

EDT 472/528 PreKindergarten Special Needs Practicum

Teacher Candidate Responsibilities

1. Develop a binder that is to be kept up to date and available daily to your cooperating teacher and/or university supervisor. This will include:
 - A. Weekly reflections on what happened that week – in a format of your choosing
 - B. Weekly schedules documenting gradual take over of planning, direction, and leadership
 - C. Lesson/unit plans – written in a format acceptable to your cooperating teacher, with enough detail that myself or Dr. Adams could look at it and take over the activity/plan – including IEP goals and how they are being met/addressed/documented
 - D. Documentation that you are addressing Early Learning Content Standards (ELCS) and IEP Goals
 - E. Copies of what you are using to document meeting the standards on the Internship Observation Record. For example, if you develop a parent newsletter, place a copy in this binder.
2. Assume responsibility for planning, preparation, group times and small group/individual classroom activities:
 - A. Week 1: begin to get used to the schedule, begin to “call time” so you begin to become familiar with the classroom schedule, by Day 3 you should be working with a group, leading circle or snack, or other activity planned by your teacher but executed by you, begin to document IEP and ELCS for one activity of the day
 - B. Week 2: plan with your teacher for the week’s activities, lead group activities and be responsible for one component of the day (example: your room has four activities happening during the morning that children rotate through, you should be responsible for at least one of these activities), plan Week 3’s activities and obtain approval from your teacher. Continue with data collection
 - If you have children in your classroom that have 1:1 generally with a paraprofessional, I would like for you to shadow and/or take over the paraprofessional’s job for a day to learn the skills/tasks needed for 1:1 assistance.
 - C. Week 3 & 4: Plan and lead all activities – at least one week should include a “mini-investigation”, assign staff as needed, monitor correspondence with parents, basically take on the job of your teacher for Week 3 & 4, plan week 5’s activities, ensure data is being collected on ELCS and IEP goals.
 - D. Week 5: gradually return responsibility to your cooperating teacher, have binder and Internship observation form ready for review by your university supervisor at the assigned time given early in the internship, provide aggregated data to your teacher on ELCS and IEP goals addressed during your five weeks.
3. Assign and monitor classroom staff during your planning weeks. This includes the teacher. You should assign staff to needed locations (although you might want to let the teacher have some IEP or writing time!).
4. Responsible for classroom time management.
5. Complete assessments and IEPs as needed, with supervision from your cooperating teacher.
6. Attend all parent conferences, school meetings, and training requirements of your cooperating teacher.
7. Correlate assigned tasks to the Evidence of DAP Observation Record. Document in the comment section as items demonstrated, with evidence filed in your binder.
8. Have Fun!