**STUDENT TEACHING (ST) ORIENTATION CHECKLIST**

**Faculty Supervisor: Please keep this document in your personal file in case it is need for support or upon request from your Regional Supervisor.**

## Faculty Supervisor Conducting Orientation ST CT

Training Content Student Initials CT Initials

***ST Placement Details***

D Review & confirm placement information

D Review & confirm calendar dates

D Review & confirm contact information of the student, FS, CT, and the University’s Education Program Specialist

D Review “12-week suggested schedule”

# Responsibilities of the Student Teacher (ST)

D Lesson planning

D Attendance policy & weekly submission in TK20

D Discuss CT’s arrival & departure time expectations (ST must work contracted teacher workday)

# Responsibilities of the Cooperating Teacher (CT)

D TK20 midterm and final evaluations

D Explain importance of narrative in evals

D Regular conference time - feedback

D Lesson plan review and coaching

D Opportunities for ST to teach as outlined in 12-week schedule

D Opportunities for ST to design & implement lessons

# Responsibilities of the Faculty Supervisor (FS)

D TK20 midterm, final evaluations and grade form

D Frequency of observations

D Site visits

D Frequency of communication with ST and CT

D Grading policy-rubric, evaluation form and grading

# Teacher Work Sample / Professional Growth Plan

D CT to support student and provide guidance as needed

D FS and CT should review and discuss ST TWS and PGP

D The student teacher has access to a subgroup (such as a group of ELL students) and 2 focus students of their choice. These can be from within the subgroup. It is recommended that these students have differing academic abilities.

***Cooperating Teacher Payment Paperwork Completion*** D W-9 form – include full legal name, signature and date D CT to fax W-9 form to EPS at beginning of experience

D Payment mailed to CT 6 to 12 weeks **once student’s file is closed**

D Midterm and Final Evaluations have all been completed and submitted

***I understand the expectations of the University of Phoenix student teaching program as outlined in today’s Student Teaching Orientation. Please sign and date.***

## Student Teacher Signature: Date:

Cooperating Teacher Signature: Date: