

University Facilitator Checklist

Initial School Visit

(Contact the school to set up a meeting date and time with the School Coordinator)

School Name: _____

School Coordinator: _____

School Coordinator email: _____

☐ Make the School Coordinator aware of our website and discuss procedures used to welcome Student Teachers to the school.

- ☐ Is there a plan to introduce Student Teachers to the staff?
- ☐ Will Student Teachers be provided with a school handbook?
- ☐ Will Student Teachers be given nametags?
- ☐ Computer logins?

☐ Determine if a schedule of inter-classroom visitations has been planned.

Information to Collect for Student Teachers

☐ Time Student Teachers should arrive at school _____

☐ Student Teacher Parking _____

☐ Student Teachers' mailbox location _____

☐ Bell Schedule

- ☐ First Bell _____
- ☐ Morning Recess _____
- ☐ Morning Dismissal _____
- ☐ Afternoon Commencement _____
- ☐ Afternoon Recess _____
- ☐ Afternoon Dismissal _____

☐ Date/Time of orientation meeting with the Principal/School Coordinator _____

☐ Assignment of Student Teachers with Mentor Teachers (Elementary only)

Mentor Teacher/s: _____ Grade _____

Student Teacher: _____

Mentor Teacher/s: _____ Grade _____

Student Teacher: _____

Mentor Teacher/s: _____ Grade _____

Student Teacher: _____

Mentor Teacher/s: _____ Grade _____

Student Teacher: _____

Mentor Teacher/s: _____ Grade _____

Student Teacher: _____