**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

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