FIELD-BASED YEAR ACTIVITIES CHECKLIST

Name _____ Date _____

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

EDU 488/489 EDU 588/589	EDU 499 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.

FORM C