Cooperating Teacher Checklist

Week 1 of Placement

☐ Introduce student teacher to other faculty, staff, and administration.
☐ Discuss school and classroom procedure and protocol.
☐ Student teacher should observe and assist with classroom and student activities.

Weeks 2-3 of Placement

☐ Student teacher should be teaching about ¼ to ½ of all classes.
☐ Cooperating teacher should complete a “Student Teacher Performance Summary” and discuss with student teacher. Signed copies should be given to the student teacher.

Weeks 4-5 of Placement

☐ Student teacher should be teaching about ½ to ¾ of all classes.
☐ Cooperating teacher should complete a second “Student Teacher Performance Summary” and discuss with student teacher. Signed copies should be given to the student teacher.

Weeks 6-7 of Placement

☐ Student teacher should be teaching all classes.
☐ If necessary, the cooperating teacher should complete a third “Student Teacher Performance Summary” and discuss with student teacher. Signed copies should be given to the student teacher.
☐ Cooperating teacher should complete “Evaluation of Student Teacher by Cooperating Teacher”. Discuss with student teacher and provide TWO originals to the university supervisor and a copy to the student teacher.
☐ Cooperating teacher should review, sign, and return the “Attendance Record” to the student teacher.

Ongoing

✓ Review lesson/unit plans
✓ Discuss progress with university supervisor
✓ Provide anecdotal comments to the student teacher

Please notify the university supervisor IMMEDIATELY if there are concerns about a students’ progress or questions about student teaching policies or procedures.