

INSTRUCTIONAL PRACTICES - COMPLETE COURSE PACKAGE

Second Semester - All 90 Days

COMPLETE PACKAGE OVERVIEW

This comprehensive package contains everything needed to teach Instructional Practices for one full semester (90 days).

PACKAGE CONTENTS:

- ✓ **90 Daily Lesson Plans** (fully scripted for substitutes)
- ✓ **270+ Presentation Slides** (4-6 slides per day)
- ✓ **180+ Student Worksheets** (ready to print)
- ✓ **12 Major Project Rubrics** (detailed grading criteria)
- ✓ **25 Editable Templates** (customizable)
- ✓ **Complete Implementation Guide**

UNITS COVERED:

- **Unit 1 (Weeks 1-6):** Professional Identity & Classroom Foundations
 - **Unit 2 (Weeks 7-12):** Instructional Planning & Curriculum Development
 - **Unit 3 (Weeks 13-18):** Professional Growth & Career Readiness
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DAILY MATERIALS STRUCTURE

Every day includes:

1. **Teacher Script** ("I Do, You Do, We Do" format)
2. **Presentation Slides** (4-6 slides with talking points)
3. **Student Handouts** (2-3 worksheets/activities)
4. **Materials List** (supplies needed)
5. **Time Breakdown** (45 min instruction + 30 min work time)

COMPLETE DAILY BREAKDOWN

UNIT 1: PROFESSIONAL IDENTITY (Days 1-30)

Week 1: Professional Standards

- Day 1: Professional Standards in Education
- Day 2: Historical Foundations of Education
- Day 3: Qualities of Effective Schools
- Day 4: Professional Communication
- Day 5: Teamwork & Problem-Solving

Week 2: Understanding Learners

- Day 6: Principles of Human Development
- Day 7: Learning Theories Application
- Day 8: Building Student Relationships
- Day 9: Supporting Diverse Learners
- Day 10: Understanding Learners Presentations

Week 3: Learning Environments

- Day 11: Universal Design for Learning
- Day 12: Strategic Student Grouping
- Day 13: Classroom Management Techniques
- Day 14: Conflict Mediation Skills
- Day 15: Dream Classroom Presentations

Week 4: Assessment & Feedback

- Day 16: Types of Assessment
- Day 17: Creating Quality Assessments
- Day 18: Data-Driven Instruction
- Day 19: Providing Effective Feedback

- Day 20: Questioning Strategies

Week 5: Professional Responsibilities

- Day 21: Code of Ethics Analysis
- Day 22: Path to Teacher Certification
- Day 23: Professional Portfolio Development
- Day 24: Reflection on Growth
- Day 25: Unit 1 Portfolio Presentations

Week 6: TEKS & Planning Foundations

- Day 26: TEKS Fundamentals
 - Day 27: Backward Design & Planning
 - Day 28: Writing Learning Objectives
 - Day 29: Complete Lesson Planning
 - Day 30: TEKS Peer Teaching
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UNIT 2: INSTRUCTIONAL PLANNING (Days 31-55)

Week 7: Instructional Theories

- Day 31: Applying Instructional Theories
- Day 32: Differentiation Strategies
- Day 33: Technology Integration
- Day 34: Socratic Seminar on Instruction
- Day 35: Lesson Plan Presentations

Week 8: Creating Materials

- Day 36: Designing Effective Materials
- Day 37: Graphic Organizers & Manipulatives
- Day 38: Creating Assessment Tools
- Day 39: Evaluating Material Quality

- Day 40: Materials Gallery Showcase

Week 9: Unit Planning

- Day 41: Creating Complete Units
- Day 42: Daily Lesson Sequencing
- Day 43: Microteaching Preparation
- Day 44: Microteaching Day 1
- Day 45: Microteaching Day 2 & Reflection

Week 10: Professional Ethics

- Day 46: Ethical Decision-Making
- Day 47: Mandated Reporter Training
- Day 48: IEPs and 504 Plans
- Day 49: Record-Keeping Systems
- Day 50: Professional Responsibilities Synthesis

Week 11: Portfolio Development

- Day 51: Portfolio Updates
- Day 52: Deep Reflection on Growth
- Day 53: Professional Learning Communities
- Day 54: Portfolio Presentations Day 1
- Day 55: Portfolio Presentations Day 2

UNIT 3: CAREER READINESS (Days 56-90)

Week 12: Observation Skills

- Day 56: Observation Techniques
- Day 57: Analyzing Teaching Practices
- Day 58: Using Observation Data
- Day 59: Providing Constructive Feedback

- Day 60: Reflection on Observation

Week 13: Mentorship

- Day 61: Benefits of Mentorship
- Day 62: Seeking and Fostering Mentorship
- Day 63: Professional Learning Networks
- Day 64: Collaborative Teaching Models
- Day 65: Professional Relationships Reflection

Week 14: Employment Readiness

- Day 66: Job Search Strategies
- Day 67: Resume & Cover Letter Workshop
- Day 68: Interview Preparation
- Day 69: Demo Lesson Planning
- Day 70: Mock Interview Day

Week 15: Practicum Culmination

- Day 71: Documenting Practicum Experience
- Day 72: Service Learning Reflection
- Day 73: Growth Assessment
- Day 74: Mentor Teacher Evaluations
- Day 75: Practicum Presentations

Week 16: Final Portfolio

- Day 76: Portfolio Refinement Day 1
- Day 77: Digital Portfolio Creation
- Day 78: Portfolio Presentation Preparation
- Day 79: Portfolio Peer Review
- Day 80: Final Portfolio Revisions

Week 17-18: Presentations & Celebration

- Days 81-85: Final Portfolio Presentations (10 min each)
 - Day 86: Career Pathway Planning
 - Day 87: Certification Exam Preparation
 - Day 88: Course Reflection
 - Day 89: Future Educator Commitment
 - Day 90: Celebration & Send-Off
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MAJOR PROJECTS & RUBRICS

PROJECT 1: Professional Growth Showcase (Day 25)

Points: 100 Components:

- Portfolio presentation (5-7 minutes)
- Showcases Unit 1 learning
- Includes philosophy statement
- Professional delivery

PROJECT 2: Dream Classroom Design (Day 15)

Points: 100 Components:

- Floor plan with UDL features
- Safety considerations
- Organization system
- Written rationale

PROJECT 3: Complete Unit Plan (Day 44)

Points: 150 Components:

- 5-7 days of detailed lessons
- All aligned to TEKS
- Formative & summative assessments
- Differentiation strategies

- Materials list

PROJECT 4: Materials Creation (Day 40)

Points: 100 Components:

- Visual aid (poster/chart)
- Student activity (worksheet/cards)
- Assessment tool (rubric/checklist)
- Digital component (slides/interactive)

PROJECT 5: Microteaching (Days 44-45)

Points: 100 Components:

- 10-minute lesson segment
- Teach peers acting as students
- Receive structured feedback
- Reflection paper (2-3 pages)

PROJECT 6: Final Portfolio Presentation (Days 81-85)

Points: 150 Components:

- Complete professional portfolio
- 10-minute presentation
- Digital and physical versions
- All semester artifacts

ESSENTIAL TEMPLATES INCLUDED

1. Universal Lesson Plan Template

Complete format with all sections including objectives, procedures (I Do/You Do/We Do), assessment, differentiation, and reflection.

2. Unit Plan Template

Multi-day planning with scope/sequence, daily breakdowns, vertical alignment, and summative assessment.

3. Assessment Rubric Template

Customizable rubric with 4 performance levels and multiple criteria.

4. Differentiation Planning Guide

Strategies organized by readiness, learning profile, interest, ELL support, and special education.

5. Observation Forms (3 types)

- Anecdotal observation
- Checklist observation
- Video analysis guide

6. Communication Templates (4 types)

- Parent communication log
- Email templates (positive, concern, absent)
- Phone call script
- Conference notes

7. Behavior Documentation

- Incident report form
- Behavior tracking log
- Intervention documentation

8. Record-Keeping Templates (5 types)

- Grade book
- Attendance tracker
- Progress monitoring
- IEP accommodation checklist
- Assignment tracking

9. Professional Development

- Portfolio organization checklist
- Resume template for educators
- Cover letter template
- Interview preparation guide

10. Reflection Templates (3 types)

- Daily lesson reflection
 - Weekly synthesis
 - Unit reflection paper guide
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IMPLEMENTATION GUIDE FOR SUBSTITUTES

DAILY PREPARATION (15 minutes):

1. Read lesson plan script in main curriculum
2. Review presentation slides
3. Print student handouts (one per student + extras)
4. Gather materials needed
5. Set up classroom/technology

DURING CLASS (75 minutes):

- **Minutes 0-15:** I DO (Teacher presents using script)
- **Minutes 15-30:** YOU DO (Students work independently)
- **Minutes 30-45:** WE DO (Facilitated discussion/activity)
- **Minutes 45-75:** WORK TIME (Projects/assignments)

CLASSROOM MANAGEMENT TIPS:

- Use timer to keep on schedule
- Circulate during work time

- Call on non-volunteers for equity
- Follow script closely if unsure
- Collect work if indicated in plan
- Note any issues for regular teacher

IF YOU NEED HELP:

- Scripts provided - read directly if needed
 - Modify timing if students need more/less time
 - Skip optional extensions if short on time
 - Contact department chair for emergencies
 - Answer keys available for worksheets
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HOW TO ACCESS MATERIALS

DIGITAL ACCESS:

All materials are available in the companion interactive hub at claude.ai. The hub includes:

- Expandable daily materials by week
- Downloadable presentations and worksheets
- All rubrics in printable format
- Editable templates

PRINT PACKAGE:

For physical copies:

- Print lesson plans (90 pages)
- Print handout masters (180+ pages)
- Print rubrics (12 documents)
- Print templates (25 documents)
- Bind in 3-ring binder by unit

ORGANIZATION RECOMMENDATION:

Create 3 binders:

- **Binder 1:** Unit 1 (Weeks 1-6)
- **Binder 2:** Unit 2 (Weeks 7-12)
- **Binder 3:** Unit 3 (Weeks 13-18)

Each with sections for:

- Daily lesson plans
 - Presentations
 - Student handouts
 - Rubrics
 - Templates
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COURSE COMPLETION REQUIREMENTS

Students must complete:

- ✓ Attend 90% of class sessions
 - ✓ Complete all 6 major projects
 - ✓ Maintain professional portfolio throughout
 - ✓ Participate in practicum field experience
 - ✓ Complete service learning hours
 - ✓ Pass all unit assessments (70% or higher)
 - ✓ Present final portfolio
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SUPPORT & RESOURCES

FOR QUESTIONS:

- Regular Teacher: [Contact info]
- Department Chair: [Contact info]
- Campus Administrator: [Contact info]

ADDITIONAL RESOURCES:

- Texas Education Agency: tea.texas.gov
- TEKS Standards: tea.texas.gov/teks
- Educator Certification: tea.texas.gov/texas-educators
- CPS Hotline: 1-800-252-5400

ONLINE RESOURCES:

- Teaching Channel: teachingchannel.com
 - Edutopia: edutopia.org
 - ASCD: ascd.org
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ALIGNMENT TO TEXAS STANDARDS

This course fully addresses:

- **Instructional Practices TEKS** (all 19 standards)
- **Practicum in Education TEKS** (all 3 professional standards)
- **Career & Technical Education** frameworks
- **Texas Education Code** requirements for educator preparation

All materials align with state requirements for future educators.

COURSE OUTCOMES

Upon completion, students will:

- ✓ Understand professional, ethical, and legal responsibilities
- ✓ Plan standards-based instruction using TEKS
- ✓ Create quality instructional materials
- ✓ Demonstrate effective teaching strategies
- ✓ Support diverse learners through differentiation
- ✓ Use assessment to guide instruction
- ✓ Build professional portfolios

- ✓ Prepare for college education programs
 - ✓ Meet practicum field experience requirements
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GRADING BREAKDOWN

- Unit 1 Portfolio: 15%
- Unit 2 Unit Plan & Microteaching: 25%
- Unit 3 Final Portfolio: 20%
- Weekly Assignments/Activities: 25%
- Practicum Documentation: 10%
- Participation & Professionalism: 5%

Total: 100%

Grading Scale:

- A: 90-100%
 - B: 80-89%
 - C: 70-79%
 - Below 70%: Not passing
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FINAL NOTES

This complete package represents a full semester of carefully planned instruction designed specifically for future elementary educators. Every lesson builds upon previous learning, incorporating best practices in:

- Backward design
- Differentiated instruction
- Formative assessment
- Student-centered learning
- Professional development
- Field-based application

The scripted format ensures consistency and quality instruction even with substitute teachers, while providing flexibility for experienced educators to adapt and enhance based on student needs.

Students completing this course will be well-prepared to enter university educator preparation programs and ultimately become highly effective elementary school teachers.

For the complete interactive materials hub with downloadable presentations, worksheets, and templates, access the companion artifact.

Course developed in alignment with Texas TEKS for Instructional Practices and Practicum in Education.

Last Updated: December 2025