

Responsibilities

Student Teacher

1. Commit yourself to doing the best work you can.
2. Present and conduct yourself professionally.
3. Confer regularly with your resident teacher(s) and university supervisor. Attend seminars and meetings required by your university supervisor.
4. Adhere to the academic schedule of the school to which you are assigned, even if it differs from that of San Jose State University.
5. Apply the theories and principles taught in university courses to classroom practice.
6. Learn about the students, school, school personnel and the surrounding community.
7. Identify specific learning needs of your students, especially English Language Learners.
8. Plan carefully and thoroughly for each day of teaching. **Prepare a written lesson plan for every day that you teach**
9. Provide your resident teacher and, when possible or if required, your university supervisor with an advance copy of every lesson plan you deliver. This will be especially important if you become ill.
10. Inform the school, your resident teacher, and your university supervisor when you must be absent from your school assignment. At the beginning of the experience, determine how to contact each person.
11. Learn about and adhere to school rules and policies.

Resident Teacher

The principal functions of the resident teacher are to (1) provide the student teacher with help and guidance and (2) evaluate the student teacher's performance. Major responsibilities of the resident include the following:

1. Provide the student teacher with an orientation to the class. Introduce the student teacher to the class and explain that the student teacher will serve *as a teacher*.
2. Explain class goals and basic routines. Provide the student teacher with a curriculum syllabus, textbook, and other such material needed to get started.
3. Help candidates identify the special learning needs of students.
4. Confer with the student teacher to plan the scope and schedule of the student teacher's responsibilities. Use the Teaching Performance Expectations and the Student Teacher Evaluation as guidelines for planning appropriate experiences.
5. Review unit and lesson plans with the student teacher.
6. Observe the student teacher; confer regularly to provide guidance, help, and feedback.
7. Communicate regularly with the university supervisor about the student teacher's progress.
8. Provide the university supervisor with a final evaluation of the student teacher's performance using the evaluation form provided in this handbook.

Site Supervisor

If the student teacher is contracted as a full or part time teacher at the school, the University Supervisor will communicate with a designated Site Supervisor. The responsibilities of the Site Supervisor include the following:

1. Provide the student teacher with an orientation to the school.
2. Provide the student teacher with curriculum materials.
3. Become familiar with the Teaching Performance Expectations and the Student Teacher Final Evaluation. Use these documents to be sure that the candidate has opportunities for appropriate experiences in the classroom.
4. Observe the student teacher; confer to provide guidance, help, and feedback.
5. Communicate with the university supervisor about the student teacher's progress.
6. Provide the university supervisor with a final evaluation of the student teacher's performance using the evaluation form provided in this handbook.

University Supervisor

The university supervisor provides help, guidance, and constructive criticism and is responsible for the final evaluation of the student teacher. Other responsibilities include the following:

1. Acquaint the student teacher and the resident teacher/site administrator with the contents of the Student Teacher Handbook, including the Teaching Performance Expectations and Student Teacher Final Evaluation.
2. With the Teaching Performance Expectations and the Student Teacher Final Evaluation in mind, ensure that the candidate has opportunities for appropriate experiences in the classroom.
3. Confer regularly with the student teacher and resident teacher or site supervisor.
4. Observe the student teacher in the classroom; provide the student teacher with verbal and, when appropriate, written reports of those observations.
5. Provide the student teacher with periodic guidance, help, and constructive criticism.
6. Review unit and lesson plans with the student teacher.
7. Confer with the resident teacher about the student teacher's progress.
8. Submit to Secondary Education a copy of the summative evaluation of the student teacher's performance using the evaluation form in this handbook.