#### ILAS 301 COOPERATING TEACHER CHECKLIST

**Items marked with an asterisk are required,** and the others are offered as suggestions. You are the best judge of which and how many of the activities listed below are appropriate for the clinical student and your classes. Please initial which activities your clinical student has completed by the end of the semester.

\_\_\_\_\_\_\_\_ \*Introduce the NIU clinical student to each class. Give her/him an opportunity to talk to the whole class about her/his major and interests.

\_\_\_\_\_\_\_\_ \* Allow your clinical student to teach a minimum of two lessons. After each lesson, complete an evaluation form and share with your clinical student.

\_\_\_\_\_\_\_\_ \*Spend part of a planning period talking to your clinical student about your teaching philosophy, classroom management ideas and strategies, the school and community.

\_\_\_\_\_\_\_\_ \*Provide opportunities for your clinical student to go over the directions in class for homework assignments and long‐ term projects.

\_\_\_\_\_\_\_\_ \*Encourage your clinical student to take an active role in maintaining an orderly classroom. Make sure he/she is aware of your discipline policy and explain the importance of consistent enforcement of school rules.

\_\_\_\_\_\_\_\_ \*Give daily informal feedback to the clinical student.

\_\_\_\_\_\_\_\_ Oversee clinical student while he/she takes attendance and marks students absent or tardy; if it is permissible, demonstrate computer attendance program.

\_\_\_\_\_\_\_\_ Provide opportunities for your clinical student to work with individual students to reinforce material taught in class.

\_\_\_\_\_\_\_\_ Provide opportunities for your clinical student to help students with research in the library, computer lab, or learning center.

\_\_\_\_\_\_\_\_ Allow your clinical student to conduct a review session or review game.

\_\_\_\_\_\_\_\_ Allow your clinical student to supervise small group work.

\_\_\_\_\_\_\_\_ Allow your clinical student to open class with a warm‐up, bellringer, or review activity.

\_\_\_\_\_\_\_\_ Provide opportunities for your clinical student to introduce enrichment activities and readings to supplement regular lesson material.

\_\_\_\_\_\_\_\_ Allow your clinical student to design a bulletin board or set up a learning center related to the current unit of instruction.

**Clinical Student Name Signature Date**

**Cooperating Teacher Name Signature Date**

**School Name/ District**