

## School-Related Expectations for the Student Teacher

The cooperating teacher and the student teacher should schedule a time to establish school-related expectations during the observation/orientation period. The following topics should be addressed:

TOPICS FOR DISCUSSION	PERSONAL NOTES
1. <b>Dates/Times:</b> for practicum periods, midterm exams, school vacations, holidays, daily time schedules, standardized testing periods, etc.	
2. <b>Clarification of school policies and student teacher involvement:</b> general discipline, record keeping, emergency procedures, homeroom, lunchroom, study hall, bus duty, library, availability of student and faculty handbooks.	
3. <b>Clarification of classroom procedures:</b> classroom management, housekeeping, bulletin boards, clerical duties, recess, etc.	
4. <b>Accessibility of services:</b> equipment, technology, duplication services, materials and supplies, faculty workrooms, faculty lunchroom, etc.	
5. <b>Extra Curricular Activities:</b> field trips, clubs, school activities, tutoring, etc.	
6. <b>Meetings:</b> parent conferences and working with families, staff development activities, faculty and/or department meetings, etc.	
7. <b>Subject matter to be taught:</b> what areas or grade levels, when will instructional responsibilities be assumed, what curriculum guides, texts, etc.?	
8. <b>Planning:</b> additional requirements for lesson plans/units, plan book, etc.	
9. <b>Meeting Diverse Student Needs:</b> students with learning disabilities, physical or emotional handicaps, ESL/bilingual students, access to IEPs, communication with support personnel.	
10. <b>Instruction:</b> grouping techniques, teaching strategies for individualization, whole class instruction, use of technology.	
11. <b>Student Evaluation:</b> homework/grades, grading papers, keeping grades and records, etc.	
12. <b>Communication:</b> student teacher and cooperating teacher conferencing schedule, procedures for addressing problems, etc.	
13. <b>Scheduling a Daily Conference Time:</b> the best time for you to meet with your cooperating teacher.	
14. <b>Professional Commitment:</b> absence-reporting procedure, make up schedule, no-school notification, etc.	
15. <b>Other:</b>	

This chart is provided for the teacher candidate's use. It does not need to be turned in.