

## SECONDARY SPLIT STUDENT TEACHER WEEKLY REPORT

MidAmerica Nazarene University  
2030 East College Way, Olathe, KS 66062-1899  
913-791-3446

Week 1 \_\_\_\_\_ Student Name \_\_\_\_\_

Confer daily with the cooperating teacher concerning planning, instruction, and evaluation of pupils. This form is to be returned by the student teacher to the Teacher Education Office on Monday of each week.

<b><u>The student teacher has:</u></b>	<b>Teacher's Signature and Comments</b> <b>Y = Yes   N = No   A = Absent</b>	<b>Student Teacher's Signature and Comments</b>										
1. Observed subjects being taught and participated in non-teaching duties	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Mon	Tue	Wed	Thu	Fri						
Mon	Tue	Wed	Thu	Fri								
2. Begun phase-in by teaching at least two lessons	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
MON	TUE	WED	THU	FRI								
3. Written and implemented acceptable plans for the lessons taught	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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4. Developed appropriate aids for use in teaching lessons	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
MON	TUE	WED	THU	FRI								
5. Dressed appropriately and been well-groomed each day (neat, clean, and nicely kept clothing; for females, make-up is a matter of taste)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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6. Been on time every day, <u>according to the district requirements</u>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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7. Become familiar with school and classroom discipline policies, class lists, and daily schedule	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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8. Been assigned a desk or personal work area in the classroom	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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9. Obtained class seating charts and has become familiar with students' names	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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10. Had a goal setting meeting with the cooperating teacher	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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Week 2 \_\_\_\_\_ Student Name \_\_\_\_\_

Confer daily with the cooperating teacher concerning planning, instruction, and evaluation of pupils. This form is to be returned by the student teacher to the Teacher Education Office on Monday of each week.

<b><u>The student teacher has:</u></b>	<b>Teacher's Signature and Comments</b> <b>Y = Yes   N = No   A = Absent</b>	<b>Student Teacher's Signature and Comments</b>										
1. Assumed responsibility for at least 25% of the teaching related duties (student activity supervisor, grade papers, lunch or hall duty etc.)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thu</td> <td style="text-align: center;">Fri</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Mon	Tue	Wed	Thu	Fri						
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2. Assumed responsibility for teaching at least 25% of the classes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MON</td> <td style="text-align: center;">TUE</td> <td style="text-align: center;">WED</td> <td style="text-align: center;">THU</td> <td style="text-align: center;">FRI</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						
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3. Written and implemented acceptable lesson plans for the subjects being taught	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MON</td> <td style="text-align: center;">TUE</td> <td style="text-align: center;">WED</td> <td style="text-align: center;">THU</td> <td style="text-align: center;">FRI</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						
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7. Helped with filing, instructional materials, and record keeping	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MON</td> <td style="text-align: center;">TUE</td> <td style="text-align: center;">WED</td> <td style="text-align: center;">THU</td> <td style="text-align: center;">FRI</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						
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8. Become familiar with the school district grading procedures	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MON</td> <td style="text-align: center;">TUE</td> <td style="text-align: center;">WED</td> <td style="text-align: center;">THU</td> <td style="text-align: center;">FRI</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						
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9. Become aware of extracurricular activities and plan to attend at least one prior to the end of week 7	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MON</td> <td style="text-align: center;">TUE</td> <td style="text-align: center;">WED</td> <td style="text-align: center;">THU</td> <td style="text-align: center;">FRI</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MON	TUE	WED	THU	FRI						
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Week 3 \_\_\_\_\_ Student Name \_\_\_\_\_

Confer daily with the cooperating teacher concerning planning, instruction, and evaluation of pupils. This form is to be returned by the student teacher to the Teacher Education Office on Monday of each week.

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7. Become acquainted with emergency procedures	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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8. Become familiar with the substitute teacher folder or procedures	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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Week 4 \_\_\_\_\_ Student Name \_\_\_\_\_

Confer daily with the cooperating teacher concerning planning, instruction, and evaluation of pupils. This form is to be returned by the student teacher to the Teacher Education Office on Monday of each week.

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1. Assumed full responsibility for teaching and related duties	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">Mon</td> <td style="width: 20%;">Tue</td> <td style="width: 20%;">Wed</td> <td style="width: 20%;">Thu</td> <td style="width: 20%;">Fri</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Mon	Tue	Wed	Thu	Fri						
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2. Written and implemented acceptable lesson plans for this week	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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3. Developed appropriate aids for use in teaching lessons	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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6. Become aware of students with special needs	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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7. Completed one bulletin board (creative, neatly done, appropriate for the subject)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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Week 5 \_\_\_\_\_ Student Name \_\_\_\_\_

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6. Conducted and/or attended at least one parent conference (if applicable)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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7. Used a variety of teaching strategies	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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8. Discussed a self-assessment with the cooperating teacher	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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9. Made an appointment for a teaching observation by an administrator	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">MON</td> <td style="width: 20%;">TUE</td> <td style="width: 20%;">WED</td> <td style="width: 20%;">THU</td> <td style="width: 20%;">FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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## SECONDARY SPLIT STUDENT TEACHER WEEKLY REPORT

MidAmerica Nazarene University  
2030 East College Way, Olathe, KS 66062-1899  
913-791-3446

Week 6 \_\_\_\_\_ Student Name \_\_\_\_\_

Confer daily with the cooperating teacher concerning planning, instruction, and evaluation of pupils. This form is to be returned by the student teacher to the Teacher Education Office on Monday of each week.

<b><u>The student teacher has:</u></b>	<b>Teacher's Signature and Comments</b> Y = Yes N = No A = Absent	<b>Student Teacher's Signature and Comments</b>										
1. Continued to assume full responsibility for teaching and related duties	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Mon	Tue	Wed	Thu	Fri						
Mon	Tue	Wed	Thu	Fri								
2. Written and implemented acceptable lesson plans for this week	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
MON	TUE	WED	THU	FRI								
3. Dressed appropriately and been well-groomed each day	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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4. Developed appropriate aids for use in teaching lessons	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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5. Been on time every day, according to the district requirements	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
MON	TUE	WED	THU	FRI								
6. Attended at least two student activities (athletic event, school play, concert, etc.)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
MON	TUE	WED	THU	FRI								
7. Conferred with the cooperating teacher concerning the phase-out schedule	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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8. Used a variety of teaching strategies	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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## SECONDARY SPLIT STUDENT TEACHER WEEKLY REPORT

MidAmerica Nazarene University  
2030 East College Way, Olathe, KS 66062-1899  
913-791-3446

Week 7 \_\_\_\_\_ Student Name \_\_\_\_\_

Confer daily with the cooperating teacher concerning planning, instruction, and evaluation of pupils. This form is to be returned by the student teacher to the Teacher Education Office on Monday of each week.

<b><u>The student teacher has:</u></b>	<b>Teacher's Signature and Comments</b> <b>Y = Yes   N = No   A = Absent</b>	<b>Student Teacher's Signature and Comments</b>										
1. Phase out of teaching and related responsibilities and observed other classrooms	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Mon	Tue	Wed	Thu	Fri						
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2. Written and implemented acceptable lesson plans for this week	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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MON	TUE	WED	THU	FRI								
6. Developed a resource file from ideas shared in the classroom by other teachers in the building and from the district curriculum center	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
MON	TUE	WED	THU	FRI								
7. Completed a second bulletin board (creative, neatly done, and appropriate to the subject level)	<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	MON	TUE	WED	THU	FRI						
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