MEMORANDUM

TO: Student Teachers
FROM: Kim Castleman
Interim Director of Field Placements
RE: Student Teaching Weekly Schedule

As a means of helping your university supervisor in planning tentative visiting schedules, you are asked to assist in this task by submitting a Weekly Schedule periodically during the student teaching experience. Each Thursday evening, you are expected to email a schedule for the next complete week (Monday-Friday). Sample schedules plus blank forms are available at www.utm.edu/ess (student teaching forms).

Be sure to mark each activity as to the extent of your responsibility.
- “O” means you are observing, a passive onlook;
- “P” means participating, but without the ultimate responsibility;
- “T” means you are teaching, or have the responsibility.

If you are giving tests or for some reason the class will not meet (assembly program, pep rally, etc.), please denote on the schedule. If there are special activities or problems that need to be brought to the attention of your university supervisor, use the space designated for comments and activities.

Email Weekly Schedule to your university supervisor-
Each Thursday evening by 9:00 or the time arranged between you and your University Supervisor.

Completion of the Weekly Schedule is one of several written reports that you are required to submit to your university supervisor. These reports enable the university supervisor to offer needed guidance, determine progress, give assistance, and enrich your student teaching where needed. Also, it gives some indication of your ability to
cope with routine reports and your facility with written English. Both of the items are often asked about if recommendations are requested by school systems.