Student Teacher Orientation Checklist

As a cooperating teacher your role in working with both the teacher candidate and university supervisor is critical to having a successful experience for all involved. Please use the following checklist as a discussion point guide to make sure your student teacher has the information they need to get off to a good start.

- Teacher expectations for student teacher arrival and dismissal time
- Teacher expectations for student teacher down time during the school day
- Critical school policies that student teachers need to know
- Faculty meetings, professional development days and parent teacher conferences
- Any extra duty assignments (i.e. Hall, recess, lunch supervision duties)
- Printing/copying availability and procedures
- Classroom management procedures: rules and expectations for student behavior
- Classroom schedule
- School Dress Code
- Parking
- School tour and faculty/staff introductions
- Lunch: availability, cost
- Procedure for school cancellation
- Procedure if student teacher cannot attend a school day
- Information on fire, tornado and other emergency drills
- Field trip procedure
- Designated time for student teacher & clinical educator to review lesson plans and discuss Lesson plan format
  - *Note: the student teacher will use the lesson plan format preferred by the cooperating teacher, however; they are required to complete and submit the Mayville State University's lesson plan template throughout the experience
- Timeline for progressive integration of student teaching in the classroom (please see suggested timeframe)