

## Recommended Schedule for Internship – Graduated Responsibility

Cooperating Teacher CT / Teacher Candidate TC

Week	% of Responsibility	Activity	Recommended Co-teaching Strategies
<b>Week 1 Orientation Phase</b>	CT 100	<ul style="list-style-type: none"> <li>• Candidate observes the classroom, assists, and takes on routine tasks as appropriate.</li> <li>• Candidate introduces self to class and begins to familiarize self with building staff, administration, procedures, and resources.</li> <li>• Cooperating teacher reviews internship expectations including preferred lesson format, class procedures, materials, and resources.</li> <li>• Cooperating teacher shares relevant student information; IEPs, RTIs, health information, etc.</li> <li>• Cooperating teacher may arrange for candidate to observe or participate in activities in other classrooms or areas of the school.</li> </ul>	<ul style="list-style-type: none"> <li>✓ One Teach, One Assist</li> <li>✓ One Teach, One Observe</li> </ul>
<b>Weeks 2-4 Shared Responsibility / Early Phase</b>	CT 90/TC 10	<ul style="list-style-type: none"> <li>• Candidate continues to observe, assist, and take on routine tasks as appropriate.</li> <li>• Cooperating teacher shares lesson plans, goals, and objectives and works with the candidate to identify opportunities for candidate to assist in planning and instruction.</li> <li>• CT/TC begin co-teaching responsibility.</li> <li>• CT/TC collaborate and plan for weeks 3-5 and candidate's assumption of responsibilities as appropriate.</li> <li>• CT/TC discuss the Impact on Student Learning (ISL) seminar assignment in order to assist candidate in the identification of a possible unit or series of related lessons they might use.</li> <li>• Cooperating teacher informally observes candidate, encourages candidate self-reflection and offers feedback through regular debrief.</li> <li>• Cooperating teacher may arrange for candidate to observe or participate in activities in other classrooms or areas of the school.</li> </ul>	<ul style="list-style-type: none"> <li>✓ One Teach, One Assist</li> <li>✓ One Teach, One Observe</li> <li>✓ Parallel Teaching</li> <li>✓ Alternative (Differentiated) Teaching</li> </ul>
<b>Weeks 5-7</b>	CT 75/TC 25	<ul style="list-style-type: none"> <li>• Candidate continues to observe, assist, and manage routine tasks as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Station teaching</li> <li>✓ Team-teaching</li> </ul>

<b>Shared Responsibility / Mid Phase</b>		<ul style="list-style-type: none"> <li>• CT/TC collaborate and plan for weeks 6-8 and candidate’s increasing assumption of responsibilities as appropriate.</li> <li>• CT/TC continue to create opportunities to co-teach.</li> <li>• Candidate presents written plans and seeks feedback prior to the presentation of any small group interventions, mini-lessons, lessons or unit plans in cooperating teacher’s preferred format for approval prior to any teaching.</li> <li>• Cooperating teacher continues to observe candidate, encourage candidate self-reflection and offer feedback through regular debrief.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Parallel Teaching</li> <li>✓ Supplemental Teaching</li> <li>✓ Alternative (Differentiated) Teaching</li> </ul>
<b>MIDTERM Evaluation</b>	MIDTERM	<ul style="list-style-type: none"> <li>• Reminder: the midterm evaluation does NOT count towards TC’s grade. It is coaching tool.</li> <li>• Cooperating teacher completes the Midterm Evaluation on Tk20. It is expected that no candidate will receive “Exceptional” on the midterm. Most candidates should receive “Developing” or in some cases, “Effective.” If there are any areas marked “Ineffective,” contact the clinical instructor or clinical specialist to arrange a Plan for Improvement.</li> <li>• Candidate completes the Midterm Self-Reflection on Tk20.</li> <li>• CT/TC meet to review and discuss the evaluation and reflection and make plans for addressing any areas of concern or unobserved requirements.</li> </ul>	MIDTERM
<b>Weeks 8-11 Shared Responsibility / Late Phase</b>	CT 25/TC 75	<ul style="list-style-type: none"> <li>• Candidate continues to manage routine tasks as appropriate.</li> <li>• CT/TC collaborate and plan for weeks 9-13 and candidate’s transition to lead teaching in weeks 12-13. Note that lead teaching can be longer than 2 weeks—it depends on the candidate’s readiness and ability to take lead responsibility.</li> <li>• CT/TC continue to create opportunities to co-teach with candidate transitioning to lead teacher.</li> <li>• Candidate presents written plans and seeks feedback prior to the presentation of any lessons or unit plans in cooperating teacher’s preferred format for approval prior to any teaching.</li> <li>• Cooperating teacher continues to observe candidate, encourage candidate self-reflection and offer feedback through regular debrief.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Station teaching</li> <li>✓ Team-teaching</li> <li>✓ Parallel Teaching</li> <li>✓ Supplemental Teaching</li> </ul>

			✓ Alternative (Differentiated) Teaching
<b>Weeks 12-13 Lead Responsibility Phase</b>	CT 10/TC 90	<ul style="list-style-type: none"> <li>• Candidate continues to manage routine tasks as appropriate.</li> <li>• CT/TC work together to create opportunities to co-teach with candidate as lead teacher.</li> <li>• Candidate reflects and develops previously approved lesson plans, seeks regular feedback, and adapts lessons based on cooperating teacher's recommendation.</li> <li>• Cooperating teacher continues to observe candidate, encourage candidate self-reflection and offer feedback through regular debrief.</li> </ul>	✓ One Teach, One Observe (CT observes)
<b>FINAL Evaluation</b>	FINAL	<ul style="list-style-type: none"> <li>• Reminder: the final evaluation does NOT count towards TC's grade unless an area is marked "ineffective." The internship is pass/fail. The purpose of the final evaluation is to provide realistic feedback on the teacher candidate's performance.</li> <li>• Cooperating teacher completes the Final Evaluation on Tk20. It is expected most teacher candidates will receive "Effective" in all areas at the conclusion of the internship ("Exceptional" scores are given sparingly). A candidate will not fail the internship if a "Developing" score is given. No "Ineffective" score should be given at this point—it is expected that "Ineffective" areas were addressed directly with the candidate before and shortly after the midterm.</li> <li>• Candidate completes the Final Self-Reflection on Tk20.</li> <li>• CT/TC meet to review and discuss the evaluation and self-reflection.</li> </ul>	FINAL
<b>Weeks 14-16 Conclusion Phase (Weeks 14-15)</b>	CT 25/TC 75 > CT 90/TC 10	<ul style="list-style-type: none"> <li>• Candidate continues to manage routine tasks as appropriate.</li> <li>• Cooperating teacher gradually resumes primary responsibility for instruction.</li> <li>• Cooperating teacher may arrange for candidate to observe or participate in activities in other classrooms or areas of the school.</li> </ul>	✓ One Teach, One Assist  ✓ One Teach, One Observe (TC observes, perhaps in other classrooms)

			✓ Alternative (Differentiated) Teaching
--	--	--	---