

<b>Checklist of Responsibilities</b> <b>Cooperating Teachers and Student Teachers</b>
--

Required Paperwork	Suggested Completion Date	Student Teacher Responsibilities	Cooperating Teacher Responsibilities
Cooperating Teacher/Student Teacher Mentor Meeting @Lourdes	1-11-12	X	X
BCI/FBI Fingerprint Check Prior to Student Teaching <i>(valid for duration of student teaching experience and prior to expiring)</i>	1-11-12	X	
Emergency Contact Form <i>(For school office)</i>	1-11-12	X	
Letter of Introduction to Families including Video/Photo Release Form	1-11-12	X	
Classroom Schedule for Supervisor(s) <i>(Daily/Weekly)</i>	1-11-12	X	
<b>Seminar #1</b> <i>(Arrive on time and remain for entire seminar 9-4 pm.)</i>	1-20-12	X	
Video/Photo Release Forms	1-20-12	X	
Course Syllabus and Acknowledgement	1-20-12	X	
Collaborative Feedback Log Binder <i>(At least one log completed collaboratively per week)</i>	1-20-12	X	X
TPA Task 1- Planning Instruction and Assessment + Commentary- Includes Context for Learning Information form <b>(commentary completed as soon as planned)</b>	2-1-12	X	
February 13, 2012 Voluntary work session for TPA Task 1: CPS Center 4:00-6:00 pm			
<b>Seminar #2</b> <i>(Arrive on time and remain for entire seminar 9-4 pm.)</i>	2-24-12	X	
TPA Task 2- Instructing and Engaging Students in Learning + Commentary <b>(video TPA lessons-then complete commentary for Task 2)</b>	2-24-12	X	
Collaborative Feedback Log Binder <i>(At least one log completed collaboratively per week)</i>	2-24-12	X	X
Bulletin Board Evaluation #1- EDE only	2-24-12	X EDE	X EDE
Midterm Evaluation- Coop. Teacher/Student Teacher/Supervisor <i>(will be sent electronically 2-17-12)</i>	2-24-12	X	X
TPA Task 3 and 4- Assessing Student Learning and Analysis of Teaching + Commentaries <b>(completed as soon as taught)</b>	3-1-12	X	
March 5, 2012 Voluntary work session for TPA Task 1: CPS Center 4:00-6:00 pm			
Résumé and Cover Letter	3-19-12	X	
<b>Seminar #3 Mock Interviews</b> <i>(Arrive on time and remain for entire seminar 9-4 pm.)</i>	3-23-12	X	
Collaborative Feedback Log Binder <i>(At least one log completed collaboratively per week)</i>	3-23-12	X	X
<b>Seminar #4</b> <i>(Arrive on time and remain for entire seminar 9-4 pm.)</i>	5-4-12	X	
Final Evaluation- Coop. Teacher/Student Teacher/Supervisor <i>(will be sent electronically 4-27-12)</i>	5-4-12	X	X
Bulletin Board Evaluation #2- EDE only	5-4-12	X EDE	X EDE
Collaborative Feedback Log Binder <i>(At least one log completed collaboratively per week)</i>	5-4-12	X	X
Letter of Reference from Cooperating Teacher	5-4-12		X
Student Teaching Journal (Daily/Weekly Reflections)	5-4-12	X	
Report Card Data from PK-12 students (EDE only)	5-4-12	X EDE	
Student Teaching Attendance Record	5-4-12	X	