

Experiences for Student Teachers

This list is designed to assist the student teacher in understanding the scope of the teaching experience and to assist the cooperating teacher and NIU supervisor in planning individual experiences for them.

There is no set number of items which must be completed, but student teachers should try and complete as many as possible or appropriate.

	Professional Development Experiences
	<u>Becoming Familiar with the School and Community</u>
	1. When possible, visit the library, media center, etc. to survey equipment & materials available for use.
	2. Meet/confer with the following people: custodians superintendent school secretary principal lunchroom cooks counselor media person librarian other classroom teachers other FACS teachers special education teacher significant others
	3. Read the school philosophy. Discuss with your cooperating teacher.
	4. Learn school policies and procedures related to: attendance report cards bomb threats seating charts grading fire and tornado drill passes and admit slips student conduct (discipline) other policies/procedures
	5. Visit other classes to observe teaching skills in FACS when in a multi-teacher department and in other subject areas.
	6. Become familiar with the functions, achievements and goals of the local education association.
	7. Identify the student organizations in the school. Attend one meeting of a group, other than the one for which you may be assuming responsibility.
	<u>Planning for Teaching</u>
	8. Find a notebook to organize your planning for each class. Keep it up to date and organized.
	9. Observe the cooperating teacher, focusing on teaching skills used. Discuss the observation with the teacher.
	10. Obtain from the cooperating teacher course descriptions, course curriculum, objectives and broad concepts/topics for class you will teach.
	11. Obtain copies of texts and other references used in the course and keep them as part of your library during student teaching. They are to be returned at the end of student teaching.
	12. Prepare unit & lesson plans using curriculum guides, texts and other resources for the classes for which you assume responsibility. Plan, prepare and organize materials as needed.
	13. Identify and/or develop marketing strategies that could be used either within or outside the school and implement the strategy.

	<p><u>Department Management</u></p> <p>14. Assist in department management practices and housekeeping. TAKE THE INTIATIVE! (The cooperating teacher needs to clearly specify processes and expectations of the student teacher. The student teacher should ask if she/he is unclear about these expectations.</p>										
	<p>15. Learn to use technology which supports learning in the classroom (e.g., computer, photocopy machine, DVD/VCR, etc.). Learn the policies related to school equipment use.</p>										
	<p>16. Become familiar with records or reports that show:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">student files</td> <td style="width: 50%;">community surveys</td> </tr> <tr> <td>other records unique to the school</td> <td>school surveys</td> </tr> <tr> <td>yearly plan (total FACS curriculum)</td> <td>department budget</td> </tr> <tr> <td>purchase procedures</td> <td>inventories</td> </tr> <tr> <td>equipment agreements</td> <td></td> </tr> </table>	student files	community surveys	other records unique to the school	school surveys	yearly plan (total FACS curriculum)	department budget	purchase procedures	inventories	equipment agreements	
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	<p><u>Assuming the Role of the Teacher</u></p> <p>17. Participate as a team member in teaching a lesson, lab, part of a lesson, demonstration or other learning experience.</p>										
	<p>18. Evaluate student work, student projects, etc. and record grades. Compute grades for one grading period if possible.</p>										
	<p>19. Be responsible for classroom administration such as taking roll, reporting absences, collecting papers, preparing materials.</p>										
	<p>20. Begin observing, participating in and planning for classes you will teach in upcoming weeks. Keep your plans in the 3-ring notebooks you have obtained for this purpose.</p>										
	<p><u>Implementing Teaching and Learning Plans</u></p> <p>21. Use a variety of learning experiences and materials which meets individual differences.</p>										
	<p>22. Use a variety of teaching strategies or methods in your planning and implementing your lesson plans.</p>										
	<p>23. Arrange a field trip or guest speaker.</p>										
	<p>24. Develop and use a variety of authentic assessment instruments.</p>										
	<p>25. Assume responsibility for supply purchasing for a least one laboratory period.</p>										
	<p>26. Plan for and supervise a laboratory experience.</p>										
	<p>27. Keep your notebook up-to-date and organized to show a record of your immediate and future plans.</p>										
	<p><u>Evaluating Teaching</u></p> <p>28. Video or audiotape a lesson. Self evaluate the tape. Compare this with the cooperating teacher's evaluation of the class. This may be repeated as frequently as desired or needed.</p>										

	29. Schedule and hold weekly planning conferences with your cooperating teacher. Daily conferences or a system of feedback from the cooperating teacher to the student teacher should be implemented.
	30. Review completed lesson plans with the cooperating teacher a MINIMUM OF 3-5 DAYS BEFORE TEACHING. Revise and have a written lesson plan ready to use AT LEAST ONE DAY BEFORE TEACHING.
	31. Complete mid-term and final self evaluations of your teaching experience.
	32. Invite an administrator to your class and have him/her evaluate your teaching.
	33. Plan for a student evaluation of your classes.
	<u>Other Professional Activities</u>
	34. Conference individually with students and/or parents.
	35. Participate in or attend parent/teacher conferences. You must attend if conferences that are scheduled during your student teaching experience.
	36. If possible, assume responsibility for student leadership development within a student organization. If possible, attend a state or district FCCLA/HERO conference.
	37. Attend at least one extracurricular activity.
	38. Attend a school board meeting and local advisory council meeting.
	39. Attend faculty meetings and any other professional meetings held for faculty.
	40. Ask an administrator to participate in a mock interview. Ask him/her to write a summary of the interview and give their impressions.
	41. Other
	42. Other
	43. Other
	44. Other