

Field Experience – Weekly Guide



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Time Frame	Cooperating/Associate Teacher (C/A)	Teacher Candidate (T/C)
Week 1	<ul style="list-style-type: none"> • Receive packet of NU material from Candidate. • Review CT/AT Responsibilities. • Model classroom teaching / management strategies. • Share classroom resources. • CT/AT and Candidate discuss Questions to Ask in 1st Week (in Handbook). • Assist Candidate to organize 3-ring binder. • Begin joint lesson planning with Candidate. • Letter from Associate to Parents. • Encourage Candidate to observe other classes. 	<ul style="list-style-type: none"> • Give CT/AT packet of NU materials. • Review Teacher Candidate Responsibilities. Observe, reflect. • Discuss Questions with Associate • Set up 3-ring daily organizer. • Prepare a Letter of Introduction to Parents from Candidate. • Assist CT/AT with students/classroom routines. • Begin writing observation notes re: students and classroom management/routines, seating plan. • Complete Classroom Organization and Management & Checklist. • Review Supervisory Visit protocol. • Review applicable Standards in Appendix III Organize Daily Organization Plan Book on daily basis. • COMPLY WITH SUBMISSION DEADLINES FOR LESSON PLANS TO CT/AT • Review Common Teaching Errors to Avoid.
Week 2	<ul style="list-style-type: none"> • Begin team teaching with Candidate. • Review <i>Prior to Lessons</i> (in Handbook). • Discuss teaching schedule, submission of lessons for approval, lesson planning format, unit planning, school involvement, use of resources/technology. 	<ul style="list-style-type: none"> • <i>Review Lesson Planning Components.</i> • Discuss timeline with Associate for submitting lesson plans for approval prior to teaching. • Include all lesson plans, observation notes, and Associate evaluations in Daily Plan Book.

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	<ul style="list-style-type: none"> • Complete Preliminary Report. • Report arising issues to Field Supervisor. 	<ul style="list-style-type: none"> • Review Lesson Preparation • Complete Using Instructional Materials & Checklist. • Candidate to hand-deliver Preliminary Report to Field Supervisor
Week 3	<ul style="list-style-type: none"> • Candidate assumes lesson planning and teaching schedule. • Discuss Lesson Plan Components with Candidate. • Review During Lesson, Following Lesson, General. **Require written lesson plans to be submitted for approval by designated time. • REPORT NON-COMPLIANCE TO FIELD SUPERVISOR. • Complete Mid-Way Teacher Candidate Report. • Discuss with Candidate. 	<ul style="list-style-type: none"> • Include all lesson plans, observation notes, supervisor feedback and Associate evaluations in Organization Binder. • Review Lesson Preparation, Student-Teacher Rapport, Classroom Management. • Complete Class Instruction on Checklist. Reflect on progress of Transition from Student to Classroom Teacher. • Discuss progress with Associate. • Request to observe other classes. • Invite Principal to observe Candidate teaching. • Complete Mid-Way Teacher Candidate Report. • Compare with Associate's report. • Candidate to hand-deliver Reports (2) to Field Supervisor.
Week 4	<ul style="list-style-type: none"> • Increase Candidate teaching assignments, responsibilities, Transition from Student to Classroom Teacher. • Provide written/verbal feedback and discussion. • Use De-Briefing Form in Handbook. • Discuss Growth Plan with Candidate. 	<ul style="list-style-type: none"> • Review Teacher Candidate Responsibilities. • Review Implementation and Assessment, Reflection. • Complete Understanding Pupils, Evaluating Pupil Growth on Checklist. • Assess your progress and create an action plan for growth. • COMPLY WITH DEADLINES FOR LESSON PLANS, UNIT PLANS TO CT/AT.

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Week 5	<ul style="list-style-type: none"> • Continue to increase Candidate responsibilities and teaching load. • Ensure written lesson plans are submitted ahead of teaching and include all components. 	<ul style="list-style-type: none"> • Reflect on Collaboration & Engaging in Wider School. • Activities on Checklist. • Reflect on Lesson Preparation. • Review components of Final Student Teaching Report with CT/AT. Discuss progress with CT/AT. • Focus on areas for improvement. • Request Letters of Reference.
Week 6	<ul style="list-style-type: none"> • Assist Candidate to refine lesson planning/delivery. • Encourage use of cooperative groups. • Encourage use of rubrics / assessment 	<ul style="list-style-type: none"> • Prepare and submit lessons as far ahead as possible for the Week. • Use rubrics for assessment frameworks. • Reflect on student growth and needs, action plans.
Week 7	<ul style="list-style-type: none"> • Complete Final Student Teaching Report. • Give Final Report to Candidate to hand-deliver to NU. • Complete and send Associate Feedback Form to NU. 	<ul style="list-style-type: none"> • Prepare notes of appreciation. • Receive Candidate Final Report. Candidate to hand-deliver to NU. • Begin transition of class from Candidate back to Associate. • Review checklist for graduation.