

**SUPERVISOR'S STUDENT TEACHING LOG AND CHECKLIST**

**Supervisor:**

**Semester:**

**Teacher Candidate:  
Endorsement(s):**

**NU ID #:  
Teacher Candidate Email:**

**Cooperating Teacher:  
Cooperating Teacher Email:**

**School/City:**

**Cooperating Teacher:  
Cooperating Teacher Email:**

**School/City:**

**Cooperating Teacher:  
Cooperating Teacher Email:**

**School/City:**

**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, AAE or a similar organization.
- Remind student of Professional Development Days, Educator Opportunities Fair and to check email and Canvas weekly for announcements.
- Review student teaching expectations and attendance requirements (no more than 3 absences)
- Review with teacher candidate and cooperating teacher the lesson/unit plan assignment, and scoring rubrics (found at [www.unk.edu/certification](http://www.unk.edu/certification) and on Canvas).
- Orient cooperating/mentor teacher to his/her responsibilities, especially in scoring the lesson/unit plan, midterm and final summative assessments. (use the rubrics at [www.unk.edu/certification](http://www.unk.edu/certification)).

**AT THE END**

- Canvas: Enter scores for mid-term summative assessment and dispositions.
- Canvas: Enter scores for lesson/unit plan (from each cooperating teacher).
- Canvas: Enter scores for final summative assessment and dispositions.
- Submit this **log sheet** to Educator Certification Office. (Mail or send electronically.)
- 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.
- Remind teacher candidate to complete appropriate exit surveys.
- Remind teacher to complete survey of supervisor and survey of demographic characteristics. Links to surveys can be found in an email from the Certification Office.

**Observations**

Date	Time	Teaching Activity

University Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_