

Clinical Practice Takeover Planning Guidance: Multiple Subject

The non-contracted TC may use this to plan out what he or she is responsible for teaching and what needs to be planned for the upcoming week.

This is a guide. A takeover timeline depends on the readiness of each TC. If there are questions or concerns, please contact the Office of Student Placements or the UC.

**Note: The Cooperating Teacher must approve all lesson plans at least two days prior to their implementation.*

Week	Responsibility	Preparation
1	• Observe students. Learn names and learning styles, interests. • Assist individual students • Observe other classroom teachers • Observe classroom routines • Learn school policy and procedures • Assist with clerical routines • Research the curriculum • Meet building personnel	• Correct and assess student work • Plan a bulletin board • Walk students to and from specials • Conduct morning and closing routines • Become familiar with grading practices • Create a data collection system or use existing one started by the CT
2	• Correct and assess work; record data • Conduct morning and closing routines • Walk students to and from specials and lunch • Assist CT with duties such as lunch, recess, and/or bus • Assist with read aloud • Continue assisting individual students, teach small groups	• Plan to teach two lessons a day. Discuss with CT as to topics/content areas. • Continue responsibilities from Week 1
3	• Continue weeks' 1 and 2 activities • Teach two lessons/day	• With the CT choose new content area(s) to begin planning • Plan to teach three to four lessons a day
4	• Continue with previous responsibilities and routines • Teach three to four lessons/day	• Continue previous work and responsibilities • Plan take-over of any additional content areas not yet taught

5	- Continue with previous responsibilities and routines - Teach four+ lessons/day	Full-time teaching
6	Full-time teaching	Full-time teaching
7	Full-time teaching	- CT gradually takes back teaching responsibilities - Schedule mid-point evaluation conference with CT
8	Transition teaching responsibilities back to CT	Prepare to transition to 2nd placement
9	- Observe students. Learn names and learning styles, interests. - Assist individual students - Observe other classroom teachers - Observe classroom routines - Learn school policy and procedures - Assist with clerical routines - Research the curriculum - Meet building personnel	- Correct and assess student work - Plan a bulletin board - Walk students to and from specials - Conduct morning and closing routines - Become familiar with grading practices - Create a data collection system or use existing one started by the CT
10	- Correct and assess work; record data - Conduct morning and closing routines - Walk students to and from specials and lunch - Assist CT with duties such as lunch, recess, and/or bus - Assist with read aloud - Continue assisting individual students, teach small groups	- Plan to teach two lessons a day. Discuss with CT as to topics/content areas. - Continue responsibilities from Week 1
11	- Continue weeks' 1 and 2 activities - Teach two lessons/day	- With the CT choose new content area(s) to begin planning - Plan to teach three to four lessons a day
12	- Continue with previous responsibilities and routines - Teach three to four lessons/day	- Continue previous work and responsibilities - Plan take-over of any additional content areas not yet taught
13	- Continue with previous responsibilities and routines - Teach four+ lessons/day	Full-time teaching

14	• Full-time teaching	• Full-time teaching
15	• Full-time teaching	• CT gradually takes back teaching responsibilities • Schedule final evaluation conference with CT
16	• Transition teaching responsibilities back to CT	• Ensure all documentation is appropriately submitted in Canvas and SIBME