Cooperating Teacher Checklist for the Field Experience Journey

Student Orientation

☐ Are my students prepared for the arrival of the student teacher?
☐ Has the student teacher met with me prior to the field experience to get acquainted with me, the classroom and the school community?
☐ Have I provided the student teacher with my contact information in case of an absence or emergency?
☐ Have I provided information to the student teacher on parking, Internet access, photocopying policy and codes, and emergency procedures?
☐ Have I provided the student teacher with classroom routines, the class list, the seating plan, starting and closing times for the school day, and supervision?
☐ Have I provided an adequate space for the student teacher in my classroom?
☐ Have I introduced the student teacher to the school leaders, grade-level teachers and other staff (including secretarial and technical support, educational assistants, and custodians)?
☐ Have I provided information on the context and culture of our school community?

Planning and Observation

☐ Have I shared the overall goals and learning outcomes of subject-area curriculum content?
☐ Does the student teacher know what the students have studied to this point?
☐ Have I planned and designed learning activities with the student teacher?
☐ Have I shared with the student teacher my short-, medium- and long-range planning?
☐ Have I discussed with my student teacher the differing needs of the students in my classroom?
☐ Have I encouraged the student teacher to experiment with a variety of instructional strategies?
☐ Have I discussed the student teacher’s teaching style?

Direct Observation, Participation and Demonstration

☐ Has my student teacher actively participated in classroom tasks?
☐ Have I observed my student teacher teaching?
☐ Are the students asking for assistance from the student teacher?
☐ Have I gradually eased my student teacher into the role of “teacher”?
☐ Have I modelled a current and comprehensive repertoire of effective planning, instruction and assessment practices?
☐ Have I prepared my student teacher for observing teaching practice?
☐ Have I demonstrated appropriate use of digital technology and resources and made these resources available to the student teacher?

Providing Feedback

☐ Have I coordinated a specific time and place to meet on a daily basis with my student teacher?
☐ Have my student teacher and I agreed on the purpose of our meetings?
☐ Have I used a variety of modalities to provide feedback to my student teacher (written feedback, oral feedback, journaling)?
☐ Have I shared my written observation notes with my student teacher?