

**Keene State College**  
***Music Student Teaching Calendar***

**Unit-wide Student Teaching Field Placement Attendance Requirements (Approved 5/2012)**  
**Early Childhood, Elementary Education, Secondary, K-12**

- Meets state certification requirements for time in the classroom.
- A student teacher must complete a minimum of 66 days for a semester placement, and 33 days for a quarter placement.
- Students are expected to attend student teaching every day of their field placement unless their placement school is not in session due to weather or other cancellation.
- Students follow the placement school calendar and teacher contract hours. The start and end dates of student teaching are set by Keene State College and except for secondary education programs, are ‘book-ended’ by on-campus seminar sessions.
- All absences must be reported to the supervisor (college or site supervisor) and the cooperating teacher prior to the absence. The supervisor (college or site supervisor) is responsible for maintaining attendance records.
- If a student teacher’s attendance drops below the 66/33 day expectation, the supervisor, with input from the cooperating teacher and the seminar instructor, will determine the number of days that must be made up, based upon the student’s demonstration of competencies and will communicate the number of days to the Educator Preparation Office.
- Make-up days may be added to the end of the placement if the supervisor deems it necessary to ensure a student’s demonstration of competencies. Student teachers should direct questions regarding absences/make-up days to their supervisor (college or site supervisor).
- Non-compliance with this policy could result in the removal from a placement.

**CALENDAR:**

<u>Friday, January 10, 2025</u>	<b>Professional Development Seminar #1</b> <b>9:00am-1:00pm</b> <b>KSC, Rhodes Hall, Rm. S153</b> Focus: Positive classroom management Roles and responsibilities in the field Professional development framework Certification procedures and Praxis II TCAP Music Student Teaching Handbook Policies and Procedures Professional Identity-portfolio preparation DUE: All forms for Student Teaching should be complete
<u>Monday, January 13, 2025</u>	Student Teaching begins
<u>Mid-January</u>	TK20 Username/Password sent/ Tk20 Binder sent to Cooperating Professionals

<u>Sunday, January 19, 2025</u>	DUE: TCAP Strand 1
<u>Sunday, February 2, 2025</u>	DUE: TCAP Strand 2
<u>Sunday, February 9, 2025</u>	Mid-semester self-evaluations due DUE: Clinical Experience Evaluation ( <b>student teachers submit to Canvas and cooperating teachers send via email</b> ) DUE: Dispositions Evaluation ( <b>student teachers submit to Canvas and cooperating teachers send via email</b> )
<u>Sunday, February 9, 2025</u>	DUE: TCAP Strand 3
<u>Sunday, February 23, 2025</u>	DUE: TCAP Strand 4
<u>Sunday, March 2, 2025</u>	DUE: TCAP Strand 5
<u>Thursday, March 6, 2025</u>	Placement #1 ends
<u>Friday, March 7, 2025</u>	<b>Professional Development Seminar #2</b> <b>11:00am-2:00pm</b> <b>KSC, Rhodes Hall, Rm. S153</b> <b>Focus:</b> Reflection Relationships with Cooperating Teachers Collaborating with Colleagues Teacher Administrative Organization
<u>Sunday, March 9, 2025</u>	Student Teacher Final Self-Evaluation Cooperating Teacher's Summative Evaluation Cooperating Teacher's Disposition Evaluation Cooperating Teacher's Tk20 Evaluations
<u>Monday, March 10, 2025</u>	Placement #2 begins
<u>TBA</u>	Cooperating Professional Tk20 Evaluations due for Quarter 3 placements
<u>Sunday, March 16, 2025</u>	DUE: TCAP Strand 1
<u>Sunday, March 23, 2025</u>	DUE: TCAP Strand 2
<u>Friday, April 4, 2025</u>	<b>Professional Development Seminar #3</b> <b>8:00 a.m. - 5:00 p.m.</b> <b>NHMEA Spring In-Service Conference</b> <b>Concord, NH</b>
<u>Sunday, April 6, 2025</u>	DUE: TCAP Strand 3 Self-evaluations due DUE: Clinical Experience Evaluation ( <b>student teachers submit to Canvas and cooperating teachers send via email</b> ) DUE: Dispositions Evaluation ( <b>student teachers submit to Canvas and cooperating teachers send via email</b> )

<u>Sunday, April 13, 2025</u>	DUE: TCAP Strand 4
<u>Monday, April 21, 2025</u>	<b>Professional Development Seminar #4</b> <b>4:00-5:30pm (ONLINE Individual appts. Zoom)</b> <a href="https://keene.zoom.us/j/4190158379">https://keene.zoom.us/j/4190158379</a> DUE: Electronic portfolios
<u>Friday, April 25, 2025</u>	Student Teaching ends
<u>Sunday, April 27, 2025</u>	DUE: TCAP Strand 5
<u>Sunday, April 27, 2025</u>	Student Teacher Final Self-Evaluation (submitted to Canvas) Cooperating Teacher's Summative Evaluation (submitted to Tk20) Cooperating Teacher's Disposition Evaluation (submitted to Tk20) Cooperating Teacher's Tk20 Evaluations (submitted to Tk20)
<u>Monday, May 5, 2025</u>	<b>Professional Development Seminar #5</b> <b>10:00 a.m. – 2:00 p.m.</b> <b>KSC, Rhodes Hall, Rm. S153</b> Focus: Reflections on student teaching Certification Update Course Evaluations and Improvement The Job Search: Interviewing DUE: Revised E-portfolio Cooperating Teacher & College Supervisor Evaluations
<u>April 28-May 2, 2025</u>	Make up time – if needed
<u>TBA</u>	Cooperating Professional Tk20 Evaluations due for Quarter 4 placements

Tk20 evaluations must be submitted prior to the final evaluation conference.

Cooperating Teacher stipends will be issued following required Tk20 evaluation submissions, if submitted no later than May 15, 2025.