

## STUDENT TEACHER VISITATION DAY PROTOCOL

### BEFORE VISITATION DAY

- Contact cooperating teacher by letter and/or phone. Introduce yourself and plan your visit.
- Prepare a list of personal goals for your student teaching experience.
- Determine location of school.
- Prepare a list of questions to ask during Visitation Day.
- Remember, positive public relations are essential for success.

### ON VISITATION DAY

- Dress professionally.
- Arrive on time.
- Think *before* you speak.
- Introduce yourself to your cooperating teacher.  
(Anticipate being introduced to the building administrator(s), office personnel, etc.)
- Observe classroom behavior management techniques used by your cooperating teacher.
- Interact, in some way, with students.
- Acquire necessary teaching 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
- Ask about lesson plans and anticipated student teaching schedule.
- Locate media center, restroom, supply area, lunchroom, health office, etc.

### AFTER VISITATION DAY

- Write a letter or note to the cooperating teacher thanking her/him for taking time to talk with you.
- Contact the University supervisor about the goals and expectations. Discuss how to combine requirements of the cooperating teacher and the program area/University supervisor.