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| **Furman Academic Logo MAT-Practicum Minimum Activity Chart (US-University Supervisor, CT=Cooperating Teacher)**  |
|   | **Minimum Required Activity** | **Timeline** | **Who**  | **Requirement** | **US Initial/ Date**  |
| 1 | Protocol Visit | before August 28th | US, CT, Candidate | Calendars, timelines, expectations. All sign *Summary of Practicum Responsibilities* document. |   |
| 2 | Weekly Cooperating Teacher Evaluation | Weekly once teaching begins | CT | Evaluation throughout using the *Weekly Cooperating Teacher Evaluation Form*.  |  |
| 3 | US Lesson Observation(informal) | September | US observes candidate | Evaluation using portions of *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 4 | US Lesson Observation(Announced) | October | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 5a | US Lesson Pre- conference | POP cycle 5a, 5b, 5c within 2 week time frame in early November | US meets with candidate after receiving pre-conference form  | *Pre-Conference Form* *for Lesson Observations* completed. |  |
| 5b | US Lesson Observation | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form*  |   |
| 5c | US Lesson Post-conference  | US, candidate conference after receiving post-conference form | *Post-Conference Form* *for Lesson Observations* completed.  |   |
| \*\*\*Cooperating Teachers will conduct POP cycle during Student Teaching (Spring) Internship |  |
| 6 | US Lesson Observation(Announced) | Early November | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 7 | CT Lesson Observation(Announced) | October/ Early November | CT observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |   |
| 8 | Practicum Conference | Nov. 17-19 | US, candidate, CT meeting/conference | *Practicum SCTS Form* completed by US taking into account CT lesson observations and weekly evaluations, assignments & reflections, and dispositions evidence. Scores and feedback from SCTS 4.0 and Dispositions Assessment is shared with the candidate. Candidate receives confirmation of completing all program requirements for advancing to Internship. |  |
| *\*\*\* The last day of classes for Furman students in the fall semester is Nov. 20th, so student will not be present after this date unless make up days are needed* |  |