# **Semester Calendar Example**

# **-Preschool Practicum Placements-**

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| Name: |  | Date: |  |

| **Week** | **Dates** | **Major Task from Contract** | **Cooperating Professional Assignments** | **Course Assignments** |
| --- | --- | --- | --- | --- |
| **1** | Jan. 14-18 | * Observe class routine & rules; interact with the children; assist when necessary * Meet with Karen Thursday to complete contract * Begin to review IEPs for Jimmy, Ryan, Myles * Review student objective sheets |  |  |
| **2** | Jan. 21-25  No School: Jan. 21 | * Finish review of IEPs—choose two to assess * Planning meeting, Tues. at 7:15 am * Meet with Karen * Read story during story time * Play with students during centers |  |  |
| **3** | Jan. 28-Feb. 1 | * Lead music at circle * Look over assessment tool * Try to observe SLP and OT working with children * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **4** | Feb. 4-8 | * Begin assessment of two students * Lead greeting and sharing at circle * Assist/observe small group time * Planning meeting, Tues. at 7:15 am * Meet with Karen * Begin contact with two families—write intro notes |  |  |
| **5** | Feb. 11-15  Inservice: 2/11  No class: 2/12 | * Plan & implement small group activity * Continue assessment * Set up & lead snack * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **6** | Feb. 18-22  SPED meeting: 2/19 | * Finish assessment—write report/create goal sheet * Plan & implement small group activity * Prepare for parent-teacher conferences * Lead circle * Planning meeting, Tues. at 7:15 am * Meet with Karen * Check-in note to two families |  |  |
| **7** | Feb. 25-March 1 | * Parent-teacher conferences Feb. 28 & Mar. 1 * Plan & lead story and music at circle * Work on child objectives during centers * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **8** | March 4-8 | * Work on child objectives during centers * Write thank you notes to parents who attended conferences * Plan & implement small group activity * Lead greeting and sharing at circle * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **9** | March 11-15 | * Work on child objectives during centers * Plan & implement small group activity * Lead circle & snack * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **10** | March 18-22  SPED meeting: 3/19  Inservice: 3/22 | * U of I Spring Break * Work on child objectives * Plan & implement small group activity * Lead music and story at circle and transitions * Check-in report sent home to parents * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **11** | March 25-29  No school: March 29 | * Work on child objectives * Lead circle, snack * Prepare for takeover – newsletter/planning * Talk to SLP & COTA regarding takeover * Lead planning during Tues. planning meeting at 7:15 am * Meet with Karen |  |  |
| **12** | April 1-5 | * Spring Break |  |  |
| **13** | April 8-12 | * Takeover Week 1 * Lead planning meeting Tues. 7:15 am * Meet with Karen |  |  |
| **14** | April 15-19  SPED meeting: 4/16 | * Take-Over Week 2 * Lead planning meeting Tues. 7:15 am * Meet with Karen |  |  |
| **15** | April 22-26 | * Finish up objective sheets/final assessment * Lead story/music at circle * Read over IEP information – brainstorm goals * Planning meeting, Tues. at 7:15 am * Meet with Karen |  |  |
| **16** | April 29-May 1 | * Complete final reports on two students * Observe in Maggie’s classroom or Marquette School * Meet to go over Contract Checklist * Complete IEP paperwork * Finish up needed responsibilities |  |  |