

Student Teacher/Intern Checklist for University Supervisor Visits

In preparation for the University Supervisor observation, use the following guide ...

- ✓ Notify the cooperating teacher of the visitation.
- ✓ Notify the principal (or building administrator) of the visitation – if possible.
- ✓ Plan conference times with the following individuals (as directed by the University Supervisor):
 - University Supervisor
 - Joint conference with Cooperating Teacher and University Supervisor (two per placement are required)
- ✓ Prepare an extra copy of the lesson plan(s) for each observed class on the day of supervision.
- ✓ Make sure university supervisor has a map to your site and is informed about parking.
- ✓ Identify a place for the supervisor to observe your teaching which will not distract from class activity.
- ✓ Organize your past lessons and materials in a notebook for supervisor review.
- ✓ Prepared documentation for review. Items may include:
 - Future lesson plans
 - e-Portfolio artifacts
 - Weekly and biweekly ratings of competencies (as requested)
 - Written Self-Evaluations and Reflections (as requested)
 - Evidence of student learning
 - Student evaluations of your teaching