

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

Date	Time	Teaching Activity

University Supervisor's Signature: _____ Date: _____