TOSS Classroom and Field Experience Calendar
HIED 4413/4414 --- Spring 2013

This annotated calendar is an important guide for your work this semester. To a great degree, success in TOSS depends on completing requirements as required and in a timely manner.

The classroom component of TOSS (HIED 4413) provides a theoretical base for your work and centers on topics essential to success in the schools. Among of these topics are the following: curriculum, unit and lesson planning, learning theories, teaching strategies, instructional materials, differentiation and diversity in the classroom, assessment, and classroom management. Emphasis is placed on practices supported by research in secondary social science education and encouraged by accrediting agencies.

The TOSS field experience (HIED 4414) provides an opportunity to blend theory with practice. During Phase I of the field experience, you will observe, assist with instructional and administrative tasks, assume responsibility for some teaching, and make preparations for Phase II. During Phase II, your responsibilities including planning, teaching, and taking care of duties assigned by the HIED program and your collaborating teacher. At least 35 hours of teaching are required of each TOSS intern.

Consult the syllabus and other documents posted on Desire2Learn (D2L) for detailed information. If any changes need to be made in the calendar, you will be notified via D2L email or announcements.

**Deadlines:**
Submit hard-copy assignments such as the model unit as indicated on the instructions.

Submit online assignments (as indicated on instructions) to Desire2Learn and/or Chalk and Wire as follows:

-- before 6:00 p.m. if due on Monday, Tuesday, Wednesday, Thursday, or Friday.
-- before 2:00 p.m. if due on Saturday or Sunday.

**Good to Know:** A few assignments are submitted in both hard-copy and online formats. The “Late” flag flies on D2L at the second the clock hits the deadline for an assignment. If D2L counts it “late,” so do we. Penalties apply as stated in the syllabus.

Vista’s drop-boxes shut down 24 hours after a deadline. If you need to turn in an assignment after a drop-box closes, contact your supervisor well in advance of the closing.

**Turning in Assignments:**
On this calendar, use of the word “submit” indicates that an assignment is to be uploaded (on D2L or Chalk & Wire) and sent to a supervisor or instructor for grading according to the directions and/or rubric provided. Be careful to submit under the correct assignment and date on Vista. “Submitting” on Chalk & Wire requires that you attach the assessment to the correct rubric.

Use of the word “save” indicates that an assignment is to be uploaded and saved (archived) for future use on D2L and/or Chalk & Wire. It will not be graded per se at this time. Saved work may be submitted later, as needed, for a grade or as part of your final portfolio.
| January 9-18 (Week One +) | TOSS class meets **Jan 9, 14-16)** WMTW, 9:30 a.m. to 12:15 p.m.  
Topics: Introduction to TOSS, Standards and Curriculum Decisions, Unit and Lesson Planning  

*Friday, January 18**: Submit Personal Narrative for Student Teaching Application to D2L for review by instructor. Follow directions on ST Application.  
Plan to meet with Dr. Reeve to review eligibility and completed, hard-copy of student teaching application packet. Appointments may be scheduled in the main History/Philosophy office.  
Further instructions will be provided, but plan to send a friendly, professional email to your collaborating teacher (CT) this week, if placement has been made.  

*Student Teaching Applications for Fall 2013 are due online and in hard-copy on Wednesday, January 30th by 5:00 p.m.* |

| January 21 - 24 (Week Two) | TOSS class meets **TW** from 9:30 a.m. to 12:15 p.m.  
Topic: Teaching Strategies, Prep for Micros and Phase 1 of Field Experience  

*January 21**: Holiday  

*Thursday, January 24th: Phase 1 of field experience begins.* Report to your field school at time agreed upon with collaborating teacher. Work on completing the items on your Phase I Checklist and Instructions (posted on D2L).  

*Saturday, January 26 before 2:00 p.m.*:  
- Submit your completed Information Sheet on D2L. Your university supervisor (US) will come out as soon as possible for an orientation conference.  
- Submit “gist statement” to D2L.  
Watch for Information on D2L about online Law and Ethics Seminar. |

| January 28 – February 1 (Week Three) | TOSS class meets **MTW** from 9:30 a.m. to 12:15 p.m.  
Topics: Teaching Strategies; Wrap-up of Lesson Planning; Model Units  

*January 28-30th: Micro Lesson 1*  

*Thursday January 31st: Report to your field school.*  
Work on tasks outlined in Phase I Checklist and Instructions. In addition, do the following:  
- Provide CT with all necessary information and forms for upcoming assignments. (These can be emailed early in the week.)  
- Review the syllabus, Candidate Performance Instrument (CPI), and
Candidate Attitudes Assessment Rubric (CAAR).

- Clear up any questions about your responsibilities and those of your CT.
- Develop a plan with your CT for “gradual release” of teaching responsibilities to you and then, later, back to him or her.
- Submit Micro-Lesson #1 Reflection to D2L.

**Saturday, February 2nd before 2:00 p.m.:**

- Submit “gist statement” to D2L.
- Submit first Phase I Conference Report to D2L.
- Put original, **signed** documents from Phase I in Documents Binder.
- By this date, submit Class Visitation and Summary Form for observation of at least one social studies teacher other than your CT to D2L. (While observing, listen and learn. Take notes, and then complete the form later. Please, do NOT ask the teacher you observed to sign the form!)

**Wednesday, January 30th, 5:00 p.m.: Student Teaching Applications for SP13 are due online and in hard copy. Take hard-copy packet to the CEPP office in Town Point building (behind Springhill Suites).**

Bartow, Cherokee and Paulding interns: Talk with CTs about when you can make up the day you’ll miss during the week of February 18-22. Make-up day must be documented on Sign In/Out Log. This day must be made up PRIOR to February 22nd. You may not be absent from the TOSS class in order to make up this day.

Reminder: See syllabus for policy about absences during field experience.

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**Graceful Exits:** If for any reason and at any point you decide “this is not for me,” please talk with one of the full-time instructors about how to withdraw in good standing. If you are conflicted about making this decision, please discuss your concerns (and options) with one of the full-time instructors, Dr. Reeve, or another member of the HIED faculty. Simply disappearing into the night is a poor way to exit.

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| February 4-8 (Week Four) | TOSS class meets **MTW** from 9:30 a.m. to 12:15 p.m.  
Topics: Model Unit workshops |
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<td><strong>Thursday February 7th: Report to your field school.</strong></td>
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- Complete tasks outlined in the Phase I Checklist and Instructions.  
- If possible, do some shadow teaching, co-teaching, team-teaching or other instructional tasks. |
| **Saturday, February 9th before 2:00 p.m.:** |  
- Submit “gist statement” to D2L. |

| February 11-15 (Week Five) | TOSS class meets **MTW** from 9:30 a.m. to 12:15 p.m.  
Topics: Micro lesson 2 |
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<td><strong>February 11-13th: Micro Lesson 2</strong></td>
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**Thursday, February 14th: Report to your field school.**  
- Complete tasks outlined in the Phase I Checklist and Instructions. |
• If possible, do some shadow teaching, co-teaching, team-teaching or other instructional tasks.

Additional Responsibility for Week 5:
• Your model unit should be firmly underway. If you need guidance, make an appointment with Dr. McGovern or Dr. Traille right away!

**Saturday, February 16**

• Submit Micro-Lesson #2 Reflection to D2L.
• Submit “gist statement” to D2L.
• By this date, submit a second Class Visitation and Summary Form for observation of a social studies teacher other than your CT to D2L. (While observing, listen and learn. Take notes, and then complete the form later. Please, do NOT ask the teacher you observed to sign the form!)
• Submit second Phase I Conference Report to D2L. (Cherokee, Bartow and Paulding)

**February 18-22**

(Week Six)

TOSS class meets **MTW** from 9:30 a.m. to 12:15 p.m.
Topics: Technology in the Classroom, Learning Theories/Styles, Assessment

**Wednesday, February 20th:** Mid-term exam

**Thursday, February 21st:** (Cherokee, Bartow and Paulding Counties are out for Winter Break. This missed day should have been made up per previous instructions.)
• Last day of Phase I field experience.
• Report to your field school (Cobb and Fulton).
• By now, you should be actively involved in the classroom. If possible, do some shadow teaching, co-teaching, team-teaching or other instructional tasks.
• If you have not already done so, establish a plan with your CT for your assuming and releasing responsibilities for teaching.
• Consult with your CT and establish a regular schedule for Phase II that includes 4 or more hours spent per day in the school. (Select, with your CT’s input, 3 hours of regular teaching time. In addition, you will need to remain at the school for at least one hour of planning with your CT. The hours you are actually at the school will depend on your CT’s schedule.)
• If you are teaching next week, submit lesson plans to CT for review and approval. Put all lesson plans, organized chronologically, in a Lesson Plans and Materials Binder labeled for the course you are teaching. Include separately any additional materials that your CT or others share with you.

**Saturday, February 23rd:**
• Submit second Phase I Conference Report to D2L. (Fulton and Cobb)
• Submit second Phase I reflection to D2L.
• Submit Weekly Schedule for Week Eight (next week) to D2L
• Update Docs Binder with original, signed forms. (Last reminder about doing this weekly.)

End of Phase I.

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<th>PHASE II of Field Experience</th>
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<td>Report to your field school MTWRF throughout Phase II. Follow a regular schedule for being there 4 or more hours per day.</td>
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Every week during Phase II:

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<th>By appointment</th>
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<td>1. Arrange a specific day, time, and place for a weekly conference with your CT.</td>
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<td>2. Ask for feedback and suggestions and obtain the Weekly Conference Report from CT.</td>
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<td>3. Have CT sign documents for your Docs Binder; i.e., Daily Sign In/Out Log, Weekly Conference Reports, etc.</td>
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<td>4. Discuss specific lesson plans for the upcoming week so that you can develop a Weekly Schedule.</td>
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<th>Before 2:00 p.m. on Saturdays</th>
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<td>1. Submit to D2L these three documents: Weekly Conference Report, Weekly Schedule for coming week, and an entry in your Reflective Journal.</td>
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<td>2. Check this calendar for upcoming weeks.</td>
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Reminders: On Weekly Schedule, indicate clock times (not 1st pd., 2nd pd., etc.) of classes and planning periods. **Highlight** (in yellow) the class(es) you will teach; if not actually in charge of any classes, indicate any roles you will have.

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<th>Keep Everything!</th>
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<td>1. Prepare full HIED-formatted lesson plans for the days that you will teach 30 minutes or more and keep them organized chronologically in your Materials Binder. Include all handouts, worksheets, and other materials that you use or collect. (Maintain separate sections for your work and that of others.) Give the notebook to your US when s/he comes to visit</td>
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<td>2. Maintain a separate Documents Binder in which you keep all signed documents. Include assignments that do not require a signature as noted in instructions on D2L. Also include confirmation forms for completing other requirements, such as surveys from the Bagwell College of Education.</td>
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<th>February 25-March 1 (Week Seven)</th>
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<td>1. Ideally, this week, you should assume responsibility for <strong>planning, implementing and evaluating</strong> a sequence of lessons in <strong>one class each day</strong> (c. 5 teaching hours). If not, you should be shadow teaching, co-teaching, team teaching, actively working with student groups, and/or presenting intros or conclusions, etc.</td>
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<td>2. Observe CT’s classes and help with instructional and administrative tasks.</td>
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<td>3. If possible, ask your CT to begin completing the Performance Evidence for NCSS Thematic Standards form. Four different themes are required. Each theme must be addressed in a separate and unique lesson plan.</td>
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<td>4. Develop firm plans for your ISLA.</td>
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<td>5. Reminder: Check D2L and KSU email daily. Watch for announcements,</td>
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| March 4-8 (Week Eight) | 1. Assume an additional teaching role --- a second “skinny” class or a full block class. (c. 8-10 teaching hours)  
2. Refine teaching behaviors based on self-reflection and feedback from your CT and US.  
3. Ask your CT to complete a formal observation this week. Put the original, signed copy of the Observation Summary Form in your Docs Binder.  
4. Review/take care of on-going responsibilities (lesson plans, ISLA, observations, bulletin board, NCSS themes, extracurricular activity, etc.)  
5. Optional: Submit full lesson plans for Week Nine to supervisor on D2L. Put hard copies in Materials Binder. If not submitted this week, put note in comment area of drop box for assignment stating that LPs will be submitted next week. (This prevents assignment from automatically being marked as “missed.”) Submit plans BEFORE you teach the lessons, not after. |
| March 11-15 (Week Nine) | March 13th: Last day to withdraw without academic penalty.  
1. Assume full responsibility for planning, implementing, and assessing two or three skinny classes each day or two block classes each day. (c. 10 - 15 teaching hours)  
2. Refine teaching behaviors based on self-reflection and feedback from your CT and US.  
3. Implement your ISLA, if possible.  
4. Review/take care of on-going responsibilities (lesson plans, observations, bulletin board, NCSS themes, extracurricular activity, etc.)  
5. If no lesson plans submitted last week, submit one full week’s lesson plans for Week Ten to D2L. If you submitted last week, please put note in comment area of drop box for assignment stating that you completed assignment last week. (This prevents assignment from automatically being marked as “missed” this week.)  
6. Ask your CT to watch for (and keep) email instructions for submitting your CPI to Chalk and Wire. Information (including access instructions) will be sent directly to him or her; it will not be sent to you, your supervisor, or your instructors.  
7. If necessary, remind CT to complete second formal observation.  
8. Some final conferences with CTs and USs will occur next week. Check instructions on D2L for details and be prepared. No excuses! |
| March 18-22  
(Week Ten) | 1. Continue to teach (and improve!) – c.10 - 15 hours this week.  
2. Early in the week, revisit the plan with your CT for “gradual release” and transitioning of classes back to him or her.  
3. Ask your CT to complete a second formal observation this week. Put the original, signed copy of the Observation Summary Form in your Docs Binder.  
4. If necessary, complete the pre-assessment, teaching, formative and/or summative assessments for your ISLA. Analyze data and begin writing report. Carefully follow directions on D2L. Be sure you have all needed information before field experience ends!  
5. Review/take care of on-going responsibilities (bulletin board, NCSS themes, extracurricular activity, etc.) Observation of a third social studies teacher, other than your CT, could be done this week.  
6. Remind CT to watch for (and keep) email instructions for submitting your CPI to Chalk and Wire.  
7. Some final conferences with CTs and USs will occur this week. Check instructions on Vista for details and be prepared. No excuses! |
| --- | --- |
| March 25-29  
(Week Eleven)  
Last Week of Phase II | 1. Complete teaching responsibilities – c. 5 - 10 hours. (Be sure that you complete and document at least 35 hours of teaching.)  
2. Finish the NCSS Themes assignment. Instructions for uploading the form and accompanying lesson plans to Chalk & Wire will be provided. Put the signed original form in your Docs Binder. (Instructions for submitting lesson plans and NCSS form to Chalk and Wire will be provided later.)  
3. Ask students in at least two full classes that you regularly taught to complete the TOSS Teacher’s Report Card. Put all responses in Docs Binder. (There should be approximately 60 of these. You may have these back later.)  
4. Grade all papers, record all grades, and do any other necessary paperwork. Leave no loose ends!  
5. Take care of on-going or unfinished responsibilities; review this calendar for “loose ends.”  
6. Work on your ISLA; again, be sure you have all needed information for completion before you leave the school.  
7. Hold exit conference with your CT and US. Check instructions on D2L for details and be prepared. No excuses!  
8. Say “thank you” to your CT, your students, the principal, the front office staff, and others who have been helpful. Some interns purchase small gifts for their CTs; this is nice, but not necessary. A handwritten thank-you note works just as well, maybe better.  
9. The last day of Phase II is **Friday, March 29th**. Continue to follow your regular schedule (4-5 hours per day) even if you finish your teaching and other responsibilities before that date.  

**SPRING BREAK IS APRIL 1-5TH.** |
| April 8-12  
(Week Twelve) | TOSS class meets **MTW** from 9:30 a.m. to 12:15 p.m.  
Topics: Debriefing from the field, Chalk and Wire Instructions, Communicating Effectively in School Settings, Textbook Analysis  

**Saturday, April 13th**: Deadline for submitting NCSS Themes Forms/Lesson Plans |
At some point, you will have an opportunity to complete an on-line evaluation of your TOSS instructors and supervisors. Please watch for an email.

| April 15-19  
(Week Thirteen) | **TOSS class meets MTW** from 9:30 a.m. to 12:15 p.m.  
Topics: Social Studies Resources, Working with ESOL Students |
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| April 22-26  
(Week Fourteen) | **TOSS class meets MTW** from 9:30 a.m. to 12:15 p.m.  
Topics: Cognitive/Emotional/Ethical Development of Adolescents, Guest Panel on Education in Other Countries  
*Monday, April 22nd:* Deadline for submitting Portfolio Narrative to C&W.  
This week we will finalize the schedule of end-of-course conferences to be held May 2-7th. Please leave those days unscheduled so that you can be flexible about your appointment day/time. Conferences will be held between 9:00 a.m. and 2:00 p.m. |
| April 29- May 11  
(Week Fifteen+) | **TOSS class meets MTW** from 9:30 a.m. to 12:15 p.m.  
Topic: Teaching Econ/Govt/Psych, Revisiting Context of Social Studies Education, Wrapping Up: What do you want/need to know about teaching?  
*Wednesday, May 1st:* Last regular day of class  
Topic: Preparing for Student Teaching, Review of Syllabus, ST Calendar, Good-to-Know things, FAQs, etc.  
*Friday, May 3rd,* 10:30-12:30: Final Exam Period  
*Saturday, May 4th:* Deadline for any required revisions/cleaning up of assignments on Chalk & Wire.  
*May 2-7th:* End-of-Course Conferences, by appointment, in instructors’ offices.  
*Saturday, May 15th:* Final Grades Due |

NOTE:

This annotated calendar provides a tentative list of topics and assignments to be addressed each week in HIED 4413 and HIED 4414. Dates for the discussion of some of the topics in class may be rearranged, if necessary. Dates for field experience activities and assignments are likely to stay as is.

Consult the syllabus and other documents posted on GaView Vista for detailed information. If any changes need to be made in the due dates for assignments, you will be notified via Vista email or announcements. Changes that affect work in the classroom will be announced there.

August 2011/ad, jm  
August 2012/ad, cw, jm  
December 2012/ad, dt