GUIDELINES & STANDARDS FOR STUDENT TEACHING

Following are some guidelines to help you complete your student teaching successfully.

1. **Be informed.** You are going to work in a *professional* environment and you are expected to act according to the professional standards already in place in the school (e.g. code of dress, social interactions).

2. **Be prudent.** Maintain social distance with your students. Never, ever meet with a student alone in a classroom. Use an area where groups of professionals are present. You are not legally permitted to serve as a substitute for your Cooperating Teacher (CT).

3. **Be committed.** Student teaching is a *full-time assignment*. It is highly recommended that you discontinue extra activities (ensembles, clubs, jobs) during this semester.

4. **Be focused.** Your primary objective during your student teaching semester is to become immersed in the public school environment and focus on your teaching.

5. **Be punctual.** You are required to be present for the CT’s full teaching schedule, and you are strongly recommended to assist the teacher in extra-teaching activities, planning, etc. If you need to be absent from school due to illness or emergency, contact both your CT and your University Supervisor in advance. The CT and supervisor will keep record (date and reason) of all occasions for which you are late or absent.

6. **Be responsible.** As soon as you know your teaching schedule, contact your University Supervisors to schedule an observation. For each observation, have a copy of your lesson plan available for the supervisor. Also, make available your folder/notebook containing all your lesson plans, evaluations, etc.

7. **Be prepared.** A well-planned lesson will set you up for a successful interaction with your class. Plan to prepare a written lesson/rehearsal plan before each planned teaching presentation. Share your plans and get feedback from your CT. Along with planning, you may also be called upon to teach “on the spot.” Be sure you have studied scores, practiced piano parts, reviewed lesson materials before the day begins so you are ready to jump in and help as needed.

8. **Be proactive.** Don’t wait for your CT to ask you to do something. Offer to help with such things as passing out/collection materials, setting up the room, tidying up after the class leaves, sing/play parts with sections, etc. Ask your CT for advice on lesson/rehearsal planning and for feedback on your teaching. Your CT will be a tremendous resource for you during your student teaching and beyond.

9. **Be organized.** Select an organizational system to help you file (and find) resources such as lesson/rehearsal plans, copies of music, literature lists, handbooks, worksheets, tests/quizzes, procedures, curriculum guides, etc.

10. **Be gracious.** Your CT is playing an important role in your development as a teacher. Show your appreciation during and after your have finished your assignment.

*The faculty wishes you every success during your student teaching.*
*Good luck!*