Southwest Minnesota State University

Week by Week Guide

12-Week Student Teaching Timeline

The cooperating teacher, teacher candidate, and university supervisor work as a collaborative professional team to support candidate growth through a gradual release of responsibility model.

We trust that you will use this timeline as a guide. If you feel a candidate is ready for more responsibility before the timeline indicates, that is great, move faster. If you are concerned about a candidate's ability to take on more responsibility, then move slower. We trust your expertise and knowledge of your classroom and students. We ask that candidates are given the opportunity to teach 100% for at least 4 weeks.

Weeks 1-2 Suggested Teaching Responsibility 0-25%

Observe, Learn, Connect

Teacher Candidate Responsibilities

- Observe classroom instruction and management.
- Learn school policies and classroom procedures.
- Build relationships with students and staff.
- Assist with classroom routines and small-group instruction.
- Become familiar with curriculum and technology resources.
- Send home introduction communication to parents/guardians.

Cooperating Teacher Responsibilities

- Welcome and introduce the candidate to the school community.
- Explain classroom expectations, routines, and procedures. "Think Out Loud"
- Model effective instructional and management practices.
- Share curriculum materials, pacing guides, and assessment systems.
- Provide opportunities for guided observation and participation.
- Complete the adult coaching strategies training.

Week 3 Suggested Teaching Responsibility 25-30%

Begin Co-Planning and Co-Teaching

Teacher Candidate Responsibilities

- Plan and teach one lesson or instructional segment daily.
- Assist CT as instructed by CT.
- Participate in collaborative lesson planning.
- Reflect on instructional decisions and student outcomes.
- Inquire about mandated reporting procedures.

Cooperating Teacher Responsibilities

- Co-plan lessons with the candidate and include them in your instructional decision-making.

- Share professional learning network resources and online instructional resources.
- Direct ST on how they can assist during each lesson and routine.
- Share student demographics, IEPs, 504s, etc...

Week 4 Suggested Teaching Responsibility 40-50%
Increase Instructional Responsibility
Teacher Candidate Responsibilities

- Teach multiple lessons or one content area.
- Manage transitions and classroom routines.
- Begin implementing assessment strategies.

Cooperating Teacher Responsibilities

- Co-teach or parallel teach.
- Review lesson plans prior to instruction.
- Provide feedback on classroom management, engagement, and differentiation.
- Conduct a formal observation and upload to SLL.

Week 5 Suggested Teaching Responsibility 60-75%
Shared Responsibility
Teacher Candidate Responsibilities

- Teach approximately half of the instructional day.
- Assume responsibility for lesson planning within assigned content areas.
- Use assessment data to inform instruction.

Cooperating Teacher Responsibilities

- Encourage analysis of student learning.
- Promote candidate independence while providing support using the Mustang Mentoring Menu.
- Conduct a formal observation and upload to SLL.

Week 6 Suggested Teaching Responsibility 100%
Preparing for Lead Teaching
Teacher Candidate Responsibilities

- Plan and teach classroom instruction.
- Implement classroom management independently.
- Demonstrate responsiveness to student needs.

Cooperating Teacher Responsibilities

- Complete a CPAST rubric and participate in the Midterm Consensus meeting.
- Identify strengths and growth areas.
- Support candidate goal setting.
- Share your substitute folder or what you do for substitute plans.

Weeks 7-8 Suggested Teaching Responsibility 100%
Lead Teaching Experience

Teacher Candidate Responsibilities

- Assume primary responsibility for planning, instruction, assessment, and classroom management.
- Demonstrate professional decision-making.
- Maintain communication with families as appropriate and approved.

Cooperating Teacher Responsibilities

- Remain present and available for support.
- Observe and document evidence of candidate growth.
- Conduct regular reflective conferences.
- Conduct a formal observation and upload to SLL.

Week 9 Suggested Teaching Responsibility 100%

Demonstrating Independence

Teacher Candidate Responsibilities

- Sustain effective classroom management and adjust as needed.
- Analyze student learning and adjust instruction accordingly.
- Demonstrate readiness for entry into the profession.

Cooperating Teacher Responsibilities

- Provide targeted feedback focused on candidate goals.
- Encourage participation in professional activities and collaboration.
- Assist in preparing for the return of instructional responsibilities.
- Conduct a formal observation and upload to SLL.

Week 10 Suggested Teaching Responsibility 80-90%

Transition and Professional Reflection

Teacher Candidate Responsibilities

- Continue leading instruction while preparing for transition.
- Reflect on professional growth throughout student teaching.

Cooperating Teacher Responsibilities

- Gradually reassume selected teaching responsibilities.
- Discuss professional expectations of first-year teaching.
- Complete required evaluation documentation.

Week 11 Suggested Teaching Responsibility 40-60%

Reflection and Professional Learning

Teacher Candidate Responsibilities

- Complete required program assessments and reflections.
- Engage in professional learning opportunities.
- Observe additional school-wide responsibilities.
- Complete CPAST rubric and participate in the final CPAST Consensus meeting.

Cooperating Teacher Responsibilities

- Provide comprehensive feedback regarding strengths and future growth.
- Facilitate opportunities to attend meetings, PLCs, and collaborative planning sessions.

- Support candidate preparation for employment.
- Complete CPAST rubric and participate in the final CPAST Consensus meeting.

Week 12 Suggested Teaching Responsibility 10-30%

Closure and Celebration

Teacher Candidate Responsibilities

- Complete all required program materials.
- Transition instructional responsibilities back to the cooperating teacher.
- Reflect on progress toward becoming an effective educator.

Cooperating Teacher Responsibilities

- Complete final evaluations in SLL.
- Provide recommendations for continued professional growth.
- Celebrate the candidate's accomplishments and contributions.

Overall SMSU Student Teacher Commitments

Throughout the experience, student teachers are expected to:

Engage

- Attend workshops and help set up classroom
- Attend IEP meetings
- Attend conferences

Communicate

- Maintain culturally responsive communication with parents/guardians, CT, and US.
- Complete reflective journals
- Remain open to feedback and opportunities for growth

Professionalism

- Be on time, work teacher contracted hours, don't leave early
- Dress appropriately
- Use manners
- Show gratitude
- Treat all students and staff with respect and kindness, SMILE
- Demonstrate initiative
- Adhere to the Code of Ethics for Minnesota Teachers
- Emulate the School of Education Professional Dispositions

Evaluations

- CPAST
- SoE Professional Dispositions
- Teachers of…Content Standards
- Standards of Effective Practice

Overall SMSU Cooperating Teacher Commitments

Throughout the experience, cooperating teachers are encouraged to:

Mentor/Coach

- Complete the Adult Coaching Strategies Training

- Foster a supportive and welcoming learning environment.
- Promote growth through encouragement and constructive/actionable feedback.
- Gradually release responsibility.
- Encourage reflective practice and professional decision-making.
- Reference the Mustang Mentoring Menu

Communicate

- Meet regularly with the teacher candidate.
- Maintain open communication with the university supervisor.
- “Think Out Loud”.

Evaluate

- Provide timely and specific/actionable feedback.
- Complete 4 official observations and upload to SLL.
- Address concerns early and collaboratively through a “Mustang Moment” conversation.
- Complete a final evaluation in SLL.

Model Professionalism

- Ethical practice
- Collaboration
- Advocacy for students
- Cultural responsiveness