

## Student Teaching Checklist

### Before Student Teaching Begins

<input type="checkbox"/>	Download the <b>Teacher Education Handbook</b> , and carefully read all requirements for student teaching. Chalk and Wire video tutorials are provided on the <a href="#">Field Office</a> page in My Graceland, demonstrating how to submit work to your instructor and how to see your assessments.
<input type="checkbox"/>	Contact your cooperating teacher and introduce yourself. Confirm your start date with your cooperating teacher. Ask the norms of the school (daily arrival time, appropriate attire, etc.) On your first visit, introduce yourself to the office staff and school principal.
<input type="checkbox"/>	Confirm your start date with your University Supervisor (when you are notified). Read the student teaching syllabus in the handbook to see how you will increase your classroom responsibilities throughout your student teaching experience. You will progress through observation, participating/assisting, and assuming full or co-teaching responsibility phases depending on your skill level. Every student will move through this continuum differently based on their readiness.
<input type="checkbox"/>	Prepare your professional wardrobe to make sure you are presenting a professional image from day 1.

### During Student Teaching (Chalk and Wire Submissions)

<input type="checkbox"/>	Student Teaching Phases: Observation, Participation and Full-Time Teaching (see back for descriptions)
<input type="checkbox"/>	Keep a daily/weekly journal and submit it at the end of each week based on your supervisor's directions as to when they want you to submit it. (See handbook for journaling details) Your 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 your experience.
<input type="checkbox"/>	Prepare lesson plans for each lesson you teach according to guidelines from your handbook, University Supervisor and Cooperating Teacher.
<input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. <u>Unit Lesson Plans</u> - Prepare a 5-lesson unit including pre and post-tests. Gather and examine student work during your unit plan. Have copies of your plans available for your University Supervisor when they visit.</li> <li>2. <u>Pre/Post Assessment</u> - Document student growth with pre- and post-assessments of student performance and progress. Describe, analyze, and reflect on these informal and/or formal assessments.</li> <li>3. <u>Student Work Samples</u> - Take photos or scan in documents that demonstrate your ability to accurately plan and assess student learning. Review the Chalk and Wire <a href="#">video tutorial</a> explaining <a href="#">how to add images</a>. Submit 3 student work samples (a high, a medium, and a low example). If you don't have one of the levels, explain what that level would look like and what you might do moving forward with instruction for that student. Describe your student work. What were the lesson objectives? Explain what the students work tells you about whether or not they met your objectives.</li> <li>4. <u>Video Self-Evaluation</u> - Record yourself teaching one of the unit lessons in its entirety. After reviewing the video, evaluate your performance by completing the Video Self-Evaluation and Reflection form in Chalk and Wire.</li> </ol>
<input type="checkbox"/>	Use the time sheet in Chalk and Wire to record your daily hours including a very brief description of your activities (as per your handbook). Follow the <a href="#">video tutorial</a> to add the Form to the Timesheet page in your assessment portfolio. Your cooperating teacher <b>must</b> verify your hours/days on their InTASC evaluation form. You can login to Chalk and Wire to view the time sheet with your teacher from a computer. You are required to complete 70 full days of student teaching. Submit the Time Sheet page to your supervisor as you would a normal Chalk and Wire submission.
<input type="checkbox"/>	Submit the following additional items in Chalk and Wire during your 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 your Assessment Portfolio. .

### After Student Teaching

<input type="checkbox"/>	Make sure your cooperating teacher has everything ready to submit for your final grade. Required paperwork will be picked up by the university supervisor during his/her last visit and includes: Observations, Midterm and Final InTASC evaluation, Disposition evaluation, and Lesson Critiques.
<input type="checkbox"/>	Participate in the exit interview with your University Supervisor and fill out your Alumni Contact Information form.