Optional Form I
Conferencing Guide for Cooperating Teachers and Interns

Directions: The following questions are suggested as a guide for cooperating teachers to use when conferencing with the intern.

ACADEMIC PREPARATION, INSTRUCTIONAL PLANNING, AND TEACHING EFFECTIVENESS

__ 1. Do you have an in-depth understanding of the subject area including concepts, facts and interrelationships of ideas, background and supporting information and resources?

__ 2. Do your lesson plans show creativity in selecting and arranging activities to achieve goals?

__ 3. Do you contracted behavioral/performance objectives that are appropriate for the lesson?

__ 4. Do you provide for different learning styles among students when planning lessons?

__ 5. Do your lesson plans reveal a variety of teaching techniques?

__ 6. Are your instructional procedures consistent with your stated objectives?

__ 7. Do you select appropriate and effective resources when planning your lessons?

__ 8. Do your lesson plans allow for student participation?

__ 9. Do your evaluation instruments clearly reflect your lessons' objectives?

__10. Do you use a variety of techniques for assessing student progress?

__11. Do you use evaluation results in planning future instructional activities?

COMMUNICATION SKILLS

__ 1. Do you consistently employ appropriate grammar and vocabulary in oral communication?

__ 2. Do you write clearly, legibly, and in an organized manner?

__ 3. Are your oral directions for instruction clear and concise?

PROFESSIONAL AND PERSONAL CHARACTERISTICS

__ 1. Do you project a professional image?

__ 2. Have you established a positive rapport with your colleagues?

__ 3. Do you carry out all school-related tasks promptly and effectively?

__ 4. Do you have a sense of humor?

__ 5. Do you actively participate in school functions beyond regular classroom duties?

__ 6. Are you reliable, dependable and trustworthy?

__ 7. Are you absent often due to illness?

__ 8. Does your appearance indicate that you place a high value on professional practice?

__ 9. Are you aware of the "culture" of the school?