

Teacher Preparation Team 4

SPRING AND SUMMER PLANNING CHECKLIST

This checklist suggests steps you need to take after your placement is confirmed, but before you report to school in the fall.

Before you leave for the summer:	Notes
_____ Discuss how you would like to work together during the year and how your respective ideas can be accommodated.	
_____ Show your mentor a lesson plan that you prepared in TE 402, and discuss how you might approach lesson and unit planning when working with your mentor.	
_____ If possible, get a copy of the printed curriculum for the courses that your mentor teaches as well as a school/student handbook so that you can study it over the summer.	
_____ If possible, get copies of textbooks, curriculum guides, or other key materials that your mentor will be teaching early in the fall semester, so that you can study them over the summer.	
_____ Use the attached "Planning Grid" to make a rough sketch of the subjects and topics that your mentor will be teaching in the first 10 weeks of the year. If that cannot be done at this time, decide on a time that this will be completed (this should be no later than the 1 st week of school).	
_____ Tentatively, identify two classes and topics that you would plan and teach during the first lead teaching period (in early October).	

Before you begin work in the fall:	
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<p>_____ No later than August 1, call your mentor to confirm when you should first report to school for beginning of the year meetings.</p>	
<p>_____ Make a plan with the mentor for what duties you will take on in your focus class and in other classes during September.</p>	
<p>_____ Carefully "tour" the classroom with your mentor and find out what everything is and why it is where it is.</p>	
<p>_____ Discuss with your mentor how the mentor will introduce you to the students. For example, "This is Ms/Mr. _____, who will be teaching with me this year."</p>	
<p>_____ Give this completed checklist to your field instructor at your initial fall conference.</p>	

Planning Grid

<i>Time</i>	<i>Subject: _____ Hours; _____</i>	<i>Subject: _____ Hours; _____</i>	<i>Subject: _____ Hours; _____</i>
Weeks 1 and 2 Dates:			
Weeks 3 and 4 Dates:			
Weeks 5 and 6 Dates:			
Weeks 7 and 8 Dates:			
Weeks 9 and 10 Dates:			