

## **Cooperating Teacher Checklist**

### **What' s Expected of a Practicum II Student Teacher?**

Your student teacher should have contacted you before the university semester starts to set up an initial meeting.

He/she should introduce themselves to the principal and the school secretary and make sure that they have all the pertinent contact information.

He/she will need to make arrangements with you to obtain needed information, such as:

- School and classroom daily schedules,
- Classroom rules,
- Tentative weekly time for planning with you,
- Major curricular units to be taught this semester,
- List of pupil names,
- Emergency information and their role in such cases,
- Any district policies, or circumstances they should know.

Should learn the names of the children.

Become familiar with teachers, aides and support staff in both classroom and school.

Complete all tasks assigned by you. Participate in appropriate school responsibilities, such as:

- Yard and bus duty
- Faculty meeting, staff development, back to school night, open house, field trips and other special events
- A parent conference, if approved by the parent and school personnel
- An IEP, or planning conference (SST), if approved by parent and school personnel.

Prepare a bulletin board, displaying student work, or relating to current subject matter.

Observe your lessons, and help individuals and small groups.

Use available school technology.

As a pacing guide:

- By the end of the third week, the candidate should be teaching approximately 25% of the school day including such activities as opening exercises and small group instruction.
- By the end of the sixth week, the candidate should be teaching approximately 50% of the school day.
- By the end of the tenth week, the candidate should be teaching approximately 75% of the school day.
- During two of the last five weeks of the semester, the candidate should be teaching 95-100% of the school day.

He/she should assume responsibility for teaching a part of all curricular programs.

He/she should assume responsibility for classroom organization and care of the classroom.

If appropriate, candidate should work with you to evaluate progress, keep records, and prepare information for pupil report cards.