Student Teaching Notebook

You are required to maintain a student teaching notebook that displays the following information. Please use clearly labeled index dividers for each section.

- Student Teacher Name on the outside cover of the binder

- Daily schedule, taped or written on the inside cover of the binder

- Section 1: Block plan and/or scope and sequence for days you are at the school. Indicate for each class whether you:
  O – Observed
  A – Assisted, but did not develop any part of the lesson plan.
  TP – Taught part of the lesson, lesson plan for your part is required.
  TW – Taught whole lesson. Lesson plan is required.

Consult the student teaching Web site for a blank block plan/scope & sequence, or format one yourself using the template on the next page. At the elementary school, you may need one sheet for each week, and at the high school, you may need one sheet for each class. Please clearly indicate what class/grade and day each block refers to.

- Section 2: Lesson plans – all lessons taught shall be included in chronological order with the most recent lesson on top. Lesson plans must include;
  o Measurable objectives
  o Objectives written to National Standards
  o Streamlined (clear & succinct)
  o Follow the NAU lesson plan format
  o Handwritten notes on lesson plans should show reflection and modification.

- Section 3: Evaluations – all evaluations and observation forms from your university supervisor and cooperating teacher should be included.

Please present this notebook to your university supervisor on his/her arrival to the school. The university supervisor will verify whether the information is current, complete, and accurate.
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You must mark on each class whether you O-Observed, A – Assisted, TP – Taught Part, or TW – Taught whole lesson.