Elem./Sec./ECE Report of Initial Visit by the University Supervisor with Cooperating Teacher and Candidate

Student Name/ID # Click to enter name/ID. University Supervisor Click to enter name.

**Beginning Date for Placement** Click to enter a date. **End Date of Placement** Click to enter a date.

**School** Click to enter school name. **Cooperating Teacher** Click to enter teacher name.

**Date of Visit** Click to enter a date. **Time of Day** Time **Grade** Grade **Subject** Subject

**Visit with (Check):**  Cooperating Teacher  Student Teacher  Both

**Topic Discussed (Check):**

Daily Arrival Time

End of Day Time

Notification for Absences

Objectives of Student Teaching

Letter of Introduction

Typical Daily Schedule

Daily Communications

Phase-in of Teaching Responsibilities

Co-Teaching

Candidate “In Charge” of Classroom

Preparation of Lesson Plans

Evaluations:

* Midterm Date
* ST Video Analysis/CT
* Formal Lesson Evaluation
* Final Eval/Grade/Cert.

Disposition (EDA)

Additional Class Responsibilities

Attendance at:

* Faculty Meetings
* Team Meetings
* Professional Development

Attendance at School Events

Substitute Teaching Policy

Seminar Schedule/Assignments

* “Unit Plan” overview

Weekly Report to Supervisor

Midterm/Final Ratings Completed:

* Danielson wording
* No Blank Lines
* No N/A or Did Not Observe

SOE Points of Emphasis:

* Technology
* Diversity/Culturally Relevant Pedagogy

Forms to Distribute During Meeting:

* Honorarium Form
* Common Expectations

Cooperating Teacher Contact Info.

**Other Topics (List)/Comments about the Visit**: Click to enter text.