

ACR Co-Teaching Timeline Guidelines

This is **general information and suggestions** for the teacher candidate and mentor teacher.

34 Week Timeline

Week 1-2

Candidate becomes familiar with the classroom by observing and helping out as instructed by the mentor teacher. The candidate should be introduced as an associate or co-teacher.

Candidate should begin working with individuals and small groups.

It is a good idea for the candidate to be seen in front of the class doing some tasks every day (taking roll, morning rituals, etc.). The candidate should learn the names of all students, the procedure for taking roll and the organizational procedure for the classroom.

Candidate observes and becomes familiar with the management style used in classroom.

Week 3-4

Candidate may begin teaching lessons as assigned by the mentor teacher, with detailed lesson plans.

Candidate is a participant/observer in mentor teacher's lessons.

Mentor teacher continues to model a variety of effective teaching techniques.

Week 5-6

Candidate takes more responsibilities for creating and teaching lessons as assigned by the mentor teacher. There is a **teaming** approach with the mentor teacher as the leader.

Week 7-33

When the mentor teacher thinks the candidate is ready, the candidate will assume responsibility for the majority of the planning and teaching (including the student learning impact). The **teaming** approach continues with the candidate as the leader.

Week 16-17

Mentor teacher completes the mid-term evaluation and shares it with the candidate. The candidate responds in writing and shares the form with the university supervisor and uploads to Canvas.

The teaming approach continues as the candidate continues assuming more responsibility for creating and teaching lessons.

Week 34

Mentor teacher again becomes the lead teacher assigning various roles and lessons to the candidate.

The final evaluation is completed on-line, and shared with the candidate.

Candidate turns in completed attendance form to university supervisor/Canvas.

At the discretion of the mentor teacher, the candidate may visit other classes within the school or district. However, because the candidate's first responsibility is still to the assigned classroom it is suggested that the visits be limited to a day or two.

Candidate should bring to closure all his/her teaching in this classroom and make plans to say good-bye to the students. The candidate also should return any books, equipment, or other items.