

## **AGENDA FOR THE CALENDAR MEETING**

### **General Information:**

1. Exchange phone, email, cell phone numbers
2. Review procedures for missing school
  - a. Call host teacher
  - b. Call supervisor if a visit is scheduled
  - c. \_\_\_\_\_
3. Snow day procedures
4. Daily, weekly schedules to WWC supervisor ASAP
5. Full day meetings at WWC \_\_\_\_\_, weekly seminar days (review calendar, expectations)
6. Time discussion: school day begins at \_\_\_\_\_ ends at \_\_\_\_\_
7. Sign in and out of school daily, if not required in office, in classroom
8. Placement of information for supervisor visits
9. Importance of following cooperating teacher's schedule exactly
10. Reminder to fill out all dialogue sheets, reflections, evaluations, etc. from ST notebook

### **Handbook:**

1. Lesson Plan format agreement, include SCOS/objectives on each
2. Placement in ST notebook or other designated organized place
3. Copy of lesson plan and additional papers used in lesson for observer (make certain that you have checked lesson plan with host teacher)
4. WWC observation forms
5. Observation expectations from Supervisor and host teacher

### **Primary Responsibility:**

1. 5-6 weeks (minimum 25 class days, with absences made up)
2. ST responsible for all plans including host teacher and assistant
3. ST must be able to handle all aspects of school day without assistance from host teacher
4. Look at ST calendar and agree on takeover plans and return of class plans, inform supervisor
5. Plan midterm evaluation date

### **Cooperating Teacher Responsibility**

1. Mentor and support ST with resources for planning and teaching
2. Review and approve lesson plans and materials
3. Weekly formal dialogue (minimum)
4. Request two formal observations of ST
5. Midterm evaluation forms and dialogue with supervisor
6. Final evaluation forms and dialogue with ST and supervisor
7. Alert supervisor if issues arise

**WWC Supervisor Responsibility:**

1. Mentor and support ST
2. Provide insight and information to ST based on observations and our experiences
3. Observe at all teaching times during the day (if possible)
4. Observe in all instructional settings; individual, small group, whole group