STUDENT TEACHING CHECKLIST

Principals might not be involved in the daily supervision of the teacher candidate, but they have a very important role in the teacher candidates's success. Student- teaching handbooks don't always outline the role of the principal during the teacher candidate's placement.



- [ ] **Review** a copy of the student-teaching handbook. Become familiar with the criteria for the student teaching experience.
- [ ] **Meet** with the teacher candidate prior to the placement. If this is not possible, plan to meet the candidate on his or her first day.
- [ ] **Provide** a tour of the school and introduce the teacher candidate to school personnel. In the in the introduction, avoid stating the teacher candidate is "here to help out." Set the tone that the candidate is a member of the teaching team.
- [ ] **Provide** an orientation to the school; include an overview of the resources that are available, school policies, procedures, and safety protocols.
- [ ] **Assemble** a welcome packet that includes information about the student population, and school community background information.
- [ ] **Provide** a letter of introduction for the teacher candidate that is sent to families.
- [ ] **Provide** teaching materials, supplies, and equipment that are available to other teachers.
- [ ] **Ensure** the teacher candidate is included in instruction and other professional development activities.
- [ ] **Create** a professional learning community that supports both cooperating teachers and teacher candidates.
- [ ] **Visit** the classroom to conduct observations. Follow up with the cooperating teacher and teacher candidate to provide feedback.
- [ ] **Meet** with the teacher candidate to determine how the student teaching experience is progressing.
- [ ] **Conduct** mock interviews with teacher candidates to prepare them for future interviews.
- [ ] **Write** letters of recommendation and make referrals on behalf of the teacher candidate.

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