

University Supervisor Student Teaching Checklist

Before Student Teaching Begins

<input type="checkbox"/>	Contact the candidate and the cooperating teacher and introduce yourself.
	Meet either virtually or in person with the candidate. Share contact information, go over the Chalk and Wire submission requirements, your expectations with the candidate regarding observation visits, and your due dates of artifact submissions.
<input type="checkbox"/>	Confirm the candidate's start date and the first observation visit with your cooperating teacher. The first observation visit should include meeting the cooperating teacher, going over the evaluation forms, and setting up a tentative schedule for the remaining visits.

During Student Teaching (Chalk and Wire Submissions)

<input type="checkbox"/>	Become familiar with the Student Teaching Phases: Observation, Participation and Full-Time Teaching
<input type="checkbox"/>	Candidates will submit a journal at the end of each week based on the supervisor's directions as to when they want it submitted. Journals should be a professional reflection displaying excellent grammar and punctuation and focus on relating your experiences to all 10 InTASC standards by the end of their experience.
<input type="checkbox"/>	Candidates will prepare lesson plans for each lesson they teach according to guidelines from their handbook, their University Supervisor and their Cooperating Teacher.
<input type="checkbox"/>	<input type="checkbox"/> <u>Unit Lesson Plans</u> – Candidates will prepare a 5-lesson unit including pre and post-tests. They will gather and examine student work from the unit plan. Candidates should have copies of the lesson plans available for the University Supervisor when they visit. <input type="checkbox"/> <u>Pre/Post Assessment</u> – Used to document student growth with pre- and post-assessments of student performance and progress. Candidates will describe, analyze, and reflect on these informal and/or formal assessments. <input type="checkbox"/> <u>Student Work Samples</u> – Candidates will take photos or scan in documents that demonstrate their ability to accurately plan and assess student learning. They will submit 3 student work samples (a high, a medium, and a low example). If they don't have one of the levels, they will explain what that level would look like and what they might do moving forward with instruction for that student. They should describe the student work. What were the lesson objectives? Explain what the students work tells them about whether or not they met their objectives. <input type="checkbox"/> <u>Video Self-Evaluation</u> – Candidates will record themselves teaching one of the unit lessons in its entirety. After reviewing the video, they evaluate their performance by completing the Video Self-Evaluation and Reflection form in Chalk and Wire.
<input type="checkbox"/>	Candidates will use the time sheet in Chalk and Wire to record their daily hours each day including a very brief description of their activities. The cooperating teacher should verify the hours/days on their InTASC evaluation form. Candidates are required to complete 70 full days of student teaching and submit the Time Sheet page to their supervisor as you would a normal Chalk and Wire submission.
<input type="checkbox"/>	Candidates will submit the following additional items in Chalk and Wire during their student teaching: Disposition Self-Evaluation (mid and final), InTASC Self-Evaluation, Program Evaluation, Post Multicultural and Technology Surveys, and all other items listed under the Student Teaching portion of their Assessment Portfolio.

After Student Teaching

<input type="checkbox"/>	Candidates will participate in an exit interview with the University Supervisor, and they will fill out the Alumni Contact Information form.
<input type="checkbox"/>	Please make sure the cooperating teacher has everything ready to submit for the candidate's final grade. Required paperwork will be collected by the university supervisor during his/her last visit and includes Observations, Midterm and Final InTASC evaluation, Midterm and Final Disposition evaluations, and Lesson Critiques. All the evaluation forms for both the cooperating teacher and the university supervisor need to be returned to the Graceland University field office, either by email fieldoffice@graceland.edu , fax 641-784-5481, or postal mail.
<input type="checkbox"/>	Email the Field Office to indicate the candidate has completed student teaching and if the supervisor recommends a passing grade.