**TEXAS STATE UNIVERSITY**

Revised

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Utley

**Secondary (one-field) Instructional Timeline:**

**Assuming Instructional Responsibilities in Student Teaching**

*A Standard Experience requirement for the secondary student teacher is to collaborate with the CT and supervisor to develop a timeline to assume instructional responsibilities. This document serves as a guide in fulfilling this requirement.*

The secondary timeline goal is to assume responsibility for no more than three preparations and no more than five class periods for at least two weeks. The following timeline is a suggestion, to be adjusted to suit the assignment. Curriculum, class organization, planning, student needs and expectations vary among campuses and districts. **The student teacher (ST) and cooperating teacher (CT), with collaboration from the university supervisor, may adapt this timeline to develop the best plan for the classroom and the ST’s readiness. In addition, team teaching may be utilized throughout the 13-week period.**

The method of assuming instructional responsibility may vary, depending upon the classroom structure and the readiness of the ST. However, the process for one class period typically follows this sequence:

* First, CT and ST collaboratively plan
* Then, ST begins to plan with oversight and mentoring from CT; CT and ST co-teach
* Finally, ST plans and teaches, with oversight and mentoring from CT

This process continues until the ST has assumed responsibility of no more than five class periods and no more than three preparations.

**Suggested Timeline Schedule for ST**

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| **Week** | **Activities/Responsibilities** |
| **1** | Observe CT; assist with small groups, individual students, management tasks; co-plan first prep |
| **2** | Teach one or two lessons in first prep; continue with week 1 activities |
| **3** | Assume responsibilities for one class in first prep (90 min. block schedule – assume 1st block); continue with week 1 activities  |
| **4** | Assume responsibilities for two classes of same prep (90 min. block schedule – assume 2nd block); continue with week 1 activities; co-plan 2nd prep |
| **5** | Assume responsibility for 3rd class – may be a different prep (90 min. block schedule – assume 3rd block); continue with week 1 activities for other classes |
| **6** | Assume responsibility for 4th class – may be three different preps (90 min. block schedule – assume 4th block); continue assisting with other classes |
| **7** | Assume responsibility for 5th class; continue assisting with other classes |
| **8** | Same as above |
| **9** | Same as above |
| **10** | Same as above |
| **11** | Same as above |
| **12** | Flex week for extra Total Teach time, adjustments for testing, etc. |
| **13** | Transition Week (CT gradually assumes classroom responsibilities) |
| **14** | Observe in other classes/programs; complete all activities |

The above schedule may be adjusted if events such as state testing require a different pace for assuming responsibilities. For example, more than one week may be utilized for transitioning responsibilities back to the CT, or the ST may delay assumption of his/her classes or start transitioning responsibilities back to his/her CT earlier than the 13th week.

