

ORIENTATION MEETING

COOPERATING TEACHER/STUDENT TEACHER/UNIVERSITY SUPERVISOR

1. Introductions
2. Clarifications during first week:
 - a. Work space for student teacher
 - b. Daily routine procedures
 - c. Classroom management
 - d. Discipline Philosophy
 - e. Lunch time/procedure
 - f. Any additional duties for the teacher
 - g. Emergency drills
 - h. Grading system
 - i. Introduction to school staff/support personnel
 - j. Use of teacher workroom/lounge/restroom
 - k. Availability of teacher's manuals/curriculum guides
 - l. School hours
 - m. Required meetings
 - n.
3. Suggested Timeline for Student Teaching
 - a. Student Teaching Handbook page 15
4. Feedback
 - a. Journal
 - b. Lesson Plans and Artifacts
 - c. Cooperating Teacher Evaluation Form
 - d. University Supervisor Evaluation Form
 - e. Summative Evaluation Form
 - f. University Supervisor Visits
5. Foliotek
 - a. Student Teaching Handbook page 22
6. Miscellaneous
 - a. absence/substitute plan
 - b. liability
 - c. written communication
 - d. beginning of school routine
 - e. end of school routine
 - f. other opportunities in the classroom
 - g. preparing class for visitors
 - h. other experiences with staff