
STUDENT TEACHER CHECKLIST

Initial each line as you complete this task. This form will be submitted to your supervisor upon completion.

BEFORE PLACEMENT

1. _____ Complete and submit the **Current Contact Information Form** to the Field Service Office as soon as you know where you will be living during student teaching.
2. _____ Thoroughly read the Student Teaching Handbook. Many questions can be answered and problems solved by doing this before you begin your student teaching.
3. _____ Make contact with your Mentor Teacher prior to the beginning of your start date to set up an appointment for a personal conference. Do this as soon as you get your placement.
4. _____ Meet with your Mentor Teacher prior to beginning your experience to discuss your assignment and go over the materials in the Student Teaching Handbook. Use the “Suggestions for Topics of Discussion with Mentor Teacher” given to you and included in the Handbook. Discuss topics and requirements for the PPAT that will fit the curriculum during your student teaching. Complete the handbook verification form with your Mentor Teacher. Upload it to your Google folder.

Notify the Field Service Office immediately if there are any changes regarding your placement.

FIRST TWO WEEKS OF PLACEMENT

5. _____ Complete the **Student Teaching Schedule** in this handbook (Appendix C), and upload it to your Google folder. Teacher Education Supervisors cannot schedule their visits until they have your calendar. If you do not know how to contact them, call the Field Service Office at 435-865-8685.
6. _____ We recommend that you keep a notebook, available for review by your Mentor Teacher and by the Teacher Education Supervisor and that it include the following information:
 - Lesson plans, organized by subject or period
 - Basic school information: seating chart(s), list of students with special needs, class schedule(s), arrival and dismissal procedures, emergency procedures, etc.
 - Tests and handouts made by the Student Teacher
 - Copies of evaluation forms completed by yourself, the Mentor Teacher, or Teacher Education Supervisor
 - Log of discipline problems, parent conferences and communications (**this is a component of your evaluation**). Document everything in writing, with dates of occurrence.
 - Miscellaneous documentation and correspondence applicable to student teaching which you want to include in your portfolio
 - Integrated Core Applied Project (ICAP)
 - Daily Accountability Form to complete
7. _____ **Complete lesson plans a week in advance** and share them with your Mentor Teacher. There is no excuse for being unprepared during student teaching.

Name: _____

WEEK 3 and 9- Elementary / WEEK 5-Secondary

8. _____ **Complete the Mid-Term Student Teaching Evaluation** and hold a conference with your Mentor Teacher and Teacher Education Supervisor at the halfway point of your assignment. Go over the evaluation and make an improvement plan. **Ensure they are given to your Teacher Education Supervisor.**

ONGOING:

9. _____ Check in weekly on Canvas to complete the weekly discussion and share ideas with peers.
10. _____ Gather all observation and evaluation forms and upload to your Google folder.
11. _____ Complete the daily accountability form verifying that you have finished the required number of days in the classroom. Make sure you enter days and not hours. Upload to your Google folder.
12. _____ Complete 3 ICAP lesson plans and all requirements for PPAT.

All criteria, with the exception of the Daily Accountability Forms, must be uploaded to your Google folder no later than two (2) weeks prior to the end of the semester.