



SCHOOL OF EDUCATION

CONCURRENT MULTIPLE SUBJECT TASK CHECKLIST

	DATE:	
UNIVERSITY SUPERVISOR		
DISTRICT-EMPLOYED SUPERVISOR		
CREDENTIAL CANDIDATE		
<input type="checkbox"/> MULTIPLE SUBJECT <input type="checkbox"/> SINGLE SUBJECT <input type="checkbox"/> BILINGUAL AUTHORIZATION <input type="checkbox"/> CONCURRENT <input type="checkbox"/> EDUCATION SPECIALIST <input type="checkbox"/> CLASS <input type="checkbox"/> CLINICAL PRACTICE I <input type="checkbox"/> CLINICAL PRACTICE II		

TASKS	DATE	CT's INITIALS
1. At beginning of practicum, review Practicum II Requirements, Professional Expectations and Practicum II Checklist with Cooperating Teacher.		
2. At beginning of practicum, review the TPE and Disposition rubrics and set goals for the semester.		
3. Using a small binder or electronic format, collect school site documents regarding demographics, policies, procedures, curriculum, and school calendar.		
4. Get to know the individual students in teaching assignment, including their family/community contexts and the multiple developmental factors that impact learning (academic, language, social). Know services for which students qualify (Special Education, GATE). Know students' English language proficiency levels.		
5. Become familiar with school's MTSS and tiered intervention (RTI) process.		
6. With the help of the Cooperating Teacher become familiar with the district's web-based student data collection system or management software.		
7. Attend at least one faculty meeting each month.		
8. Attend staff development and/or grade level meetings.		
9. Attend "Open House" or "Back-to-School Night" (as applicable).		
10. Become familiar with IEP forms and how to gather information and data for their completion.		
11. Attend a minimum of one Individualized Education Plan (IEP) meeting.		
12. Attend a minimum of one Student Study Team (SST) or Response to Intervention (RTI) meeting.		
13. Participate in scheduled parent conferences.		
14. Attend one or more school board meeting(s), if possible.		

15. Attend all required meetings with Cooperating Teacher & University Supervisor		
16. Maintain Lesson/Unit Plan Book in hard or electronic copy.		
17. Observe and teach across content areas for the Multiple Subject credential (math, language arts, social studies, science, physical education, visual/performing arts and health).		
18. Assume full responsibility for teaching all content areas for a minimum of two solo weeks.		
19. Complete all required University Supervisor observations of teaching.		
20. With Cooperating Teacher & University Supervisor, complete mid and final teaching evaluation forms for Teaching Practicum II and the Exit Interview/Induction Preview Form.		
21. Complete CalTPA teaching event.		