

Field Guidelines for CI 406 Early Field Students

4/10

To help cooperating teachers plan appropriate activities for their student teachers, the following guidelines have been compiled. Cooperating teachers must always keep in mind that the Early Field Student Teachers are not full-time student teachers, but are in the beginning stages of their professional pre-service development. In addition, cooperating teachers should remember the extensive workload the student teachers have for their university classes. It is our goal to provide guidelines for the practicum and still maintain flexibility in order to meet the individual student teacher's strengths/weaknesses and to meet the needs of the students in the classroom.

During the CI 406 classroom placement, *student teachers should have the opportunity to:*

- help prepare the classroom for the beginning of school if available
- take over routine experiences **after** the cooperating teacher has modeled **and** discussed the activity - e.g., calendar, pledge, getting attention of class, attendance, lunch count, moving large group from one area to another
- read stories aloud to class
- collaborate, plan, and implement lessons co-teaching with the cooperating teacher
- take over small groups **after** observing modeling **and** receiving coaching from the cooperating teacher
- work one on one with a student after receiving guidance from the cooperating teacher
- occasionally grade papers of a lesson they have observed
- do limited copying as most of their time should be in the classroom
- assist in bulletin board preparation
- plan and teach lessons as required for university classes
- use preventive discipline strategies **after** receiving guidance from the cooperating teacher
- attend and participate in school meetings and activities scheduled on Tuesday & Wednesday
- plan and teach a 2 day full take over at the end of the semester.

During the CI 406 classroom placement, *student teachers should not be expected to:*

- teach or lead activities that have not been modeled
- assume full responsibility for the supervision of the entire class or large groups of children at recess, lunch time, before or after school, or for an extended period of time
- assume full responsibility for instructing or supervising an entire class for an extended amount of time with or without the cooperating teacher present
- assume major teaching responsibilities when a substitute is present
- assume full responsibility for children off school grounds
- drive children on field trips or drive children home after school
- come in to school on weekends or evenings; During Tuesday and Wednesday practicum, 1 hour after students leave is a suggested time for UIUC students to leave
- spend much time at copy machine
- come to school on days not listed on the calendar as classroom participation days
- administer medication to children