

STUDENT TEACHING EXPERIENCES CHECKLIST

The following orientation experiences are appropriate for the beginning weeks of the internship. Efforts should be made to complete and check off the activities appropriate to your assignment.

I. GENERAL ORIENTATION EXPERIENCES

Meet building personnel

- administrators
- secretary
- department members
- other teachers
- special teachers
- custodian
- other personnel (media, etc.)
- supply room/audio-visual equipment

Locate building areas

- toured the building
- media center/library
- outdoor areas
- cafeteria
- gymnasium
- teacher's work area

II. DISCUSSION WITH COOPERATING TEACHER

School policy

- discipline
- fire/disaster drill
- absence
- injuries/illness
- rules
- faculty meetings
- parking
- school calendar
- use of media center
- use of copy machine, etc.

Unit or room policy

- classroom rules
- curriculum
- teacher manuals
- basic routine
- management techniques
- students with special needs
- record keeping
- grouping
- available resources
- multicultural issues

III. OBSERVATION OF THE COOPERATING TEACHER'S PROCEDURES

- lecture
- curricular resources
- discussion
- time management
- whole class work
- small group work
- cooperative learning
- groups working simultaneously
- individualization
- students with disabilities
- gifted students
- ESL students
- communication
- pacing
- lesson plans

- questioning techniques
- reinforcement
- feedback
- student/teacher interaction
- directions
- listening
- synthesis
- conclusions/closure
- evaluation
- discipline
- motivational strategies
- short term objectives
- long range objectives
- parent/teacher interaction