Form C1
Intern Checklist #1
To be completed by intern and submitted to the College of Education by:
Friday, February 8, 2002

Name __________________________ Subject area/Grade Level ______________________
School _______________________ University Supervisor ______________________

This checklist helps our office be alerted to any concerns regarding the experiences provided for the intern. There is
also a place for comments, which we read carefully.

Directions: Circle the number of each experience/event that you have had to this point. Leave all the rest blank.

1. In general, I feel welcome at the school.
2. I have had a tour of the whole school.
3. I have met the school principal.
4. I have met at least three teachers other than my Cooperating Teacher.
5. I was introduced to the students within the first two or three days.
6. A desk/table or other working area has been provided for me.
7. I have access to a copy of the school’s faculty/staff handbook.
8. I have access to a copy of the Teacher’s Edition of the textbooks or other necessary teaching materials.
9. I have discussed the materials in The Cooperating Teacher’s Handbook with my teacher.
10. I am familiar with the daily schedule and school routines.
11. I am familiar with the school rules that the students have to follow.
12. I am familiar with the specific rules that my Cooperating Teacher has established for his/her class.
13. I have been instructed in the emergency procedures for fire drill, etc.
14. I have had a chance to observe my Cooperating Teacher manage large-group instruction.
15. I have observed my Cooperating Teacher manage small group/individual instruction.
16. I have had the opportunity to work with individual students.
17. I have had the opportunity to plan learning experiences for the students.
18. My University Supervisor has made him/herself available to me for assistance/guidance.
19. My University Supervisor has visited me at the school and talked with my Cooperating Teacher.
20. My University Supervisor has observed my instruction and provided feedback at least one time.

Comments: (Please tell us anything that you think we should know at this point.)
Dr. Hilda C. Rosselli
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