**NORTHERN NEW MEXICO COLLEGE**

**Department of Teacher Education**

**Full-time Student Teaching**

**Plan to Complete Hours- This documents a tentative plan to complete all requirements as specified in the syllabus. It is a plan of action that documents how much time will be spent engaged in each of the activities.**

(To be completed by Candidate, If you are the teacher of record, you only need to indicate below and have complete required signatures)

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| **Student Teacher Candidate:** | **Semester:** |
| **Teacher of Record \_\_\_Yes \_\_\_No** | **Site Administrator:** |

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| RReported Weeks (Weeks 1-5)  Phase One----Phasing In to Partial Responsibility |

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| --- | --- | --- | --- | --- | --- |
| Weeks/Date | 1 | 2 | 3 | 4 | 5 |
| Observation |  |  |  |  |  |
| Actual  Teaching |  |  |  |  |  |
| Preparation |  |  |  |  |  |
| Related  Activities |  |  |  |  |  |
| **TOTAL#**  **HOURS** |  |  |  |  |  |

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| RReported Weeks (Weeks 6-10)  Phase Two----Partial Responsibility to Full Responsibility |

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| Weeks/Dates | 6 | 7 | 8 | 9 | 10 |
| Observation |  |  |  |  |  |
| Actual  Teaching |  |  |  |  |  |
| Preparation |  |  |  |  |  |
| Related  Activities |  |  |  |  |  |
| **TOTAL#**  **HOURS** |  |  |  |  |  |

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| RReported Weeks (Weeks 11-15)  Phase Three----Full Responsibility to Phasing Out |

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| --- | --- | --- | --- | --- | --- |
| Weeks/Date | 11 | 12 | 13 | 14 | 15 |
| Observation |  |  |  |  |  |
| Actual  Teaching |  |  |  |  |  |
| Preparation |  |  |  |  |  |
| Related  Activities |  |  |  |  |  |
| **TOTAL#**  **HOURS** |  |  |  |  |  |

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Student Teacher Candidate’s Signature Date

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Cooperating Mentor Teacher’s Signature Date

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College Supervisor’s Signature Date