

Early Field Experience Task List Victory Middle School

Goal: The goal of this task list is to become aware of all aspects of our school culture and learn more about the students, the way they interact, and the way they learn.

Task List: Completion of the following list of tasks will improve your understanding in all areas of school culture and the wide distribution of student learning capabilities and learning styles. Please introduce yourself to the visiting teacher, have a brief meeting with the teacher before or after the observation to discuss what you observed or will be looking for (some observation and data collection ideas are on the reverse side of this task list). Please have the teacher initial the task before or after the observation.

- Observe six periods with six different teachers in your content area. _____
- Observe three periods with three different core content teachers not in your content area. _____
- Observe four periods of different electives and/or exploratories. _____
- Observe four periods of special programs: ERR, ELL, GT, PBI _____
- Observe two periods of SPED math and English. _____
- Assist during one period of lunch duty. _____
- Spend two periods observing, writing interview questions, and interviewing at least one principal, one counselor, and one of the following staff members: secretary, bookkeeper, registrar, nurse, SRO (Please set up an interview time) _____
- Recommended:
 - Assist in the library
 - Observe a specific advisory: NJHS, FUTP60, Tier II, etc.
 - Observe a club or sport activity: Future Cities, StuCo, Chess Club, Lunch DT, Tech Squad, etc._____

Remainder of Hours: Use the remainder of hours to observe any classrooms you would like to spend more time in. The goal is to observe different teaching styles and to find a teacher that you would like to be matched with for your Internship and Student Teaching experience. Initials are not needed for the remainder of your hours, but keep a log of your total hours completed.

List of Electives/Exploratories:

Astronomy
Beg Art 7
Brass band
Careers 8
Choir A/ B
Concert Band 8
Drama 7/8
Draw/Paint
Exploratory Keyboarding 6
Exp Lifetime Sports (Qtr 1/2)
FCS 1
Filmmaking 1
Graphic Art
Orchestra 7/8
Orchestra A/Adv.
PE - Multi Fit
Pottery
Publications
Spanish 1
Spanish 2
Stagecraft

Observation and Data Collection: Your observation hours should not just be spent watching the lesson. Use the following strategies while observing. It is recommended that you are proactive and engage with the students and their learning whenever possible.

- Check for understanding
- Behavior/on-task control
- One-on-one support
- Leading group work/intervention
- Specific student or group behaviors
- Charting:
 - Teacher wait time
 - Teacher movement around classroom
 - Student on-task/off-task
 - Who is the teacher calling on?
 - Who is asking questions? Teacher or students? Which students?

Beyond the Classroom: Please check off the following items prior to the end of your observation hours.

- State law requires fingerprinting prior to your Internship experience.
- If continuing at VMS for Internship/Student Teaching, complete online application via Applitrac through district website. Must be done prior to starting Internship/Student Teaching.
- Optional: Apply for substitute teaching with the WestAda School District which will include substitute orientation (see Bookkeeper to apply).