

# TeacherReady 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.

<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"/>		<b>Placement</b> - Clinical Placement Confirmation
<input type="checkbox"/>		<b>Introduction</b> - Meet your mentee and set up your mentoring schedule
<input type="checkbox"/>		<b>Mentoring Conferences</b> – during Foundation Courses and Intensive Lessons 1-4 meet at least once a month or when mutually agreed
<input type="checkbox"/>		<b>Clinical Training Certificate</b> – complete training or submit administrative license or educational leadership certificate if cooperating teacher is an administrator
<input type="checkbox"/>		<b>Benchmark Assessment</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Benchmark Assessment conference (content planning)</li> <li><input type="checkbox"/> Benchmark Assessment</li> <li><input type="checkbox"/> Post Benchmark Assessment conference (feedback)</li> </ul>
<input type="checkbox"/>		<b>Mentoring Conferences</b> – during Intensive Lessons 5-7 meet at least once a month or when mutually agreed
<input type="checkbox"/>		<b>Culminating Clinical Experience Evaluation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Final Evaluation/Week of Culminating conference (content planning)</li> <li><input type="checkbox"/> Review Lesson Plans and Pre/Post Test</li> <li><input type="checkbox"/> Final Evaluation (observe 5 lessons)</li> <li><input type="checkbox"/> Post Final Evaluation/Week of Culminating conference (feedback)</li> <li><input type="checkbox"/> Submit Culminating Clinical Experience Evaluation</li> </ul>
<input type="checkbox"/>		<b>Questions</b> - contact the TeacherReady Team if you have any questions at <a href="mailto:TeacherReadyAdvisors@uwf.edu">TeacherReadyAdvisors@uwf.edu</a>