

## CHECKLIST OF STUDENT TEACHING EXPERIENCES

Please check those activities that you, the student intern, have experienced. (Most student interns will not be checking every item.)

### UNDERSTANDING PUPILS

- Make seating chart
- Work with pupils' cumulative records
- Determine learner type of students
- Have conference with a parent or parents
- Discuss pupils with the cooperating teacher
- Discuss pupils with the pastor
- Work with slow learners
- Visit homes of pupils
- Attend extra-curricular activities
- Help coach

### CLASSROOM ORGANIZATION AND MANAGEMENT

- Distribute materials
- Take roll and record attendance
- Plan and arrange a bulletin board
- Regulate light, temperature, and ventilation
- Keep record of homework and student grades
- Run fire drill
- Keep financial records (hot lunch, milk, etc.)
- Oversee book orders (Troll, God's World, etc.)
- Order school supplies

### USING INSTRUCTIONAL MATERIALS

- Run the copying machine
- Operate a fax machine
- Use desktop publishing on computer
- Use education materials on computer
- Use chalkboard/white board and maps
- Bring in supplementary materials from outside the classroom
- Use overhead transparency projector
- Use reference materials from school library
- Use educational materials from source other than school
- Use a filmstrip projector or film projector
- Use VCR and monitor
- Use the "Cable in the Classroom" or similar program
- Examine textbooks for school adoption
- Set up demonstration

### CLASS INSTRUCTION

- Make assignments
- Give drills and reviews
- Instruct classes
- Construct and give quizzes
- Construct and administer tests

- Prepare and instructional unit
- Discuss tests with pupils
- Prepare written daily lesson plans
- Prepare outlines of subject matter
- Supervise classroom study time
- Correct homework
- Examine student portfolios of any kind
- Help with unusual discipline situations
- Help in planning a field trip
- Help in planning a school party or other such activity
- Plan a special activity or lesson for the classroom
- Observe more than one classroom
- Teach in more than one classroom
- Guide class discussions
- Use a variety of methods and techniques to teach

### EVALUATING PUPIL GROWTH

- Grade homework
- Analyze sets of homework assignments for common errors
- Compute report card averages
- Administer and score achievement tests
- Participate in parent meetings
- Hold a conference with several pupils
- Write evaluation reports or pupil growth

### ENGAGING IN WIDER SCHOOL ACTIVITIES

- Assist in principal's office
- Assist with library
- Assist with co-curricular activities
- Supervise a study hall
- Learn and control classroom routine
- Attend faculty meetings
- Eat in school cafeteria
- Hold conferences with cooperating teachers
- Work with faculty committees
- Learn school policies - fire drills, discipline, accidents, assembly, dismissal, signing in, teacher duties

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