**Host Teacher Checklist**

\_\_\_\_\_\_I have prepared my class (classes) for the arrival of “another teacher.”

\_\_\_\_\_\_I have arranged for a desk or personal space for my Intern (desk, table, and chair).

\_\_\_\_\_\_I welcomed my Intern’s call to set up a meeting to visit the classroom prior to officially beginning.

\_\_\_\_\_\_I met with the University Supervisor and read the material supplied by the University to provide background information about my Teacher Candidate and the program components.

\_\_\_\_\_\_I prepared/acquired a collection of pertinent information and material that my Intern will be working with. (Class list, classroom procedures and schedule, District policies, teacher editions, report examples, curriculum maps, etc.).

**My Intern and I BOTH have:**

\_\_\_\_\_\_exchanged personal contact information.

\_\_\_\_\_\_chosen a particular time for planning; on a daily and weekly basis.

\_\_\_\_\_\_developed/thought about a schedule for the assumption of teaching and other duties.

\_\_\_\_\_\_developed expectations for the Intern concerning the submission of lesson plans and how feedback will be communicated.

\_\_\_\_\_\_discussed the College Clinical Experience Program components so we are both informed about these expectations.

**Week 1**

\_\_\_\_\_\_I introduced my Teacher Candidate to my co-workers including the school administration.

\_\_\_\_\_\_I familiarized my Teacher Candidate with the school facilities, resources and policies regarding the use of materials and equipment.

\_\_\_\_\_\_I explained the procedures for record keeping.

\_\_\_\_\_\_I provided time for my Teacher Candidate to examine data from the academic records of students My Teacher Candidate working with, my lesson plans and to become familiar with the various services the school provides such as guidance, ESL, teacher support, library, media etc.

**Week 2 and Beyond:**

\_\_\_\_\_\_I have helped my candidate develop plans for his or her teaching experiences.

\_\_\_\_\_\_I have helped my candidate identify specific competencies to strive to improve.

\_\_\_\_\_\_I followed the practice of cooperative development of lesson plans for each phase or class.

\_\_\_\_\_\_I have co-taught lessons with my candidate, gradually relinquishing teaching responsibilities.

\_\_\_\_\_\_I observed my Intern very closely and consistently during their teaching experiences to provide continuing, specific feedback and evaluation, including specific suggestions for improvement and specific praise for successes.

\_\_\_\_\_\_I communicated openly with my Intern regarding professional issues and encouraged my Intern to evaluate his or her own plans and teaching practice.

\_\_\_\_\_\_I examined my Intern’s lesson plans daily throughout the program, initialed the plans and have provided meaningful feedback.

\_\_\_\_\_\_I have allowed and encouraged my Intern the flexibility to choose his or her own teaching the so long as the methods did not impede student learning.

\_\_\_\_\_\_I have encouraged initiative and creativity on the part of my Intern.

\_\_\_\_\_\_I have conferred with the College Supervisor at each observation visit.

\_\_\_\_\_\_I have provided my Intern with some written evaluations of their teaching.

\_\_\_\_\_\_I have provided opportunities for my Intern to observe other classes and other teachers.