

420 PLACEMENT GUIDE 2022

WEEK/DATES	EXPECTATIONS FOR CANDIDATE: <i>Interactions with the school community</i> <i>Every Day, Every Week: Take initiative, observe co-op, interact with children during “work” and “play” time actively participate with the school community</i> <i>(to begin and accomplish at some point during the weeks unless marked otherwise)</i>	TASKS TO BE COMPLETED: <i>Work that prepares you for interacting with school community.</i> <i>(to begin and accomplish at some point during the weeks unless marked otherwise)</i>	UNIVERSITY ASSIGNMENTS: <i>to be completed by student for/in placement</i> <i>(co-op please allow time for your candidate to complete these if they need to be done during placement hours)</i>	CO-OP RESPONSIBILITIES <i>Every Week: Reveal the invisible aspects of teaching to your candidate, provide them with feedback regarding their interactions with the students and the school community</i>
1: Jan. 20-23 2: Jan. 26-30 3: Feb. 2-6 <i>Candidates in placement on Thursdays,</i> <i>In CI 420 Wednesday and Friday</i>	<ul style="list-style-type: none"> * Initiate contact with parents and caregivers (letter of introduction, introduce yourself to them at drop off and or pick up). * Introduce yourself to the principal, the specialist staff, the secretarial staff, the janitorial staff, and any other professional the co-op and/or students work with. * Identify a transition or a morning routine with a narrow focus (lunch count, attendance) that you would like to lead. Observe it carefully, deconstruct it for yourself, discuss your notes with your co-op, ensure that you fully understand the expectations and purpose of that routine so you are ready to co-lead it in week 3. * Co-lead the identified transition or morning routine (lunch count, attendance) week 3 at earliest 	<ul style="list-style-type: none"> * Memorize students' names (get photos and actively work on this). Ask your cooperating teacher if this is available for Week 1. * Get a copy of the classroom schedule (for the hours that you will be in placement) and commit it to memory. Do during Week 1. * Clarify with co-op how she/he would like you to interact with children during work and play time * Take a tour of the building and find all the places your co-op and/or students go * Observe and make sense of classroom routines and procedures for the morning * Observe and make sense of the classroom management plan-identify the different settings/time blocks that require different expectations, identify the expectations for these settings/time blocks, identify how the co-op monitors and responds to behaviors, identify consequences and when/how the co-op follows through with them. * Observe the planning process, ask questions, discover some of the “invisible” parts of teaching 	<ul style="list-style-type: none"> * Letter of introduction to families (<i>by end of week 2</i>) * Completed all first week paperwork: BBP worksheet, and 2 copies of emergency medical form (<i>end of week 2</i>) * Cooperative Teacher interview (<i>by the end of week 3</i>) * Context for Student Learning (<i>by the end of week 3</i>) * Complete 3-week check-in with your co-op and turn it in to your mentor on Friday of week 3 	<ul style="list-style-type: none"> * Set aside time to be interviewed by your candidate about your beliefs about teaching young children as well as to discuss the individual learning needs of your students. * Help your candidate identify one transition or routine with a narrow focus that they can co-lead in week 3. * Even though your candidate is with you only 1 day/week at this point, please find time to think out-loud for them, share your reasoning for the instructional and management choices you make with your students. Provide them with some verbal feedback regarding their interactions with you, the students, and the school community.
4: Feb. 9-13 5: Feb. 16-20 6: Feb. 23-27 <i>Candidates in placement on Thursdays,</i> <i>In CI 420 Wednesday and Friday</i>	<p>Continue to:</p> <ul style="list-style-type: none"> * Co-lead the identified transition or morning routine (lunch count, attendance) <p>Begin to:</p> <ul style="list-style-type: none"> * Lead the identified transition or morning routine (lunch count, attendance) week 4 at earliest * Identify a routine lesson/center/time block for first time through the “EFE weekly learning cycle” (<i>week 4</i>); work through the “observation, sharing with co-op and writing an abbreviated plan” steps (<i>week 5 and 6</i>) * Support co-op, monitoring student behavior, using minimally disruptive intervention strategies when needed (<i>week 6, after you have conducted teacher interview for management paper</i>) 	<ul style="list-style-type: none"> * Conduct interview with co-op regarding classroom management. Bring your observations and questions to the interview; share what you have noticed, take an active role in this interview. Your job is not only to uncover the invisible aspects of the classroom management system, but to fully understand the methods and reasoning behind them. * Observe the planning process, ask questions, discover some of the “invisible” parts of teaching. * <i>If being observed in week 7: Prepare for your first mentor observation: write a lesson plan for the lesson/center/time block on the “abbreviated lesson plan template” (can be found under Observation 1 on Moodle). This lesson can be an idea from you, your co-op, or a teacher’s manual, but must be rewritten by you onto the template.</i> 	<ul style="list-style-type: none"> * Teacher Interview on Classroom Management (<i>by end of week 5</i>) * Collect evidence for Danielson Domain 2 (<i>end of week 6</i>) * Complete 3-week check-in with your co-op and turn it in to your mentor on Friday of week 6 	<ul style="list-style-type: none"> * Set aside time to be interviewed by your candidate about your classroom management (<i>prior to week 5</i>) * Help your candidate identify daily lesson/center with a narrow focus that they can co-lead in week 6. * Even though your candidate is with you only 1 day/week at this point, please find time to think out-loud for them, share your reasoning for the instructional and management choices you make with your students. Provide them with some verbal feedback regarding their interactions with you, the students, and the school community.

420 PLACEMENT GUIDE 2026

<p>7: Mar. 2-6</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p> <p>First mentor observation <i>(Phonemic awareness lesson – linked to CI 466 course)</i></p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transition or morning routine that you have been leading since week 4 * Support co-op, monitoring student behavior, using minimally disruptive intervention strategies when needed <p>Begin to:</p> <ul style="list-style-type: none"> * Work through next steps of the “EFE weekly learning cycle” with your first lesson/center/time block- if being observed this week, this could be the observation * Co-lead another transition or morning routine. Depending on your comfort level, try to lead this by the end of the week. * Begin the “EFE weekly learning cycle” with a different lesson/center/time block 	<ul style="list-style-type: none"> * Take an active role in the planning sessions, especially for the time blocks/lessons/centers that you are co-leading/leading. Make sure you fully understand and know the expectations, format, and deadlines for the weekly plans. * <i>Prepare for your first mentor observation: write a lesson plan for the lesson/center/time block on the “abbreviated lesson plan template” (can be found under Observation 1 on Canvas). This lesson should focus on a transition or part of morning meeting (e.g., calendar) and should be developed in collaboration with your mentor and co-op.</i> * Actively participated and discussed with co-op the weekly feedback he/she has gathered. With co-op, set goals for next steps. If co-op has provided you with a hard copy of this form for your mentor, please scan it/transform it into an electronic document and email it to your mentor by Friday at midnight. 	<ul style="list-style-type: none"> * Collect evidence for Danielson Domain 3, try to find evidence for each component * Observations: 2 observations of 2 separate activities 	<p>* Weekly feedback: Set aside time to meet with your candidate and discuss their progress. Use the open-ended form to document this conversation (or fill out the form first and then discuss the form with your student). Both your candidate and your candidate’s mentor should receive a copy (electronic or hard) of this weekly feedback.</p>
<p>8: March 9-15</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p> <p>First mentor observation if not already completed</p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transitions or morning routines that you have worked on thus far * Support co-op, monitoring student behavior, using minimally disruptive intervention strategies when needed * Lead the lesson/center/time blocks you worked on in previous week <p>Begin to:</p> <ul style="list-style-type: none"> * Work through next steps of the “EFE weekly learning cycle” with your lesson/center/time block that was observed in previous week- if being observed this week, this could be the observation * Co-lead another transition or routine. Depending on your comfort level, try to lead this by the end of the week. * Begin the “EFE weekly learning cycle” with a different lesson/center/time block 	<ul style="list-style-type: none"> * Take an active role in the planning sessions, especially for the lessons/centers/time blocks that you are co-leading/leading. Make sure you fully understand and know the expectations, format, and deadlines for the weekly plans. * <i>Prepare for your first mentor observation: write a lesson plan for the lesson/center/time block on the “abbreviated lesson plan template” (can be found under Observation 1 on Canvas). This lesson should focus on a transition or part of morning meeting (e.g., calendar) and should be developed in collaboration with your mentor and co-op.</i> * Actively participated and discussed with co-op the weekly feedback he/she has gathered. With co-op, set goals for next steps. If co-op has provided you with a hard copy of this form for your mentor, please scan it/transform it into an electronic document and email it to your mentor by Friday at midnight. 	<p>No CI 420 assignments for placement</p>	<p>* Weekly feedback: Set aside time to meet with your candidate and discuss their progress. Use the open-ended form to document this conversation (or fill out the form first and then discuss the form with your student). Both your candidate and your candidate’s mentor should receive a copy (electronic or hard) of this weekly feedback.</p>

9: March 16-20

Spring Break

<p>10: March 23-27</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p> <p>Second Mentor Observation (Whole group - literacy)</p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transitions or morning routines that you have worked on thus far * Support co-op, monitoring student behavior, using minimally disruptive intervention strategies when needed * Lead the lesson/center/time blocks you worked on in previous weeks <p>Begin to:</p> <ul style="list-style-type: none"> * Work through next steps of the "EFE weekly learning cycle" with your lesson/center/time block that was observed in previous week- this could be the mentor observation * Co-lead another transition or routine. Depending on your comfort level, try to lead this by the end of the week. * Begin the "EFE weekly learning cycle" with a different lesson/center/time block 	<ul style="list-style-type: none"> * Take an active role in the planning sessions, especially for the lessons/centers/time blocks that you are co-leading/leading. Make sure you fully understand and know the expectations, format, and deadlines for the weekly plans. * <i>Prepare for your second mentor observation: write a lesson plan for the lesson/center/time block on the "lesson plan template without differentiation" (can be found under Observation 2 on Canvas). This lesson can be an idea from you, your co-op, or a teacher's manual, but must be rewritten by you onto the template.</i> * Actively participated and discussed with co-op the weekly feedback he/she has gathered. With co-op, set goals for next steps. If co-op has provided you with a hard copy of this form for your mentor, please scan it/transform it into an electronic document and email it to your mentor by Friday at midnight. 	<ul style="list-style-type: none"> * Observations: 2 observations of 2 separate activities * Literacy lesson (for CI 466) 	<ul style="list-style-type: none"> * Weekly feedback: Set aside time to meet with your candidate and discuss their progress. Use the open-ended form to document this conversation (or fill out the form first and then discuss the form with your student). Both your candidate and your candidate's mentor should receive a copy (electronic or hard) of this weekly feedback.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

420 PLACEMENT GUIDE 2022

<p>11: Mar. 30- April 3</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p> <p>Second Mentor Observation (if not completed)</p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transitions or morning routines that you have worked on thus far * Support co-op, monitoring student behavior, using minimally disruptive intervention strategies when needed * Lead the lesson/center/time blocks you worked on in previous weeks <p>Begin to:</p> <ul style="list-style-type: none"> * Take an active role in classroom management, don't wait for co-op to address issues, address them yourself * Work through next steps of the "EFE weekly learning cycle" with your lesson/center/time block that was observed in previous week * Co-lead another transition or routine. Depending on your comfort level, try to lead this by the end of the week. * Begin the "EFE weekly learning cycle" with a different lesson/center/time block 	<ul style="list-style-type: none"> * Independently plan for the lesson/center/time blocks you have been leading prior to spring break and will continue to lead (should not be more than 2 or 3 per week) * <i>Prepare for your second mentor observation: write a lesson plan for the lesson/center/time block on the "lesson plan template without differentiation" (can be found under Observation 2 on Canvas). This lesson can be an idea from you, your co-op, or a teacher's manual, but must be rewritten by you onto the template.</i> * Participate in planning sessions with co-op for other lesson/centers/time blocks * Actively participated and discussed with co-op and mentor your midterm evaluation during the 3-way conference. 	<p>No CI 420 assignments for placement</p>	<p>Weekly feedback: Set aside time to meet with your candidate and discuss their progress. Use the open-ended form to document this conversation (or fill out the form first and then discuss the form with your student). Both your candidate and your candidate's mentor should receive a copy (electronic or hard) of this weekly feedback.</p>
<p>12: April 6-10</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p> <p>Third mentor observation (Math – small group)</p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transitions or morning routines that you have worked on thus far- should be close to most of the transitions in the morning- you don't have to lead all transitions/routines all the time, but you should be able to if needed. Share these with the co-op, working on different ones each day. * Take both an active and supporting role in classroom management. * Lead the lesson/center/time blocks you worked on in previous weeks <p>Begin to:</p> <ul style="list-style-type: none"> * Work through next steps of the "EFE weekly learning cycle" with your lesson/center/time block that was observed in previous week- this could be the mentor observation * Begin the "EFE weekly learning cycle" with a different lesson/center/time block * If there are more transitions or routines to lead, begin to co-lead those 	<ul style="list-style-type: none"> * Independently plan for the lesson/center/time blocks you have been leading prior to spring break and will continue to lead (should not be more than 3 or 4 per week) * Participate in planning sessions with co-op for other lesson/centers/time blocks * Actively participated and discussed with co-op the weekly feedback he/she has gathered. With co-op, set goals for next steps. If co-op has provided you with a hard copy of this form for your mentor, please scan it/transform it into an electronic document and email it to your mentor by Friday at midnight. * <i>Prepare for your third mentor observation: write a lesson plan for the lesson/center/time block on the "full lesson plan template" (can be found under Observation 3 on Canvas). This lesson can be an idea from you, your co-op, or a teacher's manual, but must be rewritten by you onto the template.</i> 	<p>* Danielson evidence gathering, suggested focus: components 1b, 1c, 2a, 2c, 2d, 3a, 3b. * Observations: 2 observations of 2 separate activities * Math lesson for CI 443.</p>	<p>Weekly feedback: Set aside time to meet with your candidate and discuss their progress. Use the open-ended form to document this conversation (or fill out the form first and then discuss the form with your student). Both your candidate and your candidate's mentor should receive a copy (electronic or hard) of this weekly feedback.</p>

420 PLACEMENT GUIDE 2022

<p>13: April 13-17</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p> <p>Third mentor observation (if not completed)</p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transitions or morning routines that you have worked on thus far- should be close to most of the transitions in the morning- you don't have to lead all transitions/routines every day, but you should be able to if needed. Share these with the co-op, working on different ones each day. * Take both an active and supporting role in classroom management. * Lead the lesson/center/time blocks you worked on in previous weeks <p>Begin to:</p> <ul style="list-style-type: none"> * Work through next steps of the "EFE weekly learning cycle" with your lesson/center/time block that was observed in previous week- this could be the mentor observation * Begin the "EFE weekly learning cycle" with a different lesson/center/time block * If there are more transitions or routines to lead, begin to co-lead those * Prepare for your one morning of takeover in week 7. Make sure you know, understand, and can facilitate all routines, procedures, transitions, and classroom management. You will be implementing your own plans and your co-op's plans. Your co-op will be present and will take the supporting role, you will take the primary role. 	<ul style="list-style-type: none"> * Independently plan for the lesson/center/time blocks you have been leading prior to spring break and will continue to lead (should not be more than 3 or 4 per week) * Participate in planning sessions with co-op for other lesson/centers/time blocks * Actively participated and discussed with co-op the weekly feedback he/she has gathered. With co-op, set goals for next steps. If co-op has provided you with a hard copy of this form for your mentor, please scan it/transform it into an electronic document and email it to your mentor by Friday at midnight. * <i>Prepare for your third mentor observation: write a lesson plan for the lesson/center/time block on the "full lesson plan template" (can be found under Observation 3 on Canvas). This lesson can be an idea from you, your co-op, or a teacher's manual, but must be rewritten by you onto the template.</i> 	<ul style="list-style-type: none"> * Danielson evidence gatherings: suggested components 1a, 1d, 1e, 2b, 2c, 2d, 3d, 3e 	<p>* Weekly feedback: Set aside time to meet with your candidate and discuss their progress. Use the open-ended form to document this conversation (or fill out the form first and then discuss the form with your student). Both your candidate and your candidate's mentor should receive a copy (electronic or hard) of this weekly feedback.</p>
<p>14: April 20-24</p> <p><i>Candidates in placement Monday through Thursday</i></p> <p><i>In CI 420 on Friday</i></p>	<p>Continue to:</p> <ul style="list-style-type: none"> * Lead the transitions or morning routines that you have worked on thus far- should be close to most of the transitions in the morning- you don't have to lead all transitions/routines every day. Share these with the co-op, working on different ones each day. * Take both an active and supporting role in classroom management. * Lead the lesson/center/time blocks you worked on in previous weeks 	<ul style="list-style-type: none"> * Independently plan for the lesson/center/time blocks you have been leading prior to spring break and will continue to lead (should not be more than 3 or 4 per week) * Actively participated and discussed with co-op and mentor your final evaluation during the 3-way conference. <p>*****Final three-way conference/final evaluation***** Mentor, cooperating teacher, and candidate complete evaluation form on the Council on Teacher Education portal in advance of the meeting.</p>	<ul style="list-style-type: none"> * Observations: 2 observations of 2 separate activities * Complete online final evaluation of yourself prior to the final 3-way conference. The form is located in your COTE portal; use the evidence gathered over the past three weeks and any new evidence that you see in this week prior to the conference to complete this evaluation. * Good-bye activity and letter completed and sent home <i>(by last day of placement)</i> 	<p>* Complete online final evaluation of your candidate prior to the final 3-way conference. The form is located in your COTE portal; use the evidence gathered over the past three weeks and any new evidence that you see in this week prior to the conference to complete this evaluation.</p> <p>* participate in three-way final evaluation conference: date and time TBD by co-op and mentor.</p>
<p>15: April 27-May 1</p> <p><i>Candidates in placement Monday and Tuesday ONLY</i></p> <p>LAST DAY IN PLACEMENT IS TUESDAY, APRIL 28</p> <p><i>In CI 420 Wednesday and Friday</i></p> <p><i>One morning of full take over with co-op in classroom</i></p>	<p>Begin to:</p> <ul style="list-style-type: none"> * Work through next steps of the "EFE weekly learning cycle" with your lesson/center/time block that was observed in previous week <p>By end of week:</p> <ul style="list-style-type: none"> * Led classroom for one full morning with co-op in supporting role 			

420 PLACEMENT GUIDE 2026

--	--	--	--	--