

RECOMMENDED FALL SEMESTER APPRENTICE TEACHER SCHEDULE

Week 1

Apprentice Teacher

Observe the teacher
Observe the students
Orient yourself to the school
Learn routines and names of students
Read school policy manual
Begin conducting transitions and/or routine activities (attendance, lunch count, etc.)
Work with individual students
Attend faculty meetings
Fulfill any other teacher requests
Write a letter of introduction to send home to parents (reviewed and approved by classroom teacher)
Work on Program Portfolio
Attend classes on campus

Supervising Teacher

Introduce the Apprentice Teacher and discuss his/her authority and role with the class
Model appropriate management techniques
Model instructional methods
Assist candidate in planning and suggest appropriate methods and materials
Provide information on all school policies
Introduce the Apprentice Teacher to the faculty and staff
Proofread letter of introduction and see that it has the school's approval
Permit candidate to attend classes on campus

Week 2

Apprentice Teacher

All of the previous weeks' duties, and
Become familiar with the teacher's assessment system
Attend classes on campus

Supervising Teacher

All of the previous weeks' duties, and
Review lesson plans
Act as a resource and guide for teaching
Give daily feedback on teaching experiences
Provide IEP's, if appropriate
Provide needed resources
Permit candidate to attend classes on campus

Week 3

Apprentice Teacher

All of the previous weeks' duties, and

Share planning for one class

Plan a bulletin board

If available, study the Individualized Education Plan(s) (IEP's) for special needs students

Participate in extracurricular activities

Attend classes on campus

Supervising Teacher

All of the previous weeks' duties, and

Review lesson plans

Act as a resource and guide for teaching

Give daily feedback on teaching experiences

Provide IEP's, if appropriate

Provide needed resources

Permit candidate to attend classes on campus

Week 4

Apprentice Teacher

All of the previous weeks' duties, and

Share planning for and teach one class

Assume responsibility for all transitions and routine activities

Assist in grading papers

Supervising Teacher

All of the previous weeks' duties, and

Review lesson plans

Act as a resource and guide for teaching

Give daily feedback on teaching experiences

Week 5

Apprentice Teacher

All of the previous weeks' duties, and

Share planning for and two classes

Attend classes on campus

Supervising Teacher

All of the previous weeks' duties, and
Complete "APPRENTICE TEACHER FORMATIVE ASSESSMENT FORM"
(Appendix). Submit the original form to the College Supervisor (you may want to make a
copy for your records)
Permit candidate to attend classes on campus

Week 6

Apprentice Teacher

All of the previous weeks' duties, and
Share planning for and teach two classes

Supervising Teacher

All of the previous weeks' duties, and
Review plans in advance and give feedback
Monitor candidate's professionalism

Week 7

Apprentice Teacher

All of the previous weeks' duties, and
Share planning for three classes
Attend classes on campus

Supervising Teacher

All of the previous weeks' duties, and
Review plans in advance and give feedback
Monitor candidate's professionalism
Permit candidate to attend classes on campus

Week 8

Apprentice Teacher

All of the previous weeks' duties, and
Share planning for and teach three classes

Supervising Teacher

All of the previous weeks' duties, and
Review candidate's progress and give suggestions

Week 9

Apprentice Teacher

All of the previous weeks' duties, and
Share planning for four classes

Attend classes on campus

Supervising Teacher

All of the previous weeks' duties, and
Review candidate's progress and give suggestions
Permit candidate to attend classes on campus

Week 10

Apprentice Teacher

All of the previous weeks' duties, and
Share planning for and teach four classes
Program Portfolio should be near completion

Supervising Teacher

All of the previous weeks' duties, and
Review candidate's progress and give suggestions
Complete "APPRENTICE TEACHER FORMATIVE ASSESSMENT FORM"
(Appendix). Submit the original copy to the College Supervisor (you may want to make a copy for your records)

Week 11

Apprentice Teacher

All of the previous weeks' duties, and
Assume complete responsibility for the classroom for one day

Supervising Teacher

All of the previous weeks' duties, and
Allow apprentice teacher some time alone in the classroom

Weeks 12 & 13

Apprentice Teacher

All of the previous weeks' duties, and
Review GSTEP requirements
Assume complete responsibility for the classroom for two or three days each week

Supervising Teacher

All of the previous weeks' duties, and
Allow Apprentice to be alone most of the time in the classroom, if comfortable

Weeks 14 & 15

Apprentice Teacher

Assume complete responsibility for the classroom for three or four days each week
Observe in other school settings
Program Portfolio Due

Attend certification seminar with “Certification Official” in Demorest

Supervising Teacher

Complete "GSTEP OBSERVATION TOOL" (Appendix). Submit the original copy to the College Supervisor (you may want to make a copy for your records).

Have final conference with Apprentice Teacher and College Supervisor