

PHASE-IN SCHEDULE FOR TEACHER CANDIDATES

- *Complete a working draft of this copy collaboratively prior to the start of the semester*
- *Dates and workload may change during the semester; edit as needed*
- *Schedule must be reviewed by University Supervisor and submitted to Office of Field Exp.*
- *Ensure min. of 20 consecutive days in Phase III and min. of 75 full-time total days*

Teacher Candidate _____ Semester _____ Year _____

Supervising Practitioner: _____ School: _____

Please fill out a tentative schedule after reading the “Teacher Candidate Phase-In” chapter outlined in the Teacher Candidate Guidebook.

PHASE I – Orientation

Beginning Date: _____ Ending Date: _____

During this period, you are becoming familiar with all aspects of the classroom and school environment. You will largely observe and help as needed but be actively involved as much as possible.

PHASE II – Assuming Partial Responsibility

Beginning Date: _____ Ending Date: _____

List how you are assuming more and more of the teaching/planning responsibilities for each week. Each week should add a bit more, leading up to the gradual takeover of maximum teaching responsibilities.

Date: _____	Workload _____
Date: _____	Workload _____
Date: _____	Workload _____
Date: _____	Workload _____
Date: _____	Workload _____

PHASE III – Maximum Teaching Responsibility (**REQUIRED: minimum of 20 consecutive School Days**)

Beginning Date: _____ Ending Date: _____

You have maximum responsibility for planning, classroom management, and instruction. Please note: for secondary placements only, this has to be at least 80% of the contracted teaching load. For elementary placements, it needs to be 100% of the contracted teaching load. This *can* be more than 20 days, if beneficial.

PHASE IV – Transfer of Responsibility

Beginning Date: _____ Ending Date: _____

List how you are slowing transitioning the instruction back to the Supervising Practitioner over the remainder of the student teaching semester. Think of it like a modified reversal of Phase II. The ending date listed here will be the agreed-upon last day of Student Teaching (after the last day of U of A classes and a min. of 75 total teaching days).

Date: _____	Workload _____
Date: _____	Workload _____
Date: _____	Workload _____
Date: _____	Workload _____