

**THE UNIVERSITY OF TENNESSEE AT MARTIN**  
**Department of Educational Studies**  
**Teacher Education 475--Learning and the Kindergarten Child**  
**Fall 2003**

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**PLACEMENT ACTIVITIES AND REQUIREMENTS**

**Session 1—Introduction, September 2**

1. Meet the teacher and students. Become familiar with the daily schedule, the building, the classroom, and school policies and procedures. Get a copy of the daily schedule of activities and a copy of the school's handbook. Complete the observation form including a drawing of the classroom arrangement.
2. Become involved with the children in some capacity and work on learning their names. Record the specific ways you accomplished this task.
3. Observe the teacher for details about how (s)he interacts with the children and engages them in opportunities to construct their own knowledge. Record your observations.
4. Discuss classroom management ideas/plans with the cooperating teacher (CT). Record the details of this conversation.
5. Write a reflective journal (#1) and email to Dr. Esch by 12:00 am the following Tuesday. Your message should describe your involvement and include any comments about your placement. **DO NOT** give a “blow-by-blow” description of what you did.

**Session 2--Teach one hour, September 9**

1. Continue working with the children in whatever capacity is required when you are not teaching. This can include taking them to music and P.E. classes, lining up, etc.
2. Implement one activity/lesson that has been prepared by the CT.
3. Plan and implement one self-developed lesson/activity using a map or globe. It should be related to the CT's goals or unit plan for the class.
4. Prepare a parent letter describing some of the activities you will do with the class as a way of introducing yourself. This can be posted on a parent bulletin board or sent home with the children with the CT's permission. Make sure that the letter is grammatically correct with correctly spelled words. Ask the CT to check before posting/sending.
5. Write and send an email journal (#2) describing and assessing today's experience.

**Session 3--Teach one hour or more, September 16**

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Conduct/lead the morning opening with the class (pledge, calendar, etc.).
3. Conduct the circle time/large group activities.
4. Implement one or more activities/lessons that have been prepared by the CT.
5. Begin planning a bulletin board for the class (no packaged materials).
6. Choose books (a minimum of 10) that are relevant to the unit of study and prepare one to share with the class.
7. Plan and implement one self-developed lesson/activity using a graph.
8. Write and send an email journal (#3) describing and assessing today's experience.

Session 4--Teach 1.5 hours, September 23

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Conduct/lead the morning opening.
3. Conduct the circle time/large group activities.
4. Implement one or more activities/lessons that have been prepared by the CT.
5. Plan and implement one self-developed lesson using technology.
6. Complete bulletin board and install inside or outside the classroom. Make a photograph of it.
7. Research, prepare, and use some transitional ideas when appropriate during class.
8. Write and send an email journal (#4) describing and assessing today's experience.

Session 5--Teach 2 hours or more, September 30

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Conduct/lead the morning opening.
3. Conduct the circle time/large group activities.
4. Implement one or more activities/lessons that have been prepared by the CT.
5. Plan and implement a self-developed creative movement/music activity.
6. Begin to develop plans for a science center and discuss these plans with the CT.
7. Continue to use transitional activities.
8. Demonstrate an understanding and utilize the CT's classroom management strategies. CT may assist if (s)he is uncomfortable with management of the class at this point. Remember, this is meant to be a learning experience that will improve with time and experience.
9. Write and send an email journal (#5).

Session 6--Teach 2.5 hours or more, October 7

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Conduct/lead the morning opening.
3. Conduct the circle time/large group activities.
4. Implement one or more activities/lessons that have been prepared by the CT.
5. Plan and implement a self-developed art lesson/activity. Continue to use the CT's unit plans and goals for the class when planning and developing any lessons and activities.
6. Collect items for your science center and begin to set it up.
7. Observe a child using the child observation form. Do not record any identifying information about the child. Confidentiality must be respected.
8. Continue using transitional activities and classroom management strategies.
9. Write and send an email journal (#6).

Session 7--Teach 3 hours or more, October 14

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Conduct/lead the morning opening.
3. Conduct the circle time/large group activities.
4. Implement two activities/lessons that have been prepared by the CT.
5. Plan and implement a self-developed science lesson/activity.
6. Complete your science center. Make a photograph of it.
7. Continue to use transitional activities and classroom management strategies.
8. Record anecdotal notes on child observed in Session 6.
9. Write and send an email journal (#7).

Session 8--Teach 3.5 hours, October 21

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Lead the morning opening.
3. Conduct the circle time/large group activities. Use puppets in some capacity to reinforce a specific concept.
4. Implement two activities/lessons that have been prepared by the CT.
5. Plan and implement a self-developed language arts/reading lesson/activity. Keep in mind the CT's goals for the class when planning.
6. Plan and implement a self-developed social studies lesson/activity.
8. Have the second parent newsletter prepared. Share any information that you feel parents would appreciate knowing. Give a brief description of your plans for "Lead Teacher Day." Obtain CT's permission to send/post the newsletter. Check for grammar and spelling.
9. Continue to use transitional activities and classroom management strategies.
10. Record anecdotal notes on child observed in Session 6.
11. Write and send an email journal (#8).

Session 9--Teach 3.5 hours, October 28

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Lead the morning opening.
3. Conduct the circle time/large group activities. Employ the use of props (puppets, flannel board pieces, etc.) to reinforce a specific concept.
4. Implement two activities/lessons that have been prepared by the CT.
5. Plan and implement a self-developed health/safety lesson/activity.
6. Plan and implement a self-developed math lesson/activity.
7. Continue to use transitional activities and classroom management strategies.
8. Record anecdotal notes on child observed in Session 6.
9. Write and send an email journal (#9).

Session 10--Teach 4 hours, November 4

1. Continue to work with the children in whatever capacity is required when you are not teaching.
2. Lead the morning opening.
3. Conduct the circle time/large group activities. Introduce a new idea to this period. Discuss the idea with the CT.
4. Implement two activities/lessons that have been prepared by the CT.
5. Plan and implement a self-developed "messy" art lesson. Discuss the idea with the CT.
6. Read a story that addresses the issue of diversity.
7. Continue to use transitional activities and classroom management strategies.
8. Write and send an email journal (#10).

Session 11--Additional observation and classroom visit, November 11

Use this additional time to complete an observation in a different kindergarten classroom. It will be your responsibility to make this arrangement through the principal in advance. Plan time to meet with the cooperating teaching teacher to discuss your role during this brief time. You will provide a detailed report about your experiences in the additional classroom. Specific information will be shared during the weekly seminar. Write and send an email journal (#11) describing and assessing today's experience.

### Session 12--LEAD TEACHER DAY, November 11

Take responsibility for the entire class in your role as lead teacher. Your CT will be available to evaluate your performance on this day. You will plan the activities and lessons for the entire morning. However, these lessons and plans should be consistent with the CT's goals and unit plans. Present your plans to the CT a week in advance for discussion and approval. Give the CT a copy of your plans for the day. Include a housekeeping/cooking activity on this day as well as an appreciation activity to thank the teacher and students for your time with them. Lessons/activities planned for this day should cover at least four additional content areas. Complete the Self-Evaluation Form for Lead Teacher Day and include it in your notebook. More details will be given during the weekly seminar. Write and send an email journal (#12).

### Session 13--Wrap-up/Evaluation, November 18

You will schedule a time in advance with the CT to receive feedback regarding your performance over the past weeks. Now that you have finished with your requirements, you will function as an assistant to the teacher on this day. Before your departure, you should be given a copy of your evaluation.

The final exam for this course will be an individual exit interview for each student. Exit Interview—Your completed portfolio is due to me by 12:00 pm on Tuesday, November 25. You will need to schedule an exit interview with me for sometime between December 8-10. These appointments need to be made by Wednesday, November 19.

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### NOTES:

1. Your practicum notebook/portfolio will include everything that you do for each session.
2. All lessons and activities should be developmentally appropriate for kindergarten students. Avoid the use of worksheets and other copied materials.
3. All self-developed lesson plans should be initialed by the CT in the upper right-hand corner. All plans should be submitted to the CT one week in advance. **DO NOT** seek approval for a lesson on the day of implementation. This is unprofessional and unfair to the CT.
4. Show evidence of professional liability insurance prior to the first session.
5. Arrange your schedule to be present when your cooperating teacher arrives, beginning with Session 2.
6. Remember that we are guests in the teacher's classroom. The teacher reserves the right to modify your plans to accommodate field trips, special events, and other school-related activities. Your CT will decide when a lesson/activity can be rescheduled. You must complete all requirements. Lessons cannot be combined.
7. Your attendance is mandatory. However, emergencies are inevitable. If you are ill (or your children) or if you're running late, please notify your CT as soon as possible. Also, contact your university supervisor of events.
8. In the event that you are absent for one of your sessions, you must make up the entire session. The state requires a specific number of contact hours which are included in your program. Missed lessons **CANNOT** be doubled during another session. Required lessons are **NOT** to be doubled with another lesson due to time constraints.
9. Be flexible and enjoy this experience! 😊