# **Semester Calendar Example**

# **-Preschool Practicum Placements-**

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| --- | --- | --- | --- |
| Name: |  | Date: |  |

| **Week** | **Dates** | **Major Task from Contract** | **Cooperating Professional Assignments** | **Course Assignments** |
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| **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
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| **2** | Jan. 21-25No 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
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| **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
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| **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
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| **5** | Feb. 11-15Inservice: 2/11No 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. 18-22SPED 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
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| **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
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| **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
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| **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 18-22SPED meeting: 3/19Inservice: 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
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| **11** | March 25-29No 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
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| **12** | April 1-5 | * Spring Break
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| **13** | April 8-12 | * Takeover Week 1
* Lead planning meeting Tues. 7:15 am
* Meet with Karen
 |  |  |
| **14** | April 15-19SPED 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
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| **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
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