

Saint Louis University School of Education
"Reflective practitioners dedicated to excellence in service to others."

ORIENTATION CHECKLIST

Do as many of the following activities during the first week or two of student teaching. Complete a separate checklist for each student teaching placement. In the spaces provided, write the dates that you completed each activity. Ask your university supervisor if he/she wants you to see this checklist during the first observation.

I. Orientation with Building & Materials

- Toured building
- Observed lunchroom
- Observed hallways during passing time
- Toured media center
- Received orientation to A.V. & photocopying equipment & procedures
- Examined relevant curriculum materials: texts, trade books, maps, etc.
- Located copies of the relevant curriculum guides
- Obtained copy of the Faculty Handbook
- Obtained copy of the Student Handbook
- Cultural/linguistic environment
- Other:

II. Discussion with Cooperating Teacher(s)

A. School policies

- | | |
|---|--|
| <input type="checkbox"/> Discipline & management | <input type="checkbox"/> Absences |
| <input type="checkbox"/> Daily schedules | <input type="checkbox"/> Fire drill, tornado drill, etc. |
| <input type="checkbox"/> Injuries/illness reporting | <input type="checkbox"/> Weather/cancellation |
| <input type="checkbox"/> Cell Phone usage | |
| <input type="checkbox"/> Other: | |

B. Room policies

- | | |
|--|--|
| <input type="checkbox"/> Classroom rules | <input type="checkbox"/> Daily Schedule |
| <input type="checkbox"/> Record keeping procedures | <input type="checkbox"/> Student grouping |
| <input type="checkbox"/> Use of curricular materials | <input type="checkbox"/> Technology uses by students |
| <input type="checkbox"/> Accommodations and service procedures | |
| <input type="checkbox"/> Other: | |

III. Orientation with other School Personnel

- Met & talked with principal
- Met & talked with counselor(s)
- Met & talked with team leader or school head
- Met & talked with grade level team or content team
- Met & talked with special education teachers
- Met & talked with librarian
- Met & talked with relevant paraprofessionals
- Met school nurse
- Met administrator assistant(s)
- Met custodians
- Met cafeteria staff
- Other:

IV. Observation of Cooperating(s) Educator

- | | |
|--|--|
| <input type="checkbox"/> Lecture/discussion | <input type="checkbox"/> Projects |
| <input type="checkbox"/> Problem solving activities | <input type="checkbox"/> Experiments |
| <input type="checkbox"/> Demonstrations | <input type="checkbox"/> Questioning techniques |
| <input type="checkbox"/> Pacing of lessons | <input type="checkbox"/> Use of differentiated instruction |
| <input type="checkbox"/> Use of Technology Tools | |
| <input type="checkbox"/> Use of A.V. equipment, e.g. video and overheads | |
| <input type="checkbox"/> Use of supplemental materials | |
| <input type="checkbox"/> Use of other displays: writing on board, audiotapes, etc. | |
| <input type="checkbox"/> Other: | |

V. Contact information

- Obtained Cooperating Teacher's contact information.
- Obtained the school's contact information
- Obtained the university supervisor's contact information.