SUPERVISOR’S STUDENT TEACHING LOG AND CHECKLIST

Teacher Candidate: ____________________________________________________________

Semester: ___________ NU ID# ___________ Endorsement(s): ____________________________

School/City: ____________________________ Student’s Email/Phone: ______________________

Cooperating Teacher(s): ____________________________ Email/Phone: ______________________

University Supervisor: ____________________________ Email/Phone: ______________________

SUPERVISOR’S CHECKLIST:

AT THE BEGINNING

☐ Exchange contact information.
☐ Remind student to apply for graduation (on MyBlue).
☐ Remind student to register for Student Teaching (from placement letter information).
☐ Ask student if (s)he has joined SEAN.
☐ Remind student of Seminar, UNK Employment Fair (spring only) and to check email and Canvas weekly for announcements and discussion questions.
☐ Review student teaching expectations and attendance requirements (no more than 3 absences including interviews).
☐ Review with teacher candidate and cooperating teacher the lesson/unit plan assignment, template, and scoring rubrics (found at www.unk.edu/certification and on Canvas).
☐ Orient cooperating teacher to his/her responsibilities, especially in scoring the lesson/unit plan case study and final evaluation (use the rubric at www.unk.edu/certification).

AT THE END

☐ TaskStream: Enter scores for mid-term evaluation.
☐ TaskStream: Enter scores for lesson/unit plan (from each cooperating teacher).
☐ TaskStream: Enter scores for composite final evaluation(s).
☐ Submit this log sheet to Educator Certification Office. (Mail or send electronically.)
☐ Give Evaluation Form for Supervisors and data survey to the cooperating teacher(s) with self-addressed envelope.
☐ Give thank-you letter to cooperating teacher(s).
☐ If the student teacher requests a written letter of recommendation from you, (s)he is responsible for providing the correct form and a post-paid envelope. (Do not return to director.)
☐ Remind teacher candidate to complete appropriate exit surveys on TaskStream.

Observations

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University Supervisor’s Signature: ___________________________________ Date: ___________ 4/2018