

Checklist of Basic Documentation and/or Conditions Wisconsin Lutheran College

Teacher Candidate: _____ **Date Completed:** _____ **Supervisor:** _____

Directions: *During the visits for each placement, the supervisor shall observe for each of the following items and indicate that observation with a (Y) check.*

Section 1: WLC Departmental Expectations

- _____ Student teaching expectations/guidelines
- _____ Established journal
- _____ Lesson plan book/folder (for self)
- _____ Lesson plan book/folder (for CT and supervisor)

Comment:

Section 2: Cooperating School Expectations

- _____ Daily schedule
- _____ Semester schedule
- _____ School requirements/rules/procedures
- _____ Emergency information

Comment:

Section 3: Proficiency with Curriculum

- _____ School curriculum guides
- _____ Core standards for subject areas
- _____ Grade level proficiency expectations
- _____ Teacher's Editions
- _____ Supplementary Instructional Materials

Comment:

Section 4: Lesson Preparation/Readiness

- _____ Appropriate texts
- _____ Workbooks
- _____ Teacher prepared materials
- _____ WLC lesson plan/format
- _____ Class lists
- _____ Attendance/Seating charts
- _____ AV equipment for production
- _____ Technology
- _____ Information on students (particularly exceptional needs/circumstances)

Comment:

Section 5: Instructional Performance

- _____ Articulated objectives
- _____ Outline of procedure
- _____ Physical evidence of detailed lesson plan
- _____ Cooperating teacher approval of plan
- _____ Evidence of student independent work (homework)
- _____ Use of varied modalities
- _____ Use of multiple intelligences
- _____ Chalkboard use
- _____ AV usage for instruction
- _____ Technology for any aspect of lesson

Comment:

Section 6: Evaluation of Student Growth

- _____ Checked regularly for student understanding during lesson
- _____ Designed/Used formative measures
- _____ Designed/Used summative measures
- _____ Established a record-keeping system
- _____ Recorded grades in some format
- _____ Designed/Used rubrics
- _____ Posted student work
- _____ Utilized student journals or learning logs
- _____ Utilized student portfolios/folders
- _____ Participated in parent conferences or feedback opportunities

Comment:

Section 7: Positive Learning Environment

- _____ Posted expectations/rules/procedures
- _____ Posted class schedule
- _____ Organized classroom materials
- _____ Bulletin boards
- _____ Appropriate seating arrangement
- _____ Neat organized student spaces
- _____ Orderly arrival/dismissal

Comment: