Cooperating Teacher Checklist
Ideas for the First Meeting with the Student Teacher
USU School of TEAL: Elementary Education Program

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Review basic responsibilities of the student teacher.

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Review basic responsibilities of the cooperating teacher.

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Orientation to the classroom.

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Orientation to the school.

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Review university requirements and how they fit into the classroom activity.

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Review the school calendar with any special dates.

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Review lesson plans (requirements, implementation, application and how and when they will be checked.)

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Review daily routines, schedules, duties and so on.

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Review possible feedback strategies.

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Review appropriate dress code for the student teacher and talk about professionalism.

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Review the management system for the classroom and the school. Talk about the student teacher’s role in this process.

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Review the substitute policy for student teachers.

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Review all policies and procedures for both the district and the school.

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Set two short range goals and two long range goals.