



Schedule of Responsibilities

Student Teacher Candidates and Master Teachers: CP III & CP IV

Schedule of Responsibilities

Student Teacher Candidates on the **Single Subject** and **Education Specialist M/M** Program Track will take part in a single 16-week placement that will span across both Clinical Practice III (CP III) and Clinical Practice IV (CP IV).

Student Teacher Candidates on the **Multiple Subject** Program Track will take part in **EITHER** a single 16-week placement that will span across both Clinical Practice III (CP III) and Clinical Practice IV (CP IV) **OR** in two placements, one that will take place during CP III and another which will take place during CP IV.

Please work closely with the [Alliant Placement Lead](#) regarding the details of your placement. As a reminder, it is the responsibility of the [Alliant Placement Lead](#) to place you for your Student Teaching clinical practice experience. You may **NOT** set up your own Student Teaching Placement for Clinical Practice III and Clinical Practice IV.

Any questions from Student Teacher Candidates or Master Teachers can be directed to the [Alliant Placement Lead](#).

<u>Clinical Practice Course + Week</u>	<u>Student Teacher Candidate Responsibilities</u>	<u>Master Teacher Responsibilities</u>
<p><u>PRIOR TO WEEK 1</u></p> <p>CP III Single Subject Multiple Subject Education Specialist M/M</p> <p>CP IV Multiple Subject</p>	<ul style="list-style-type: none"> ✓ Cleared by Credential Analyst ✓ Enrolled in CP III by Academic Advisor ✓ Contact the Master Teacher (MT) 	<ul style="list-style-type: none"> ✓ Complete Intersegmental Project training as required by the California Commission on Teacher Credentialing. Please note that the certificate of completion is required for payment of the stipend from Alliant International University. ✓ Complete the Alliant Training Video ✓ Contact the Student Teacher Candidate to discuss the expectations, policies, and procedures of the school site / school district.
<p><u>WEEK 1</u></p> <p>CP III Single Subject Multiple Subject Education Specialist M/M</p> <p>CP IV Multiple Subject</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Acclimate to the school and classroom. ✓ Introduce yourself to key individuals at your school site ✓ Introduce yourself to the students and parents of your classroom placement ✓ Discuss curriculum planning, lesson planning, and classroom management plans with your Master Teacher. ✓ Observe the Master Teacher and begin to transition into teaching lessons. ✓ Practice lesson planning each week. ✓ Take part in daily and weekly routines. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Review Course syllabus with your Master Teacher. Be sure to highlight all assignments and progress assessments for the term. ✓ Set up the Verification of Hours Log and begin documenting your clinical practice experience hours. ✓ Complete the Student Teaching Tracking Form ✓ Register for the edTPA. <p><small>This applies to Single Subject and Multiple Subject Teacher Candidates ONLY.</small></p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Assist in acclimating the Student Teacher Candidate to the school and to your classroom. ✓ Introduce the Student Teacher Candidate to key individuals at your school site ✓ Help to introduce the Student Teacher Candidate to the students and parents of your classroom. ✓ Discuss curriculum planning, lesson planning, and classroom management plans with the Student Teacher Candidate. ✓ Have the Student Teacher Candidate assist with students, model lessons, learn classroom routines and grading procedures, and set up daily/ weekly expectations. <p><i>For the Student Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Review Course syllabus with the Student Teacher Candidate ✓ Pay close attention to key assignments and the schedule of progress assessments for the term.



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Schedule of Responsibilities Continued . . .

All Student Teacher Candidates continue their responsibilities in their placement for Clinical Practice III.

<u>Clinical Practice Course + Week</u>	<u>Student Teacher Candidate Responsibilities</u>	<u>Master Teacher Responsibilities</u>
<p>WEEKS 2 - 3</p> <p>CP III Single Subject Multiple Subject Education Specialist M/M</p> <p>CP IV Multiple Subject</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Practice lesson planning ✓ Teach 2-3 lessons per day in whole group, small group, or solo ✓ Work each day with the intent of <u>solo teaching</u> during Weeks 7 & 8 of the term. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Be prepared for the Clinical Practice Progress Assessment #1 by the end of Week 3. ✓ Continue to review the course syllabus and upcoming assignments ✓ Continue to document your clinical practice experience hours on the Verification of Hours Log ✓ Add completed assignments to your Individual Development Plan portfolio 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Allow for the Student Teacher Candidate to begin to teach 2-3 lessons/subjects/periods (ELA, math, science & social studies) per the day. <p><i>For the Student Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Continue to communicate with Student Teacher Candidate regarding their upcoming Progress Assessments and important assignments. ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term.
<p>WEEKS 4 - 7</p> <p>CP III Single Subject Multiple Subject Education Specialist M/M</p> <p>CP IV Multiple Subject</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Increase responsibility in the classroom. ✓ Work with your Master Teacher for ideas, strategies, suggestions, tips and tricks, and feedback as you assume responsibility of the classroom. ✓ Make time each day reflect on your lessons and teaching practice. Include both successes and hardships in meeting the TPEs within your lessons. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Be prepared for the Clinical Practice Progress Assessment #2 by the end of Week 5. ✓ Continue to document your clinical practice experience hours on the Verification of Hours Log ✓ Add completed assignments to your Individual Development Plan portfolio ✓ Be prepared for the Clinical Practice Progress Assessment #3 by the end of Week 7. 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Gradually increase the Student Teacher Candidate's responsibility, as appropriate. ✓ Informally assess and mentor the Student Teacher Candidate through classroom management, lesson planning and preparation, weekly planning and goal-setting, assessment and grading, and pedagogy. ✓ As needed, provide additional coaching to the Student Teacher Candidate as they begin to apply their skills. <p><i>For the Student Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Continue to communicate with Student Teacher Candidate regarding their upcoming Progress Assessments and important assignments. ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term.



Schedule of Responsibilities

Student Teacher Candidates and Master Teachers: CP III & CP IV

Schedule of Responsibilities Continued . . .

All Student Teacher Candidates continue their responsibilities in their placement for Clinical Practice III.

<u>Clinical Practice Course + Week</u>	<u>Student Teacher Candidate Responsibilities</u>	<u>Master Teacher Responsibilities</u>
<p>WEEKS 7- 8</p> <p>CP III Single Subject Multiple Subject Education Specialist M/M</p> <p>CP IV Multiple Subject</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Increase responsibility and assume full responsibility of the classroom. ✓ Continue to work with your Master Teacher for ideas, strategies, suggestions, tips and tricks, and feedback as you assume responsibility of the classroom. ✓ Continue to make time each day reflect on your lessons and teaching practice. Include both successes and hardships in meeting the TPEs within your lessons. <p><i>For Your Alliant Courses - Week 7:</i></p> <ul style="list-style-type: none"> ✓ Continue to document your clinical practice experience hours on the Verification of Hours Log ✓ Add completed assignments to your Individual Development Plan portfolio ✓ Be prepared for the Clinical Practice Progress Assessment #3 by the end of Week 7. <p><i>For Your Alliant Courses - Week 8:</i></p> <ul style="list-style-type: none"> ✓ Finalize your Verification of Hours Log ✓ Review Verification of Hours Log with your Master Teacher. Your Master Teacher will sign your Verification of Hours Log ✓ Submit your signed Verification of Hours Log to Canvas by the end of Week 8 ✓ Submit your edTPA. <small>This applies to Single Subject and Multiple Subject Teacher Candidates ONLY.</small> ✓ Add final completed assignments to your Individual Development Plan portfolio ✓ Multiple Subject Student Teacher Candidates in CP IV ONLY: Complete the Culminating Reflection and add it to your Individual Development Plan portfolio 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Gradually increase the Student Teacher Candidate's responsibility, as appropriate. ✓ Informally assess and mentor the Student Teacher Candidate through classroom management, lesson planning and preparation, weekly planning and goal-setting, assessment and grading, and pedagogy. ✓ As needed, provide additional coaching to the Student Teacher Candidate as they begin to apply their skills. <p><i>For the Student Teacher's Alliant Courses - Week 7:</i></p> <ul style="list-style-type: none"> ✓ Continue to communicate with Student Teacher Candidate regarding their upcoming Progress Assessments and important assignments. ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term. <p><i>For the Student Teacher's Alliant Courses - Week 8:</i></p> <ul style="list-style-type: none"> ✓ Communicate with Student Teacher Candidate regarding their final assignments and projects ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term. ✓ Sign the Student Teacher Candidate's Verification of Hours Log to verify that all required clinical practice hours are valid and that the minimum number of hours has been met

Next Steps

Student Teacher Candidates on the **Single Subject**, **Education Specialist M/M**, and **Multiple Subject** Program Track continuing in their single 16-week placement for Clinical Practice IV (CP IV): Continue to the next page to review the Schedule of Responsibilities for Weeks 9 - 16.

Student Teacher Candidates on the **Multiple Subject** Program Track who will take part in a **NEW** 8-week placement for Clinical Practice IV (CP IV): Begin at the beginning of this document with "PRIOR TO WEEK 1."



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Schedule of Responsibilities Continued . . .

Student Teacher Candidates on the **Single Subject**, **Education Specialist M/M**, and **Multiple Subject** Program Track continuing in their single 16-week placement for Clinical Practice IV (CP IV) will continue their responsibilities for Weeks 9 - 16.

<u>Clinical Practice</u> <u>Course + Week</u>	<u>Student Teacher Candidate</u> <u>Responsibilities</u>	<u>Master Teacher</u> <u>Responsibilities</u>
<p>WEEKS 9 - 14</p> <p>CP IV Single Subject Multiple Subject Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Begin to transition back to the Master Teacher taking control of the classroom at the beginning of the term ✓ Then, gradually begin to increase responsibility and assume full responsibility of the classroom. ✓ Work with your Administrator and Master Teacher to set up opportunities to observe other classrooms, grade levels, teachers, and environments. ✓ Continue to work with your Master Teacher for ideas, strategies, suggestions, tips and tricks, and feedback as you assume responsibility of the classroom. ✓ Continue to make time each day reflect on your lessons and teaching practice. Include both successes and hardships in meeting the TPEs within your lessons. ✓ Begin planning for the next steps in your career. This may include asking for letters of recommendation, building your professional portfolio, setting up interviews, etc. <p><i>For Your Alliant Courses - Week 9:</i></p> <ul style="list-style-type: none"> ✓ Set up the Verification of Hours Log and begin documenting your clinical practice experience hours. ✓ Add completed assignments to your Individual Development Plan portfolio <p><i>For Your Alliant Courses - Weeks 10 - 14:</i></p> <ul style="list-style-type: none"> ✓ Continue to document your clinical practice experience hours on the Verification of Hours Log ✓ Add final completed assignments to your Individual Development Plan portfolio ✓ Be prepared for the Clinical Practice Progress Assessment #1 by the end of Week 11 ✓ Be prepared for the Clinical Practice Progress Assessment #2 by the end of Week 13 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Begin to transition back into the majority of the classroom responsibilities at the beginning of the term. ✓ Then, gradually increase the Student Teacher Candidate's responsibility, as appropriate. ✓ Be available for questions and ideas from the Student Teacher Candidate. ✓ Offer suggestions and support to Student Teacher Candidate as you observe their progress in the classroom. ✓ Make sure that you provide regular and consistent feedback to the Student Teacher Candidate. <p><i>For the Student Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Continue to communicate with Student Teacher Candidate regarding their upcoming Progress Assessments and important assignments. ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term.



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Schedule of Responsibilities Continued . . .

Student Teacher Candidates on the **Single Subject**, **Education Specialist M/M**, and **Multiple Subject** Program Track continuing in their single 16-week placement for Clinical Practice IV (CP IV) will continue their responsibilities for Weeks 9 - 16.

<u>Clinical Practice Course + Week</u>	<u>Student Teacher Candidate Responsibilities</u>	<u>Master Teacher Responsibilities</u>
<p>WEEKS 15 - 16</p> <p>CP IV</p> <p>Single Subject</p> <p>Multiple Subject</p> <p>Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Continue to increase responsibility and assume full responsibility of the classroom. ✓ Continue to work with your Master Teacher for ideas, strategies, suggestions, tips and tricks, and feedback as you assume responsibility of the classroom. ✓ Continue to make time each day reflect on your lessons and teaching practice. Include both successes and hardships in meeting the TPEs within your lessons. ✓ Begin planning for the next steps in your career. This may include asking for letters of recommendation, building your professional portfolio, setting up interviews, etc. <p><i>For Your Alliant Courses - Weeks 15:</i></p> <ul style="list-style-type: none"> ✓ Continue to document your clinical practice experience hours on the Verification of Hours Log ✓ Review the Verification of Hours Log with your Master Teacher to confirm that you are on track to earn all of your required hours for the term. ✓ Add final completed assignments to your Individual Development Plan portfolio ✓ Be prepared for the Clinical Practice Progress Assessment #3 by the end of Week 15 <p><i>For Your Alliant Courses - Week 16:</i></p> <ul style="list-style-type: none"> ✓ Finalize your Verification of Hours Log ✓ Review Verification of Hours Log with your Master Teacher. Your Master Teacher will sign your Verification of Hours Log ✓ Submit your signed Verification of Hours Log to Canvas by the end of Week 16 ✓ Add final completed assignments to your Individual Development Plan portfolio ✓ Complete the Culminating Reflection and add it to your Individual Development Plan portfolio 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Gradually increase the Student Teacher Candidate's responsibility, as appropriate. ✓ Be available for questions and ideas from the Student Teacher Candidate. ✓ Offer suggestions and support to Student Teacher Candidate as you observe their progress in the classroom. ✓ Make sure that you provide regular and consistent feedback to the Student Teacher Candidate. <p><i>For the Student Teacher's Alliant Courses - Week 15:</i></p> <ul style="list-style-type: none"> ✓ Continue to communicate with Student Teacher Candidate regarding their upcoming Progress Assessments and important assignments. ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term. ✓ Help Student Teacher Candidate develop a plan to complete any missing hours, as needed. <p><i>For the Student Teacher's Alliant Courses - Week 16:</i></p> <ul style="list-style-type: none"> ✓ Communicate with Student Teacher Candidate regarding their final assignments and projects ✓ Review the Student Teacher Candidate's Verification of Hours Log to ensure Student Teacher is documenting a minimum of 30 hours per week to meet the 240 hour minimum at the end of the term. ✓ Sign the Student Teacher Candidate's Verification of Hours Log to verify that all required clinical practice hours are valid and that the minimum number of hours has been met