Cooperating Teacher Checklist

First Day of School:

Provide the teacher candidate with the following:

* Your contact information
* Daily schedule
* Classroom rules and procedures
* School rules and procedures
* Emergency plans and procedures

Planning Expectations:

* Develop a plan for teacher candidate to begin teaching in the classroom.
* Develop a plan with the teacher candidate for planning and turning in lesson plans for approval (suggested one week prior to teaching).
* Teacher candidate must use the university plan format for lesson planning.

Evaluation Procedures:

* Teacher candidates are evaluated using rubric found on Live Text. These are to be completed by the cooperating teacher in conjunction with the university supervisor.
* Provide university supervisor with your contact information and the best way to communicate about the teacher candidate.

Student Teaching Sequence:

* Teacher candidates and cooperating teacher will create a Responsibility Profile for the placement, outlining the sequence of the placement and how teacher candidates will take on teaching, management and other professional responsibilities in the classroom. This document will be submitted to the SCOPES office for record.

Questions or Concerns? Contact:

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