A Student Teacher’s Responsibility Checklist

The information below contains some examples of responsibilities that were collected from comments made by cooperating teachers and college supervisors.

To your cooperating teachers…

_____ Give him/her a copy of our Handbook for Cooperating Teachers.

_____ Be punctual and prepared for all assignments.

_____ Agree on a communication procedure (i.e. home phone, e-mail; school phone) if you are absent.

_____ Plan for an appropriate sequence of student teaching experiences.

_____ Discuss and agree upon a time frame for submitting your lesson plans to your cooperating teacher prior to teaching.

_____ Coordinate observation dates with your college supervisor and cooperating teacher.

_____ Share your progress and/or concerns on an ongoing basis.

To your college supervisor…

_____ E-mail your student teaching schedule and CCNY course schedule within the first week.

_____ E-mail your absences ASAP.

_____ Suggest observation dates after speaking with your cooperating teacher. Plan for pre and post observation conferences as well.

_____ Share any problems/concerns on an ongoing basis.

_____ E-mail your lesson plan prior to the pre-observation conference.