

Cooperating Teacher Checklist

The Cooperating Teacher Checklist is a valuable tool designed to guide and confirm the key actions necessary for a successful mentor-mentee experience with your TeacherReady candidate. We encourage cooperating teachers to keep a copy of the checklist readily available and use it as a reference during conferences and ongoing collaboration with their teacher candidate.

TEACHER CANDIDATE NAME:		
START DATE:		POTENTIAL END DATE:
AREA OF CERTIFICATION:		GRADE:
COMPLETED	DATE	KEY ACTIONS
<input type="checkbox"/>		Placement: Clinical Placement Confirmation
<input type="checkbox"/>		Introduction: Meet your mentee and set up your mentoring schedule and expectations.
<input type="checkbox"/>		Mentoring Conferences: During Foundation Courses and Intensive Lessons 1-4 meet at least once a month or when mutually agreed
<input type="checkbox"/>		Clinical Training Certificate: Complete clinical training or submit documentation of similar training. If cooperating teacher is an administrator, submit an administrative license or educational leadership certificate.
<input type="checkbox"/>		Benchmark Assessment <input type="checkbox"/> Pre-Benchmark Assessment conference (content planning) <input type="checkbox"/> Observation & Submission of Benchmark Assessment <input type="checkbox"/> Post Benchmark Assessment conference (feedback)
<input type="checkbox"/>		Mentoring Conferences: During Intensive Lessons 5-7 meet at least once a month or when mutually agreed
<input type="checkbox"/>		Culminating Clinical Experience Evaluation <input type="checkbox"/> Pre-Final Evaluation/Week of Culminating conference (content planning) <input type="checkbox"/> Review Lesson Plans and Pre/Post Test <input type="checkbox"/> Observation of one full week of student teaching for teacher candidates doing clinical in mentor's classroom or 5 consecutive lessons for teacher candidates doing clinical in their own classrooms <input type="checkbox"/> Submit Culminating Clinical Experience Evaluation <input type="checkbox"/> Post Final Evaluation/Week of Culminating conference (feedback)

Questions? Contact the TeacherReady Team if you have any questions at 850.898.3949 or TeacherReadyAdvisors@uwf.edu.