

Fall 2021 Student Teaching Responsibilities Checklist

Student Teaching dates: August 12-December 10 (varies depending on school start date and whether it is a 12 week placement or 10 week/6 week placement). All forms, PPAT resources, and newsletters may be found on [SUU's Student Teaching Website](#).

Student Teacher Responsibilities for University and PPAT requirements

- Download or print [Student Teacher Checklist](#) to sign as you complete each item. This will be turned in to your Google folder upon completion of your student teaching.
- Go over [handbook](#) with mentor teacher and upload [signed verification letter](#) to your Google folder.
- Fill out the Student Teaching [schedule](#) and upload to your Google folder.
- Download or print out [Daily Accountability and Personal Reflection Form](#) to be updated every day.
- Attend PPAT Task 1 Workshop or watch recording **August 23 4:00 pm (Zoom invite will be emailed)**
- Communicate with parents for PPAT Task 1 and send home PPAT permission forms by **August 31 (some schools may already have permission-check with mentor teacher)**
- [Register for PPAT](#) by **September 15 12:00 pm (open now)**
- Attend PPAT Task 2 and 3 Workshop or watch recording **September 20 4:00 pm**
- Complete and upload PPAT Task 1 by **September 22 12:00 pm**
- Complete PPAT Task 2 and 3 by **October 13 12:00 pm**
- Attend PPAT Task 4 Workshop or watch recording **October 18 4:00 pm**
- Complete PPAT Task 4 by **November 10 12:00 pm**
- Get all necessary paperwork for licensure uploaded to Google Folder by **December 10**

Mentor Teacher Responsibilities – 12 week Placement Suggested timeline

Please note observations are formative assessments and evaluations are summative assessments and are separate forms. All forms are found on [SUU Student Teaching Website under Forms/Mentor Teacher](#).

- Complete [SUU Mentor Teacher Acceptance/1099 Stipend Request](#) from and [W-9](#) (If we don't have one on file) and fax 435-865-8485 or email to my secure email at <https://my.suu.edu/secure/upload/laurengraves>
- Watch [video](#) to understand and/or review PPAT requirements
- Complete Observation #1 Week 1-3
- Complete Observation #2 Week 4-6
- Complete Mid-term Evaluation Week 6
- Complete Observation #3 Week 7-9
- Complete Observation #4 Week 10-12
- Complete Final Evaluation online (link will be emailed or accessed on webpage) Week 12
- Make sure all necessary paperwork for licensure is given to Student Teacher by **December 8**

Education and Content (Secondary) Supervisor Responsibilities – 12 week Placement Suggested timeline

Please note observations are formative assessments and evaluations are summative assessments and are separate forms. All forms are found on [SUU Student Teaching Website under Forms/Supervisor.](#)

- Watch [video](#) to understand and/or review PPAT requirements
- Make contact and check in with each student teacher and schedule first observation.
- Complete Observation #1 Week 1-3
- Attend PPAT Task 1 Workshop or watch recording **August 23 4:00 pm**
- Grade PPAT Task 1 and return feedback to student teacher (Education Supervisor only)
- Attend PPAT Task 2 and 3 Workshop or watch recording **September 20 4:00 pm**
- Complete Observation #2 Week 4-6
- Review Mid-term Evaluation from Mentor Teacher with student during Observation 2 or 3 (you do not need to complete an evaluation...only review)
- Complete Observation #3 Week 7-9
- Attend PPAT Task 4 Workshop or watch recording **October 18 4:00 pm**
- Complete Final Evaluation online Week 10-12 (link will be emailed or accessed on webpage) Week 12
- Make sure all necessary paperwork is uploaded in student's Google folder by **December 10**

Mentor Teacher Responsibilities – 10 week Placement Suggested timeline (due to SPED/additional licensure)

Please note observations are formative assessments and evaluations are summative assessments and are separate forms. All forms are found on [SUU Student Teaching Website under Forms/Mentor Teacher.](#)

- Watch [video](#) to understand and/or review PPAT requirements
- Complete Observation #1 Week 1-2
- Complete Observation #2 Week 3-4
- Complete Mid-term Evaluation Week 5
- Complete Observation #3 Week 6-7
- Complete Observation #4 Week 8-9
- Complete Final Evaluation online (link will be emailed or accessed on webpage) Week 10
- Make sure all necessary paperwork for licensure is given to the Student Teacher by **November 5**

Mentor Teacher Responsibilities – 6 week Placement Suggested timeline (additional license/SPED)

Please note observations are formative assessments and evaluations are summative assessments and are separate forms. All forms are found on [SUU Student Teaching Website under Forms/Mentor Teacher.](#)

- Watch [video](#) to understand and/or review PPAT requirements
- Complete Observation #1 Week 1-3
- Complete Observation #2 Week 4-6
- Complete Final Evaluation online (link will be emailed or accessed on webpage) Week 6
- Make sure all necessary paperwork for licensure is given to the Student Teacher by **December 8.**

Education/Content (Secondary) Supervisor Responsibilities – 10/6 week Placement Suggested timeline

Please note observations are formative assessments and evaluations are summative assessments and are separate forms. All forms are found on [SUU Student Teaching Website under Forms/Supervisor](#).

- Watch [video](#) to review PPAT requirements
- Complete Observation #1 Week 1-3
- Attend PPAT Task 1 Workshop or watch recording **August 24**
- Complete Observation #2 Week 4-6
- Review with student teacher Mid-term Evaluation Week 6
- Attend PPAT Task 2 and 3 Workshop or watch recording **September 21**
- Complete Observation #3 Week 7-11
- Complete Observation #4 Week 11-16
- Attend PPAT Task 4 Workshop or watch recording **October 19**
- Complete Final Evaluation online (link will be emailed or accessed on webpage) by **December 10**
- Make sure all necessary paperwork for licensure is uploaded to Student Google folder by **December 10**