

FIELD-BASED YEAR ACTIVITIES CHECKLIST

Name _____

Date _____

Initial and date when completed (items appropriate in your placement)

EDU 488/489 EDU 499

EDU 588/589 EDU 599

1. Study thoroughly *Student Teaching Handbook*. Follow directions and suggestions carefully.
2. Meet custodians and other staff members.
3. With cooperating teacher assistance, prepare a set of objectives for each semester.
4. Meet and hold a conference with the principal about school policies, school's plan, and other matters.
5. Secure and study a copy of the school schedule.
6. Secure and study material on the community; report findings in a journal entry.
7. Locate and become familiar with files and materials in the classroom: Textbooks, Supplementary books, Magazines, etc.
8. Study individual records of students for greater understanding of physical, emotional, and intellectual capacities (if recommended by cooperating teacher).
9. Make a seating chart and learn students' names for each class.
10. Observe teacher's guidance of routine tasks and assist in supervision of these duties.
11. Assume responsibility for making and reporting attendance.
12. Learn bases and symbols used in grading.
13. Assist in correcting papers and evaluating students.
14. Determine which classes or subjects you will teach first, when you will start, and what will be taught.
15. Hold informal discussions with students whenever feasible, to determine out-of-school interests or hobbies.
16. Visit the librarian and talk about procedures for securing materials, etc.
17. Arrange a bulletin board display at least once each semester.
18. Arrange in making classroom efficient and attractive by:
 Bringing in pictures pertinent to the work.
 Aiding pupils in attractive arrangement of the bulletin board.
 Assisting in the display of student's work.
19. Make planned observations designed to yield data on a particular part of the total situation, such as physical differences in students, evidence of pupil-to-pupil relationships, etc.
20. Practice writing on the board.
21. Observe student lunchroom behavior.
22. Study a set of student papers, noting handwriting quality and errors in spelling and grammar.
23. Attend a faculty meeting.
24. Attend a PTA/PTO meeting.
25. Attend a school social function.
26. Work with a teacher in homeroom.
27. Become acquainted with and keep attendance registers, make attendance reports, and study accumulative record forms.
28. Become familiar with the Georgia Code of Ethics for Educators.