

Co-Operating Teacher Checklist

The information given here is suggested to help you in your job as a cooperating teacher. Use what you feel is helpful, adapt what you feel should be changed, and eliminate anything you don't find applicable. The Co-op teacher website and the university supervisor are additional resources for any questions you have about the student teaching experience.

Listed below are some general suggestions to follow during the student teaching semester:

Read through KSU material together:

- _____ a. Read through the "Roles and Responsibilities for the Cooperating Teacher"
- _____ b. Read the Student Teacher Handbook.
- _____ c. Read through the pacing guide in the Student Teaching Handbook (pp. 23-25), discuss it with your student teacher, and make any modifications you think are appropriate.

_____ Visit with the student teacher prior to the beginning of the student teaching experience. Share your expectations with him/her at that time and preview the pacing guide with the student teacher.

_____ In the first few days of student teaching have the student observe you, your students, and other teachers, and take careful notes about what you do, how you interact with the students, and how the students respond to you. Give them specific behaviors to observe, have them keep detailed notes, and then follow the observations with a debriefing conference to help the student teacher reflect on what was observed.

_____ By the end of the first week, or the beginning of the second week, begin some routine activities or some co-teaching activities with the student teacher. It may be best if he/she uses your lesson plans for the first few days, and then as you become more comfortable with the student teacher's instruction, have him/her start using his/her own plans. If you teach the same lesson to more than one group of students, you may have the student teacher observe you with the first group and then teach the second group.

_____ Generally, the student teacher should be responsible for the principle planning and teaching of all subjects for a minimum of two weeks—several more weeks is better. However, as a co-teacher, the cooperating teacher should remain involved with the planning and instruction.

_____ With two or three weeks left in the student teaching experience, your student teacher can begin to turn some of the principle planning and teaching back over to you. However, he/she should continue to co-teach. This may also be a good time for additional observations in other classrooms and grades.

_____ Observe and conference with the student teacher on a daily basis. (See "Observations" and "Conferences" on the next few pages.) To help you know what to look for while observing, see the rubrics in Appendix B in the Student Teacher Handbook (pp 36-49).

_____ Complete the check list and written section of the Student Teaching Evaluation Form. (See p. 56 for sample.) There are suggestions for completing written evaluations in the next few pages entitled "Evaluation."