

STUDENT TEACHER ACTIVITIES CHECKLIST

The following orientation experiences are appropriate for the beginning weeks of the student teaching assignment. Efforts should be made to complete and check off the activities appropriate to your assignment.

I. GENERAL ORIENTATION EXPERIENCES

meet building personnel:

- principal
- secretary
- unit teachers
- other teachers
- special teachers
- custodian
- other personnel (media, etc.)

locate building areas:

- toured the building
- IMC/library
- outdoor areas
- cafeteria
- gymnasium
- teachers' work area
- office (nurse)
- supply room/available technology

II. DISCUSSION WITH COOPERATING TEACHER

school policy:

- discipline
- fire/disaster/tornado drill
- lockdown procedures
- injuries/illness
- absence
- faculty meetings
- parking
- school calendar
- use of IMC
- use of copy equipment, etc.

unit or room policy:

- classroom rules
- curriculum materials
- teacher manuals
- basic routines
- management techniques
- students with special needs
- record keeping
- grouping
- available resources
- cross-cultural issues

III. OBSERVATION OF THE COOPERATING TEACHER'S PROCEDURES:

- lecture
- use of textbook
- discussion
- time management
- whole class work
- small group work
- cooperative learning
- groups work simultaneously
- individualization
- students with disabilities
- gifted children
- ELL children
- communication
- pacing
- lesson plans

- questioning techniques
- reinforcement
- feedback
- student/teacher interaction
- directions
- listening
- synthesis
- conclusions/closure
- evaluation
- management/discipline
- motivational strategies
- short term objectives
- long range objectives
- parent/teacher interaction
- teacher/teacher interaction