

Cooperating Teacher's Checklist

Orientation

Have I ...	yes	no
Prepared the children and the parents for the arrival of the student teacher	___	___
Introduced the student teacher to other staff members	___	___
Acquainted the student teacher with school and classroom routine	___	___
Explained philosophy, policies, procedures, and regulations relating to the school to the student teacher	___	___
Read the Student Teaching Handbook and signed the agreement sheet	___	___

Demonstration

Have I ...	yes	no
Modeled specific teacher-child interactions for student to observe	___	___
Demonstrated planning techniques	___	___
Involved the student teacher in planning sessions	___	___
Demonstrated effective classroom management techniques	___	___

Conferences

Have I ...	yes	no
Met with student teacher on a weekly basis to plan for the next week	___	___
Set aside a few minutes each day to record in student's book and evaluate the day's activities	___	___
Examined the student teacher's plans in advance and offered ideas to integrate emergent curriculum and children's literature	___	___
Given the student teacher plenty of advanced notice regarding what I would like him or her to do.	___	___
Given the student teacher suggestions for improvement and reasons why	___	___

Evaluation

Have I...	yes	no
Informed college supervisor about student teacher's progress and called college supervisor about any concerns	___	___
Completed final student teacher evaluation and returned to college supervisor	___	___
Had a final conference with student teacher to discuss my evaluation and student's self-evaluation	___	___