

Teacher Candidate/Sponsor Teacher Checklist



1. Share contact information and procedure for after-hours contact with sponsor – home phone, cell, or e-mail?
2. Identify location of workspace or a desk for teacher candidate.
3. Is there a designated area for parking?
4. School entry door access – which doors remain locked at all times?
5. What is the expected arrival time?
6. What is the expected departure time?
7. What is the sign-in procedure? IDs, keys, etc.
8. When will the teacher candidate and sponsor plan and conference daily – before or after school?
9. What is the dress code?
10. What are the photocopy policies or expectations?
11. What are the computer policies or expectations?
12. What are the cell phone policies or expectations?
13. Is the teacher candidate expected to create a Letter of Introduction to parents? When is it due?
14. Lesson plans – when does sponsor expect teacher candidate to submit them to sponsor and how?

15. Classroom management strategies – is the teacher candidate able to implement new strategies or should the teacher candidate follow the sponsor teacher’s strategies?

16. Review emergency procedures.

17. What is the teacher candidate expected to do during breakfast, lunch, recess/study hall time?

18. What is the cancellation notification process – snow day, school emergency, etc.?

19. Sponsor teacher supplies and materials – are there restrictions on what the teacher candidate can take home or bring in?

20. Parent/teacher conferences, faculty and CSE meetings – is the teacher candidate able to attend?

21. Any custody issues or parent/visitors concerns (Fall student teachers may need to wait until September to answer)?

22. Any student issues – allergies, etc. (Fall student teachers may need to wait until September to answer)?

23. Additional Items –

Sponsor Teacher Signature

Date

Teacher Candidate Signature

Date