

Cooperating Teacher Checklist

Orientation of the Student Teacher

(Much of this may happen during the observation period)

	Provide a separate workspace for the student teacher
	Introduce school personnel to the student teacher
	Review rules, regulations, and policies; give handbook, directory, and calendar
	Familiarize with emergency procedures
	Provide textbooks, resource materials and show location of media center
	Introduce student teacher to the class as a member of teaching team
	Supply class schedules
	Identify health problems and/or concerns for students
	Give definite student teacher responsibilities for early involvement
	Begin seating charts
	Tour school facilities

Planning with the Student Teacher

	Consider student teacher's unit preference
	Provide guidance in long term, weekly and unit planning – establish goals and objectives
	Be available for assistance in planning and evaluating
	Check plans <u>for the following week by Friday of the current week or the last day of the school week</u>
	Inform of schedule changes

Interaction with the Student Teacher

	Be enthusiastic and interested
	Provide continual and constructive evaluations of student teacher performance daily
	Give constructive criticism, discuss alternative methods and encourage experimentation daily
	Keep discussions confidential
	Encourage questions and seeking of help
	Encourage the student teacher to keep a "log" of your discussions/comments

Professional Development of the Student Teacher

	Increase involvement in teaching duties gradually
	Encourage extra-curricular responsibilities and activities
	Assist with discipline and classroom control
	Provide time for visitations and observations of other professionals
	Require involvement in professional meetings
	Use current professional periodicals and journals
	Share parent-teacher conference techniques