Orientation Checklist for Student Teachers

1) Student teachers should purchase a copy of the Student Teaching Handbook. Prior to your first day in the classroom, familiarize yourself with the handbook, particularly pages 4-7, which addresses the Student Teaching expectations. The handbook can be downloaded from [http://web.mnstate.edu/edhuman/stutchinfo.cfm](http://web.mnstate.edu/edhuman/stutchinfo.cfm).

2) Students should begin journaling on the first day in the classroom. This is a helpful way to process happenings, thoughts and questions on a daily basis. Journaling is to write daily or weekly and send via email your journal by Sunday of each week to Professor Harms weekly at harms@mnstate.edu.

5) Student teachers can expect at least 4 formal observations by the University Supervisor. If an observation needs to be changed call before travel to your school via phone Professor Harms can be reached at (w) 218-477-4016 or (c) 701-893-8453.

6) Student teachers need to find out ahead of time how to contact the cooperating teacher if they must be absent due to sickness or other unforeseen circumstances. They should offer to make up the day. After 3 missed days, they are required to make up the time. Student teachers should notify their cooperating teacher via phone and their university supervisor via journal if they must be absent for any reason.

7) Students must follow the cooperating school's calendar, not MSUM's.

8) Professionalism: Go over Dress, Confidentiality, Gossip, Good Grammar

9) Lesson plans must be available to the University Supervisor during observations. It is recommended that you keep these lesson plans in a three-ring binder. The plans should be detailed, but it is not necessary to type these daily lesson plans up.

10) Go over the Stages of Student Teaching, found on page 5-6 of the handbook. Student teachers are required to do all the teaching and planning for 5 consecutive days. Professor Harms encourages 2-3 weeks of full-time teaching.

11) With each observation Professor Harms will provide you a copy of his notes and meet briefly to get your reaction to your teaching and make some suggestions. Your final evaluation will be shared with you upon Dr. Harms’ final visit.

12) Go over your Midterm by Oct. 25th and Final Evaluations by Dec. 18th with your Cooperating Teacher & University Supervisor.

13) Students should attend faculty meetings. They are encouraged to sit in on conferences if the cooperating teacher is comfortable with it.
Video Tapes of Lessons

You should video tape at least two lessons one in the first half of your student teaching and one in the latter half of your placement. I would like you to write your reaction and send your response via e-mail to Professor Harms to the following questions after viewing your videotape:

- What strengths did you see in your teaching?
- What appeared in your video that you did not notice while teaching?
- Did your students learn what you wanted them to learn? How do you know?
- How closely did you follow my lesson plan? Did you have to modify during the lesson? Why?
- What would you change/keep the next time you teach this lesson?