



University Supervisor's Checklist

Student Teacher's Name _____ Date _____

Cooperating Teacher's Name _____

School Name _____ District _____

- ____ 1. Enter each student's attendance for the first two weeks of the semester. (See Attendance Entry Instructions)
- ____ 2. Record student's final grade through the faculty portal. (See Grade Entry Instructions)

Please share the following with the Cooperating Teacher:

- ____ 1. Review goals and objectives of the student teaching experience.
- ____ 2. Review schedule of meetings the Student Teacher must attend.
- ____ 3. Exchange Contact Information: home phone number, office phone number, e-mail address.
- ____ 4. Review procedure for integrating Student Teacher into instructional program, classroom management, and other.
- ____ 5. Review Evaluation Requirements: Please give the Cooperating Teacher the blue folder containing evaluation forms, if he/she did not attend the orientation.
- ____ 6. Discuss Procedures for Reporting Absences-The Student Teacher should contact the Principal, Cooperating Teacher, and the University Supervisor.
- ____ 7. Answer any questions.