

Before Student Teacher Arrives

- Review student teacher's *Application for Student Teaching*.
- Assemble teaching materials:
 - student handbook(s)
 - faculty handbook
 - textbooks/manuals
 - seating charts
 - curriculum guides
 - class schedules
 - sample forms used by the school (e.g. hall pass, discipline referral)
- Prepare a work area for the student teacher (e.g. desk, chair).

As Soon As Possible

- Review St. Olaf's Student Teaching Handbook (online) to familiarize yourself with the expectations the College has for student teachers.

First Meeting

- Topics for discussion:
 - student teaching schedule/classes assigned
 - classroom management
 - student teaching seminars (dates/times)
 - cooperating teacher's expectations of student teacher (e.g. dress, time commitment, etc.)
 - professional behavior
 - home phone numbers
 - procedures to be followed in case of absence from school
 - plans for observations
 - Teacher Performance Assessment (edTPA) assignment

First Week

Tour of facility and introduction to key staff members (see checklist on the back)

Throughout the Student Teaching Term

- Review Checklist of Experiences in Student Teaching (see this [link](#))
- Routinely monitor student teacher's progress.
- Conduct both formal and informal observations.
- Provide constructive, honest feedback on a regular basis.
- Increase responsibilities, specifically those beyond the classroom.
- Communicate regularly with College Supervisors.
- Complete mid-term formal observation, assessment form, and conference.

End of Term

- Complete final assessment form and letter of recommendation in Tk20.
- Discuss final assessment form and letter of recommendation with student teacher.
- Suggested topics for discussion at final conference:
 - student teacher's self-evaluation
 - honest discussion of student teacher's growth throughout the term (give specific examples)

COOPERATING TEACHER'S ORIENTATION CHECKLIST

Please acquaint your Student Teacher with any of the following people, places, and procedures pertinent to the student teaching experience:

People

- Principal
- Assistant Principal
- Administrative Assistants
- Counselor

- Custodial Staff
- Gifted and Talented Coordinator
- Grade level team and/or Department members
- Instructional Technologist
- Nurse
- PLC Members
- Psychologist
- Social Worker
- Special Education Staff
- Other support personnel (literacy coordinator, etc.)
- Others:

Locations

- Administrative Offices
- Auditorium/stage
- Computer lab and procedures
- Gymnasium
- Inter-school and outgoing mail
- Keys
- Library/media center and procedures
- Permanent records
- Restrooms
- Specialist areas (art, PE, music, etc.)
- Staff mailboxes
- Student lunchroom
- Student lockers
- Substitute folder
- Supply room
- Teachers' lounge/lunchroom
- Telephone use
- Workroom
- Others:

Procedures

- Attendance/lunch count procedures
- Bulletin board/display case requirements
- Copy machines, supplies, and procedures
- Detention procedure
- Fire drill/emergency procedures
- Grade book/grading procedures
- Referral procedure
- Safety procedures
- Others:

Information (About)

- Class lists
- Classroom rules
- Community resources/volunteers
- Extra classroom supplies
- Faculty handbook
- Home/school communication
- Information about special needs students
- Lesson plan format
- Pass system
- Required school supplies (student)
- Requirements for student work
- Schedules
- School-wide behavior management system
- Student handbook
- Others: