

(F040-a)

Lake Superior State University - School of Education

ACTIVITIES CHECKLIST FOR STUDENT TEACHERS

The following orientation experiences are appropriate for the beginning weeks of the internship assignment. Efforts should be made to complete and check off the activities appropriate to your placement.

I. General Orientation Experiences

Meet the learning community:

- Principal
- secretary
- Unit teachers
- other teachers
- educational specialist teachers
- custodian
- librarian/media specialist
- other personnel

Locate building areas:

- tour the building and community
- media center and library
- outdoor areas
- cafeteria
- gymnasium
- teacher's work area
- office (nurse)
- supply room/audio-visual
- computer lab

II. Discussion with Mentor Teacher

School policy:

- discipline
- tornado/fire/disaster drill
- injuries and illnesses
- absences
- rules
- faculty meetings
- parking
- school calendar
- use of media center
- use of copy machines, etc.

Unit or room policy:

- classroom rules
- curriculum
- teacher manuals
- basic routine
- management techniques
- students with special needs
- record keeping
- grouping
- available resources
- multicultural issues

III. Observation of the Mentor Teacher's Procedures

- lecture
- use of textbook
- discussion
- time management
- whole class work
- small group work
- cooperative learning
- individualization
- special needs students
- communication
- pacing
- teacher/teacher interaction
- questioning techniques
- reinforcement
- feedback
- student/teacher interaction
- directions
- listening
- synthesis
- conclusions and closure
- assessment and evaluation
- discipline/management
- motivational strategies
- parent/teacher interaction

IV. Other Daily Routines

- before school
- bus arrival
- lunch time
- dismissal (buses)
- homework lab
- recess duty
- inclement weather