IOWA STATE UNIVERSITY

TEACHER EDUCATION SERVICES

TES Handbook Meet & Greet Checklist

This resource will help serve as a guide for your Meet & Greet with your student teacher and cooperating teacher during the first week of the session. This checklist can help set the tone to make sure that you share consistent expectations.

\_\_\_\_\_ **Introductions**

\_\_\_\_\_ **General expectations for the student teaching experience**

* Attendance (no personal days, expected at school every day, teacher hours, etc.)
  + Illnesses (communication, substitute plans, COVID)
  + Student teachers follow the host district school calendar
* Professionalism (attire, communication, boundaries with students, confidentiality)
* Participation in district/building processes (Parent/Teacher Conferences, PLC’s, Open House, Staff Development)
* Growth Mindset

\_\_\_\_\_ **Handbook and Assignments**

* Checklists for student teacher, supervisor, cooperating teacher (bring these as a visual)
* Progression Map – Schedule and Requirements Chart (bring this as a visual)
* Assignments and due dates
* Bi-weekly journals and due dates
* Data Driven Instructional Sequence
* Feedback from supervisor
* Substitute Teaching during the student teaching experience

\_\_\_\_\_ **Observations and planned visits**

* Lesson Plan submission to cooperating teacher and supervisor (usually 24 hours prior to the lesson)
* Post Observation conference (can it be done immediately following the lesson?, location?)
* Observation space for supervisor
* Observation dates and times scheduled

\_\_\_\_\_ **Bi-weekly Evaluations (cooperating teacher)**

\_\_\_\_\_ **Midterm and Final Evaluations w/ Triad Conference**

\_\_\_\_\_ **Miscellaneous**

* Organization
* Collaboration
* Midterm and end of session dates
* Using Canvas
* Tk20
  + Resources on Canvas
  + Submit vs Save
  + Eduardo Boro (Tk20 Support) – [eboro@iastate.edu](mailto:eboro@iastate.edu)