

CHECKLIST FOR REQUIRED ASSIGNMENTS FOR FIELD EXPERIENCE
(400 points total) = one grade

Create/design at least one unit plan that complies with the school's curriculum and should include: Pre-post assessments, objectives, state benchmarks, INTASC standards. Submit the proposed unit plan to your field supervisor *before* you begin to working on the unit. (See Appendix A) **(100 points)**

Daily lesson plans turned in to the cooperating teacher at least **48** hours before the lesson is taught in order to receive any suggestions; keep all lesson plans in a notebook in the classroom for your field supervisor to review. Use an "approved" format for lesson plans which will be evaluated. Your field supervisor and cooperating teacher may allow you to use a shorter version because of a heavier teaching load. (See Appendix B) **(40 points/10 points each X 4)**

Observation of other teachers, subjects, grade levels. . Report the results in your journal. Secondary - arrange to spend one day following a specific student's schedule. Report your observation in the journal. Use form in Appendix C for the observations. **(20 points)**

Complete the Mid-term Evaluation; share it with your cooperating teacher and field supervisor and set goals for the second half of your experience. (See Appendix D) **(5 points)**

A video of your teaching will be necessary after mid-term...more information will be on the website. (See Appendix E) **(40 points)**

Elementary and Secondary: Create a portfolio of your teaching experiences. Show it to the field supervisor during the final conference. (See Appendix F) **(80 points) Please Note: More Information will be coming shortly.**

Special Needs Project (See Appendix G) **(40 points)**

Turn in one schedule of your classes and teaching times to your field supervisor; send in any weekly updates. **(5 points)**

Maintain an ongoing journal to share with the university supervisor which shows that you are reflecting on your skills, content knowledge and disposition as well as instructional techniques. **(40 points)** [\(link to Reflections Journals Rubric\)](#)

Attend a maximum of two hours of a school board meeting. Write a reflection of at least one page in your journal. **(10 points)**

Prepare for and participate in parent/teacher conferences or an open house or Parent/community event. You may also create a newsletter to parents. Show documentation of the event in your journal and/or your portfolio. **(20 points)**