Supervisor Check List

Visit the classroom the **FIRST WEEK** of the placement, using this checklist as a communication aid. **All items should be completed by the end of the second visit.** Refer to the [Supervisor Overview](#) for more detailed information. Return this form to the Field Office at the end of the placement.

Visit and exchange contact information with: Building Administrator, Cooperating Teacher, Student Teacher

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<th>Supervisor Name:</th>
<th>Cooperating Teacher Name:</th>
<th>Student Teacher Name:</th>
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**Cooperating Teacher**

- Review the [Cooperating Teacher Overview](#) document
- Review the [Teacher Support](#) page in My Graceland
- Review the evaluation forms: InTASC, Disposition, and Lesson Critique
- Explain the reliability observation and the purpose for this cooperative assessment
- Review the university expectations of lesson planning for student teacher
- Explain expectations of each visit, timelines, and schedule for assuming teaching responsibilities
- Share information about availability of [Iowa recertification credit](#) (N/A for Missouri placements)
- Emphasize the need to contact you immediately if there are any issues

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**Student Teacher**

- Review where forms and instructions are located in the Teacher Education Handbook
- Review Chalk and Wire requirements in the handbook
- Review student teacher expectations in the handbook
- Review evaluation forms that will be used to critique their performance during student teaching, including dispositions.
- Check the timesheet in Chalk and Wire and answer any questions they may have.
- Review schedule for assuming teaching responsibilities
- Address questions or concerns student teacher might have

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*Revised 5/31/2016*