

IMPORTANT DEADLINES THAT INFLUENCE GTEP FIELD EXPERIENCES 2012-13

"The more tightly integrated the learning experiences of the novices, veteran teachers, and university faculty can become, the more powerful the influence on each other's practices and capacity for constant improvement."

- Darling-Hammond, 2006, p. 185

GTEP DEADLINES: Fall 2012

During the Initial Field Experience, teacher candidates are expected to be in the field at least one day and no more than two days each week during the term. Please mark these dates on your calendar and plan your observation/field experience visits accordingly.

Date	On or before
November 30, 2012	Complete 3-way conference with teacher candidate and cooperating teacher
December 4, 2012	Supervisors upload Initial Field Experience Report into TK20

GTEP DEADLINES: Winter 2013

In order for teacher candidates to be successful, they need regular written feedback from their supervisors and mentor teachers. In part-time student teaching, teacher candidates are expected to be in the field a minimum of 20 hours each week. Please mark these dates on your calendar and plan your observation/field experience visits accordingly.

Date	On or before ...
February 8, 2013	Complete 3-way conference and mid-term Student Teaching evaluation
February 12, 2013	Supervisors upload mid-term Student Teaching evaluation into TK-20
March 8, 2013*	Teacher candidates turn in completed Work Sample to supervisor for review and revision (if necessary)
March 15, 2013	Supervisors return work sample with feedback to the teacher candidate for revision
March 15, 2013*	Complete 3-way conference and final Student Teaching evaluation
March 19, 2013	Supervisors upload final Student Teaching evaluation
March 21, 2013	Teacher candidates upload final approved work sample to TK20
March 21, 2013*	Supervisors upload work sample evaluation to TK20

GTEP DEADLINES: Spring 2013

In order for teacher candidates to be successful, they need regular written feedback from their supervisors and mentor teachers. In full-time student teaching, teacher candidates are in the field 40+ hours each week. Supervisors will have many more opportunities to observe teacher candidates as they take up the full range of teaching responsibilities in the classroom. A supervisor should be able to go into a classroom at any given time and be able to observe and give constructive feedback to teacher candidates. Please mark these dates on your calendar and plan your observation/field experience visits accordingly.

Date	On or before
May 3, 2013*	Complete 3-way conference and mid-term Student Teaching evaluation
May 7, 2013	Supervisors upload mid-term Student Teaching evaluation into TK-20
May 31, 2013*	Teacher candidates turn in completed Work Sample to supervisor for review and revision (if necessary)
June 7, 2013	Supervisors return work sample with feedback to the teacher candidate for revision
June 7, 2013	Complete 3-way conference and final Student Teaching evaluation
June 11, 2013	Supervisors upload final Student Teaching evaluation
June 13, 2013	Teacher candidates upload final approved work sample to TK20
June 13, 2013*	Supervisors upload work sample evaluation to TK20

At each of these milestones, supervisors will email Cohort Leaders a teacher candidate a brief progress update for their supervisees.

RETURNING PRINT COPIES OF WORK SAMPLES

If a cohort leader or supervisor requests a print copy of a candidate's work sample (it is **not** a program requirement, so please think carefully about such a request), the candidate must submit their work sample accompanied by an addressed, postage-paid envelope so the work sample can be returned to them. Please let the candidates know about this policy in time for them to properly prepare the submission of their Spring work samples. Work samples may not be left in the mailbox area of ED 602 or outside faculty offices.