



Orientation Visit Checklist

With Cooperating Teacher and Teacher Candidate

Teacher Candidate _____ Date of Visit: _____

- _____ Student Teaching Information and Resources
- _____ Student Teaching Handbook
- _____ Guiding Principles and the Objectives of the Student Teaching Program
- _____ Teacher Candidate Responsibilities Related to the Student Teaching Program
- _____ Cooperating Teacher Responsibilities Related to the Student Teaching Program
- _____ Student Teaching Forms
 - ___ Weekly Progress Form to be completed by the Cooperating Teacher (optional)
 - ___ Lesson Observation Form to be completed by the Cooperating Teacher as requested by the University Supervisor
 - ___ Mid-semester self-evaluation by the Teacher Candidate
 1. Disposition Traits Self-Assessment
 2. Diversity Proficiencies Self-Assessment
 3. Special Addendum (if applicable for Program)
 - ___ Lesson Plan Format identified by program of Teacher Candidate
 - ___ Teacher Candidate Professional Dispositions Referral Form to be completed by the Cooperating Teacher when needed
 - ___ Student Teaching Hours Report (submitted as requested by Program)
 - ___ Student Attendance Contract (within handbook)
 - ___ Missouri Educator Evaluation System (MEES Teacher Candidate Assessment)
 - Formative—8 weeks; Summative—16 Weeks

Schedule next visit(s): Date: _____ Time: _____

Class to be observed: _____

Teacher Candidate’s Signature	Telephone Number	Email address
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Cooperating Teacher’s Signature	School Telephone Number	Email address
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University Supervisor’s Signature	Telephone Number	Email address
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Note: A copy of this form should be given to the teacher candidate, cooperating teacher, and university supervisor.