**Cooperating Teacher Checklist**

In order to help you to do your best possible job as a Cooperating Teacher for Purdue University Fort Wayne students, please check off each item as you complete it. If you have any questions about an item, please contact the Director of Student Teaching, Mrs. Teri Hogg at (260) 481-6521 or [hoggt@pfw.edu](mailto:hoggt@pfw.edu).

By Start of ST Placement:

\_\_\_\_\_ Discuss Student Teaching Handbook and Syllabus with Student Teacher (ST) as a way to review expectations

\_\_\_\_\_ Share all information/documents outlined in Student Teaching Handbook (pg. 8), if didn’t do so at first meeting with ST

\_\_\_\_\_ Provide ST with School Orientation (see Student Teaching Handbook, pg 9)

Have ST complete:

\_\_\_\_\_ 1 formal observation of your teaching using university form and debrief; before week 3 (for 16- and 10-week placements) or Week 2 (6-week placement)

\_\_\_\_\_ 1 formal observation of your teaching using university form and debrief; between week 6 & 10 (for 16- and 10-week placements) or Week 4 (6-week placement)

Throughout ST Placement, complete:

\_\_\_\_\_ 1 formal observation using university form and debrief with ST; share with US before midterm

\_\_\_\_\_ Midterm Evaluation ***after*** ST completes it; discuss similarities and differences in ratings; guide ST in revising goals/action steps

\_\_\_\_\_ 1 formal observation using university form and debrief with ST; share with US before Final eval

\_\_\_\_\_ Final Evaluation

Also review/discuss/provide feedback:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 16-week placement | 10-week placement | 6-week placement |
| Weekly Check-ins\* | 1 5 9 13  2 6 10 14  3 7 11 15  4 8 12 16 | 1 5 9  2 6 10  3 7  4 8 | 1 4  2 5  3 6 |
| Weekly LPs\* submitted by end of day on Friday | 1 5 9 13  2 6 10 14  3 7 11 15  4 8 12 16 | 1 5 9  2 6 10  3 7  4 8 | 1 4  2 5  3 6 |

\* Use forms provided by PFW