

COOPERATING TEACHER VISITATION DAY PROTOCOL

BEFORE VISITATION DAY

Plan ways the student can become involved on Visitation Day.

Mention student teacher arrival to your class(es).

Become acquainted with Student Teaching Handbook - available on line @ <http://soe.purdue.edu/fieldexp/>

Acquire necessary teaching materials to be loaned to the student teacher and school-related information:

- Teacher's guides/textbooks
- Student handbook
- Building handbook
- Daily schedule
- School calendar
- Curriculum guides
- Fire drill plan
- Tornado drill plan
- Universal precautions

ON VISITATION DAY

Discuss:

- Subjects to be taught
- Routine tasks
- Special classroom situations
- Goals to be accomplished
- Lesson plans
- Location and use of classroom materials
- Daily arrival and departure time
- Professional relationships and conduct

Provide information regarding:

- General make-up of community
- Building layout, classroom locations/map of school
- Parking
- Daily Schedule
- Classroom rules/procedures (student handbook)
- Disciplinary procedures
- Additional/adjunct responsibilities (hall duty, bus duty, cafeteria duty, etc.)
- Miscellaneous information -- dress code, special procedures, emergencies, staff meeting schedule, where to copy materials, media center/computer lab procedures, lunchroom, etc.

Introduce student teacher:

- Classes
- Staff members
- Building administrator(s)
- Auxiliary staff

AFTER VISITATION DAY *Cover just prior to or very early in the student teaching assignment*

Discuss:

- Current school activities
- Expectations by community of student teacher
- Long range plan for assuming teaching responsibilities
- Evaluation procedures for classes
- University supervisor directions/plans, etc.
- Student teacher evaluation procedures