

# TeacherReady Cooperating Teacher Checklist

The Mentor Checklist will help you follow and verify each of the most important actions for a successful mentor/mentee experience while you work with your TeacherReady candidate. We encourage mentors to keep a copy available to use during conferences with their teacher candidate.

<b>TEACHER CANDIDATE NAME:</b>	
<b>START DATE:</b>	<b>POTENTIAL END DATE:</b>
<b>AREA OF CERTIFICATION:</b>	<b>GRADE:</b>

COMPLETED	DATE	ACTION
<input type="checkbox"/>		Field Placement Confirmation
<input type="checkbox"/>		Meet your mentee and set up your mentoring schedule
<input type="checkbox"/>		Mentoring Conferences – during Foundation Courses and Intensive Lessons 1-4 at least once a month or when mutually agreed
<input type="checkbox"/>		Clinical Training Certificate submitted (Administrators submit administrative license or educational leadership certificate)
<input type="checkbox"/>		Benchmark Assessment <input type="checkbox"/> Pre-Benchmark Assessment conference (content planning) <input type="checkbox"/> Benchmark Assessment <input type="checkbox"/> Post Benchmark Assessment conference (feedback)
<input type="checkbox"/>		Mentoring Conferences – during Intensive Lessons 5-7 at least once a month or when mutually agreed
<input type="checkbox"/>		Culminating Field 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"/> Final Evaluation (observe 5 lessons) <input type="checkbox"/> Post Final Evaluation/Week of Culminating conference (feedback) <input type="checkbox"/> Submit Culminating Field Experience Evaluation
<input type="checkbox"/>		Contact the TeacherReady Team if you have any questions at <a href="mailto:TeacherReadyAdvisors@uwf.edu">TeacherReadyAdvisors@uwf.edu</a>