is met in the time allotted. 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  
Secondary Certification Ten Week/PST Visit Format  
Sample Weekly Schedule**

**Week 1**

- Meet your host teacher and classes.
- Begin learning the names of the students in the classes you are a part of. One great way to do that -create your own seating chart for each class.
- Go over the school's policies and 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 classes in any and all ways that are permissible by the Cooperating Teacher.
- Fill out your Attendance in TaskStream.

**Week 2**

- Review the names of all students.
- Begin working with students individually and in small groups as directed by the Cooperating teacher.
- Interact with students during class changes, in the lunchroom, or whenever it is appropriate.
- Fill out your Attendance in TaskStream.

**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 in TaskStream
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**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 Taskstream (NOTE: Have a copy of your typed lesson plan for your course instructor).
- Continue working with students individually and in small groups.
- Host teacher completes Lesson Plan Reflection after first lesson is taught: Discuss with the host teacher your areas of strength and weakness in lesson delivery.
- Fill out your Attendance in TaskStream

**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 Taskstream (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 in TaskStream

**Week 10**

- Attendance Form due reflecting a minimum of 30 hours (some courses require additional hours). Please make sure the hours are totaled and accurate. Submit the final document to Taskstream.
- Online Final Evaluation due in Taskstream.