

Practicum/Student Teacher Checklist

Tour the school building. Locate the following:

_____ Main office
Health office
Staff lounge
Restrooms
Specialist classrooms (art, computer, PE, music, library/IT)
Homeroom/team rooms
Staff and student entrances and exits
Places to park

Meet and greet other staff members as follows:

Office staff
Administration
Other team members

Exchange contact information with cooperating teacher (CT):

Home phone number
Cell phone number
Email address

Become acquainted with students:

Learn names and faces
Discuss students' needs with CT

Look over safety/emergency plans:

Locate the building plans for fire drill, tornado drill, code red, etc.

Create a plan book to include the following (work with CT to organize):

Plan book/calendar
School Calendar
Class roster, photos if needed

Other:

Share passions/interests
Discuss practicum/student teaching expectations
Share as soon as possible required teaching lessons from graduate classes
Talk about lunch plans; do we bring lunches or order out