

Student Teaching Checklist of Activities & Experiences

(Revised July 27, 2006)

GENERAL ORIENTATION EXPERIENCES	
Meeting Building Personnel:	School Facilities:
<input type="checkbox"/> Principal <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Secretaries <input type="checkbox"/> Custodians <input type="checkbox"/> Department Chairs <input type="checkbox"/> Other members of department <input type="checkbox"/> Media specialist <input type="checkbox"/> Technology specialist <input type="checkbox"/> Neighboring teachers/staff	<input type="checkbox"/> Administrative Offices <input type="checkbox"/> Library <input type="checkbox"/> Staff room <input type="checkbox"/> Restrooms <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Staff parking <input type="checkbox"/> Security <input type="checkbox"/> ISS

DISCUSSION WITH COOPERATING TEACHER	
School Policy:	Classroom Policy:
<input type="checkbox"/> School Handbook <input type="checkbox"/> School rules <input type="checkbox"/> School discipline <input type="checkbox"/> Proper attire <input type="checkbox"/> Parking pass <input type="checkbox"/> Staff I.D. <input type="checkbox"/> Sign-in procedures <input type="checkbox"/> Door accessibility <input type="checkbox"/> Use of the library <input type="checkbox"/> Staff meetings <input type="checkbox"/> School calendar <input type="checkbox"/> Teachers' hours/work day <input type="checkbox"/> Student injury or illness <input type="checkbox"/> Use of audiovisual materials <input type="checkbox"/> Computer usage <input type="checkbox"/> School assemblies <input type="checkbox"/> Extracurricular activities <input type="checkbox"/> Bus evacuation drills <input type="checkbox"/> After school programs	<input type="checkbox"/> Rules <input type="checkbox"/> Management/procedures <input type="checkbox"/> Curriculum <input type="checkbox"/> Entering/leaving room <input type="checkbox"/> Teaching materials <input type="checkbox"/> Seating arrangement <input type="checkbox"/> Assigning homework <input type="checkbox"/> Grading procedures <input type="checkbox"/> Continuous assessments <input type="checkbox"/> Quizzes & tests <input type="checkbox"/> Textbook distribution/care <input type="checkbox"/> Fire and disaster evacuation routes

OBSERVATION OF THE COOPERATING TEACHER'S PROCEDURES	
<input type="checkbox"/> Transitions <input type="checkbox"/> Time management <input type="checkbox"/> Lesson plans <input type="checkbox"/> Group work <input type="checkbox"/> Reinforcement	<input type="checkbox"/> Questioning techniques <input type="checkbox"/> Giving directions <input type="checkbox"/> Individualization <input type="checkbox"/> Feedback <input type="checkbox"/> Student participation <input type="checkbox"/> Teaching style