

# Checklist for Mentor Teachers

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The Admission, Placement and Supervision in Student Teaching Regulation 16 KAR 5:040 uses “**Cooperating teacher**” to define a teacher who is supervising a student teacher. The U of L College of Education and Human Development (CEHD) uses the term “**Mentor teacher**” for those teachers who supervise candidates completing methods and early professional experiences. We ask mentor/cooperating teacher to collaborate on the following:

- \_\_\_\_\_ Review school handbook with U of L student (especially accident and injury protocol)
- \_\_\_\_\_ Orient U of L student to classroom and school:
  - \_\_\_\_\_ *Daily/weekly schedule*
  - \_\_\_\_\_ *Expected time of arrival and departure*
  - \_\_\_\_\_ *Dress Code*
  - \_\_\_\_\_ *Strategies for grouping students and the grading procedures*
  - \_\_\_\_\_ *Behavior management procedures (class/team & school level)*
  - \_\_\_\_\_ *Methods of assessment (ex. anecdotal notes, checklists, rubrics, learning descriptions, portfolios, open response questions)*
  - \_\_\_\_\_ *Policies*
  - \_\_\_\_\_ *Curriculum –KY Academic Standards, District Curriculum Maps, etc.*
  - \_\_\_\_\_ *I.E.P.'s & collaborative arrangements*
  - \_\_\_\_\_ *Discuss professional expectations of the U of L student in your classroom*
- \_\_\_\_\_ Introduce the U of L student to team, related arts teachers, staff and administrators
- \_\_\_\_\_ Review and sign the **Record of Field Experience Documentation Form** for each day candidate is present
- \_\_\_\_\_ Review **Methods Suggested Activities Timeline** with candidate and discuss possibilities for completing activities and tasks
- \_\_\_\_\_ Meet regularly with University Supervisor
- \_\_\_\_\_ Collaborate with university supervisor to conduct observations as required by each student’s required courses
- \_\_\_\_\_ Complete formal observation of student teacher using the CEHD required assessment documents
- \_\_\_\_\_ Collaborate with university supervisor to complete the **Disposition Assessment**
- \_\_\_\_\_ Collaborate with University Supervisor to complete a Communication of Concern if the candidate is not ready to student teach or unsatisfactory dispositions
- \_\_\_\_\_ Collaborate with University Supervisor to complete the **Methods Teaching Field Experience Grading Form.**

## Other Recommended Activities

- \_\_\_\_\_ Share a child's cumulative folder
- \_\_\_\_\_ Have brief orientation and Q & A discussion prior to the U of L student teaching lessons written by mentor
- \_\_\_\_\_ Plan a lesson with the U of L student present, sharing the issues that you consider and explaining your decision-making process. **Epecially discuss the lesson introduction and closure!** Then teach this lesson and analyze it with your U of L student. Later have the U of L student complete the same process with you and provide feedback throughout.
- \_\_\_\_\_ Engage in extended reflective conversations throughout the placement (possible topics: philosophy, behavior management, sharing & discussing professional literature, primary program/intermediate levels, team structure, teaming, integrated instruction, professional development).
- \_\_\_\_\_ Give the U of L student opportunities and guidance to conference with children through each stage of the writing process, appropriate to your classroom/teams.
- \_\_\_\_\_ Give the U of L student experiences working with flexible student groupings.
- \_\_\_\_\_ Help the U of L student learn how to take anecdotal records.
- \_\_\_\_\_ Assist the U of L student with filling out a report card and/or walk him/her through the process.
- \_\_\_\_\_ Discuss possible topics/themes for an instructional sequence
- \_\_\_\_\_ Review completed lesson plans prepared by the U of L student **prior to observation** (how far in advance is at the discretion of the mentor teacher)

**Communicate as soon as possible to the supervisor any concerns or issues!**