

Office of Field Experiences~ Central Connecticut State University



Field Tips and Other Thoughts ~ # 2

“Effective teaching may be the hardest job there is.”
William Glasser

Lesson Planning

The skill of delivering effective lessons takes time and practice to master. Careful and dutiful planning is a critical component of instructional success. Therefore, student teachers are expected to appropriately plan every lesson they teach. Lesson plans must be submitted to the cooperating teacher two days prior to implementation to allow enough time to review the plans, provide feedback and encourage the student teacher to make changes before teaching the lesson. **A student teacher may not teach a lesson he/she is not appropriately planned for.** CCSU provides a specific lesson plan format. Student teachers should feel free to make a template of this plan and/or make changes that best suit their own style. Regardless of the format, all components must be included. A specific area of focus this year is differentiation. As you are well aware, classroom teachers are expected to meet the varying needs of their diverse learning communities. Your student teacher will need your support to get to know your particular students and how to best adjust instruction to meet their needs.

We appreciate the guidance you provide our student teachers as they are in the apprentice stage of their learning. Student teachers will require more time and effort to plan and reflect on their lessons since it is new to them. Over time, these habits will become more automatic and will be able to be accomplished in less time—just like learning to drive a car. A beginning driver, like a beginning teacher, must focus on all the mechanical components and steps of driving. “Apply pressure to the breaks until you reach a stop, count to three, look both ways, apply gentle pressure to the gas as you proceed with caution.” Over time drivers approaching a stop sign naturally know what to do, just as beginning teachers will automatically know how to approach a certain content area with a specific student.

We have included some resources for your student teacher as he/she develops lessons. These resources can be found in the Student Teaching Handbook. If your student teacher is encountering challenges with this expectation, please contact the university supervisor immediately. We have strategies to support the student teacher during this time.

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By now your student teacher should have:

- Had a formal visit from their university supervisor and received written feedback.
- Started to assume *some* teaching responsibilities.
- Set up their binder to collect all lesson plans. University supervisors will be reviewing the lessons plans at the time of the observation.
- Set at least 3 short term goals to assist their growth.
- Observed at least one other teacher in your school.
- Worked to fill out the Take-Over plan.

NOTE: We know it can hard for some cooperating teachers to “let go” some of the day-to-day teaching responsibilities. We all have that favorite unit or may even feel the pressure of student performance in today’s environment of high-stakes accountability. Remember – the take-over process should be deliberate. As the transitions occur begin to think of yourself as expert and support the student teacher to reflect on practice, and refine their teaching all in a supportive and encouraging environment.

Some items to consider for the upcoming week:

- Be sure you have a clear system in place should there be a school delay.
- Discuss the plan should your student teacher be ill. We expect that lesson plans and materials be left for the classroom teacher should a student teacher be out due to illness.
- Be sure to discuss any large units the student teacher may be responsible for later in the semester. Now is the time to gather resources and delve into the content he/she will be teaching.

Cooperating Teacher Conversation

Our semester Cooperating Teacher Conversation is scheduled for this Thursday, September 24th from 4:00 – 5:30. We’d love to have you join us. We understand that a 4:00 start time may be tight for some teachers. Your participation is welcomed and we understand if you arrive late. We will work to schedule the event a bit later for next semester. Thanks for your feedback on this.



Helpful Hint: Organization is a key component to your student’s success. Students appreciate having their own space to put their daily belongings as well as store upcoming materials. If you are able to, please set up an extra work space, desk or table, for your student teacher to work comfortably.



Gentle Reminder: Please send in your pink stipend form if you have not already done so. Thanks! We are just a phone call or e-mail away. Please let us know how we can best serve you.

~ Holly

To the world, you may just be somebody. But to somebody, you may just be the world. ~ Unknown

Note: This, and Field Tips #1, are available on our website: http://www.education.ccsu.edu/Departments/Office_of_Field_Experience/ under the Cooperating Teacher link.

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