NATIONAL LOUIS UNIVERSITY
Undergraduate College

Educator Preparation Program

Weekly Classroom Activities:
Student Teaching in an Unlinked Placement

The Practicum and Student Teaching experiences together are typically considered a "Linked Placement," where both experiences occur in the same classroom and with the same Mentor Teacher during two consecutive terms. In this "Unlinked Placement", the Teacher Candidate (TC) completes the Student Teaching experience in a different classroom with a different Mentor Teacher than their Practicum. It is also possible that Student Teaching is occurring in a future term that does **not** directly follow the previous term's Practicum experience. This is an unusual configuration and has been specifically granted approval by NLU's Educator Preparation Department.

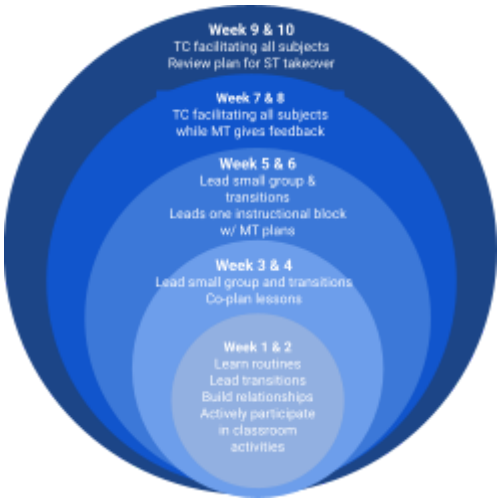
The overall goal of the Student Teaching experience is for the teacher candidate (TC) to gain as many varied experiences as possible. These recommended weekly classroom activities help achieve that goal. Depending upon their prior experiences and confidence in the classroom, this may look different for each TC. Each underlined item indicates a live link to relevant documents.

Student Teaching

(50 full days: 5 days a week, for 10 weeks)

Candidates are encouraged to discuss their readiness and ability to move forward with the suggested timeline. The goal is growth over time; therefore, the TC is to continue identifying and strengthening growth areas while building on current competencies. A requirement of Student Teaching is that candidates take over full classroom responsibility for at least four weeks. However, based on the MT's and Teacher Development Coach's judgment, there is flexibility regarding when those four weeks occur.

***Items listed in BLUE indicate possible, adjusted activities for Secondary classrooms**



WEEK 1: (confer with MT daily, attend regularly scheduled team/grade level/department meetings, and complete daily timesheets in SONIA)

- Confer with the MT and establish lines of communication (ie, email/phone/text), create weekly TC/MT meeting schedule, begin participating in team/grade-level/department meetings.
- Virtual Only: Verify each student has signed media release forms on file.
- Become acquainted with the classroom routines, daily schedule, and emergency procedures
- Get to know the students and begin building relationships with the class (or each period). Learn students' personalities, likes & dislikes, and what engages them most.
- Begin leading classroom/periods' routines & transitions, assist with grading, & provide small-group instruction using MT's lesson plans, and lead a block of instruction (science, social studies, writing, reading comprehension, language, math, etc.) with MT's lesson plans; Lead a period's instruction (using the MT's lesson plans)
- Complete the Coaches' Introduction and Norm Agreement (TC only)
- Complete the "My Calendar" assignment and share the results with your MT and your Teacher Development Coach. (TDC)
- Engage in the initial Team Meeting with your development coach (TDC) & MT.

WEEK 2: (confer with MT daily, attend regularly scheduled team/grade level/department meetings, and complete daily timesheets in SONIA)

- Continue leading classroom/period's routines and transitions, including classroom administrative tasks (i.e., attendance, lunch count, assisting with grading, field trips, etc.)
- Take over 1 - 2 instructional blocks or periods (science, social studies, writing, reading comprehension, language, math, advanced courses, intervention period, etc.) and/or small groups using the MT's lesson plans.
- Create a full Takeover transition plan with the MT in preparation for taking over full responsibility for the classroom during weeks 5 - 8. Share the plan with your TDC.
- Engage in the initial Team Meeting with your development coach (TDC) & MT (if not done prior)
- Student completes & submits Lesson Plan for first lesson to be observed/taught & recorded in Week 3.
- **TC completes & submits the Lesson Plan** for the first lesson to be observed/taught & recorded in Week 3. Be sure to work with MT to develop the lesson plan and confirm necessary scheduling.

WEEK 3: (confer with MT daily, attend regularly scheduled team/grade level/department meetings, and complete daily timesheets in SONIA)

- Take over **two or more** instructional blocks or periods (science, morning meeting, social studies, centers, writing, reading comprehension, language, math, advanced courses, intervention period, etc.) and small groups using TC-developed lesson plans.
- Conduct Teaching Sample #1 and debrief with the TDC following the lesson observation OR record & submit video through GoReact.
- Review the Full Takeover transition plan to prepare for the full takeover in weeks 5 - 8.

WEEK 4: (confer with MT daily, attend regularly scheduled team/grade level/department meetings, and complete daily timesheets in SONIA)

- Take over **most** of the instructional blocks or periods (ex., centers, science, morning meeting, social studies, writing, reading comprehension, language, math, advanced courses, intervention period, etc.) and small groups using TC-developed lesson plans.
- Continue to assume more responsibility in the classroom (including planning and record keeping).
- Review the Takeover transition plan and consult with the MT in preparation for taking over full responsibility for the classroom during weeks 5 - 8.

WEEK 5: (meet with your MT during your established meeting time to debrief, discuss concerns, lesson plans, etc.; complete daily timesheets in SONIA; continue attending regularly scheduled team/grade level/department meetings)

- **Fully TAKE OVER** classroom instruction and classroom management responsibilities with guidance & support from the MT. This includes preparation prior to students arriving for the day, all student learning throughout the day and for each period, and wrap up/preparation after the students are dismissed.
- **Students should NOT be left unsupervised at any time during the day!**
- TC completes & submits Lesson Plan for second lesson to be observed/taught & recorded in Week 6. Continue to work with MT in developing this lesson plan and confirm necessary scheduling.
- TC & MT discuss midpoint progress and continued growth areas; MT completes Week 5 Progress Report in SONIA

WEEK 6: (meet with your MT during your established meeting time to debrief, discuss concerns, lesson plans, etc.; complete daily timesheets in SONIA; continue attending regularly scheduled team/grade level/department meetings)

- Continue **FULL TAKE OVER**: You are fully leading classroom instruction and classroom management responsibilities with guidance & support from the MT. This includes preparation prior to students' arrival for the day, all student learning throughout the day and for each period, and wrap-up/preparation after the students are dismissed.
- **Students should NOT be left unsupervised at any time during the day!**
- Conduct Teaching Sample #2 and debrief with the TDC following the lesson observation OR record & submit video through GoReact.

WEEK 7: (meet with your MT during your established meeting time to debrief, discuss concerns, lesson plans, etc.; complete daily timesheets in SONIA; continue attending regularly scheduled team/grade level/department meetings)

- Continue **FULL TAKE OVER:** You are fully leading classroom instruction and classroom management responsibilities with guidance & support from the MT. This includes preparation prior to students' arrival for the day, all student learning throughout the day and for each period, and wrap-up/preparation after the students are dismissed.
- **Students should NOT be left unsupervised at any time during the day!**

WEEK 8: (meet with your MT during your established meeting time to debrief, discuss concerns, lesson plans, etc.; complete daily timesheets in SONIA; continue attending regularly scheduled team/grade level/department meetings)

- Continue **FULL TAKE OVER**: You are fully leading classroom instruction and classroom management responsibilities with guidance & support from the MT. This includes preparation prior to students' arrival for the day, all student learning throughout the day and for each period, and wrap-up/preparation after the students are dismissed.
- **Students should NOT be left unsupervised at any time during the day!**

WEEK 9: (meet with your MT during your established meeting time to debrief, discuss concerns, lesson plans, etc.; complete daily timesheets in SONIA; continue attending regularly scheduled team/grade level/department meetings)

- Begin preparation to transition full classroom responsibility back to the MT. You are still responsible for teaching lessons and leading the core instruction of each period, perhaps using a co-teaching model. Use this time to focus on areas of opportunity within your instructional practice while continuing to develop areas of strength.
- If your MT approves, schedule visits to multiple classrooms to observe the practices of other educators.
- TC & MT complete the final Field Assessment in SONIA.
- Reflect on your professional practice using the UGC Dispositions Rubric. TC & MT complete the Dispositions Assessment in SONIA.

WEEK 10: (meet with your MT during your established meeting time to debrief, discuss concerns, lesson plans, etc.; complete daily timesheets in SONIA; continue attending regularly scheduled team/grade level/department meetings)

- Continue to focus on specific areas of the curriculum and teaching strategies you want to improve (i.e., group work, classroom management, centers, transitions within the period, managing peer-collaborative activities, leading classroom discussions, etc.).
- Continue to transition full classroom responsibilities back to the MT.
- Engage in the final Team Meeting with your TDC & MT.
- Complete the Student Feedback Survey in D2L, providing feedback and sharing successes from your Practicum/Student Teaching field experiences.

Be sure that the MT has approved ALL required (50 days) on timesheets in SONIA!

Updated: Aug 2026