

CALENDAR DATES	Required Student Teacher (ST) Seminars & Activities on campus	Scheduled Visits, Observations, conferences off campus	IN THE CLASSROOM The pattern for Student Teaching activities and responsibilities (to be discussed and approved with cooperating teacher)	FOUR ENVELOPES PROCESS What you should be doing to complete this process
Before the public school semester begins	ST's check-in with college supervisors be sure to call your college supervisor with any questions or concerns	Introductory & calendar discussions with host teacher.	Teacher Workdays Student Teachers should follow the schedule of the cooperating teacher and participate in meetings and planning before the students restart.	Review the Student Teaching Handbook carefully, know what is required in your 4 Envelopes Notebook
Week 1 Jan. 2-4	Introductory meetings Jan. 2 – First day for BCPS Jan. 3 – First day for ACS & Art Space	College supervisor will stop by during the early days of your assignment. Be sure to discuss lesson plan requirements and other expectations for documentation, etc.	Mostly observing, getting to know the students, watching for patterns and routines established by the classroom teacher.	Create an organizational strategy for collecting the artifacts you will need; revisit work from professional courses.
Week 2 Jan. 7-11	Thurs., Jan 10: ST Seminar, 4 PM Carson Conf. Room	Keep a list of questions/problems to discuss with host teacher and college supervisor	Getting to know students – leading small sections of class time, working with individuals	Did your WWC Service Learning experience help you in teaming with your host school administration & students?

<p>Week 3 Jan. 14-18</p>	<p>Thurs., Jan 17: ST Seminar, 4 PM Carson Conf. Room</p>	<p>Observation #1 should happen this week, even if it's only for a part of a lesson or class period</p>	<p>Carrying out activities</p>	<p>Record activities through photos and drawings</p>
<p>Week 4 Jan. 21-25</p>	<p>Thurs., Jan 24: 4 PM, Carson 12 Teacher Education Committee Meeting. Introduce yourself and tell experiences</p>		<p>Becoming responsible for activities</p>	<p>As you increase your teaching responsibilities, you need to continue to collect artifacts following the organization you have established</p>

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Week 5 Jan. 28- Feb. 1	Thurs., Jan. 31: ST Seminar, 4 PM Carson Conf. Room	Observation #2 Jan. AmeriCorps timesheets due to Nancy, with host teacher signature!	Increasing responsibility and collaborative teaching	Make use of the LRC
Week 6 Feb. 4-8	Thurs., Feb. 7 ST Seminar, 4 PM Carson Conf. Room		Prepare for primary responsibility	
Week 7 Feb. 11-15	Thurs., Feb. 14: 4 PM, Carson 12 All EDU Meeting	Observation #3 (if possible)	Moving into full-time primary responsibility	How did your WWC Work experience help in accepting primary responsibility? Provide evidence.

<p>Week 8 Feb. 18-22</p>	<p>Thurs., Feb. 21: ST Seminar, 4 PM Carson Conf. Rm.</p> <p>Completion of Licensure paperwork, Processing fee: \$55.00 bring check or credit card</p>	<p>“Midterm” / Observation #4. Complete the self-evaluation section!</p>	<p>Primary responsibility in classroom</p>	<p>As part of your midterm evaluation, you will discuss your progress in collecting artifacts and will reflect on the program qualities you have been able to demonstrate. As part of the student teaching seminar you will share your growing collection of artifacts and reflections with the other student teachers. Be sure to look at notebook examples from student teachers in previous semesters</p>
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<p>Week 9 Feb. 25-28</p>	<p>Thurs., Feb. 28: 4 PM, Carson 12 Teacher Education Committee Meeting. Tell of student experiences in the classroom. Answer questions.</p>	<p>Observation # 5</p>	<p>Primary responsibility</p> <p>Videotape yourself teaching sometime in the next three weeks</p>	<p>Student teaching seminars will include sharing student work and reflecting on and labeling artifacts</p>

<p>Week 10 Mar. 3-7</p>	<p>Thurs., Mar 6: ST Seminar, 4 PM Carson Conf. Rm.</p>	<p>Observation # 6 Feb. AmeriCorps timesheets due to Nancy, with host teacher signature!</p>	<p>Primary responsibility *Upon <i>completion</i> of week 10, and with the approval of your cooperating teacher and college supervisor, STs can be paid as a substitute teacher in their own classrooms. Written information on substituting in the city/county schools is located in the EDU Main Office.</p>	<p>Did your liberal arts coursework outside of EDU classes help you to get to get to week 10? How?</p>
<p>Week 11 Mar. 10-14</p>	<p>Thurs., Mar 13 ST Seminar, 4 PM Carson Conf. Rm.</p>	<p>Schedule with your host school administrator to observe your teaching</p>	<p>Primary responsibility</p>	<p>In Student Teaching, have you utilized your awareness of global concerns and diversity? Provide evidence.</p>
<p>Week 12 Mar. 17-21</p>	<p>WWC Spring Break NO ST SEMINAR</p>		<p>Primary responsibility</p>	<p>As a result of your Student Teaching, do you feel you're become more of a professional in your relationship with colleagues, parents & students?</p>
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<p>Week 13 Mar 24-27</p>	<p>Thurs., Mar. 27: 4 PM, Carson 12 Teacher Education Committee Meeting. Share where you are now with Student Teaching.</p>	<p>SPRING BREAK for: Asheville City Schools Art Space Charter School Buncombe County Public Schools</p>		<p>How did you teach your students environmental awareness?</p>
<p>Week 14 Mar.31-Apr. 4</p>	<p>Thurs., Apr.3: ST Seminar, 4 PM Carson Conf. Room</p> <p>Planning as a group for the 4 E's presentation</p>	<p>Observation # 7</p> <p>Mar. AmeriCorps timesheets due to Nancy, with host teacher signature!</p> <p>Observations and reflections</p>	<p>Begin returning classroom responsibility to the cooperating teacher</p>	<p>Can you provide evidence that you are capable of turning theory into practice through reflection, learning from your mistakes and articulating learning gained from experience?</p>
<p>Week 15 Apr 7-11</p>	<p>Mon. Apr. 7: Senior Letters due to Nancy</p> <p>Thurs., Apr. 10: ST Seminar, 4 PM Carson Conf. Room.</p> <p>Completion of: AmeriCorps Exit forms, reflections</p>	<p>Additional observations as needed</p> <p>Give Nancy names of any family members you wish to invite to your Four Envelopes Presentation</p>		<p>Take this time to proof & finalize your 4Es notebook.</p>

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Apr. 14-18	NO ST SEMINAR			Complete your 2 4E's Notebooks
Final Weeks Apr.21-25	Thurs. Apr. 24: 4 PM, Carson 12 Teacher Education Committee Meeting. Your final thoughts on Student Teaching.	Final Paperwork, evaluations, and presentations scheduled. Let Nancy know of any electrical, etc. needs for your 4 E's presentation	Within the final weeks > Dec. 20, Student Teachers must complete the required weeks at Warren Wilson College	Apr. 24: Four Envelopes Notebooks (2 copies) & EDU Extension Letters due to Nancy
May 1	Thurs. May 1 – YOUR BIG DAY!			May 1 : Four Envelopes Community Presentations, 5-7 PM, Carson 11 & 12

STUDENT TEACHER & INTERNSHIP CALENDAR SPRING 2008

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Primary responsibility minimum requirements: Five weeks of full-time teaching (25 days of classes)

Remember: Completion of ten weeks = minimum required before substitute teaching is possible

