

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.

Supervisor Name:	Cooperating Teacher Name:	Student Teacher Name:		
Visit and exchange contact information with: Building Administrator, Cooperating Teacher, Student Teacher				
Cooperating Teacher			Date	Initials
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				
Student Teacher			Date	Initials
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				