

PROBATIONARY STATUS FOR STUDENT TEACHING CHECKLIST OF ACTIVITIES

For the Director of Student Teaching:

The Director of Student Teaching will:

Prior to student teaching:

Recommend that a teacher candidate be placed on Probationary Status
Teacher candidate will be notified in writing of his/her probationary status.
Follow-up meeting with the Director of Student Teaching will detail the conditions of the probation. The
Teacher candidate will be required to sign a contract (See Appendix G) indicating his/her acknowledgement of the conditions of the probation.
Create a contract with set of behavioral goals and objectives
College supervisor will be notified in writing and receive written copy of contract
Cooperating teacher will be notified in writing and receive written copy of contract

Three-week mark:

Consult with CS and CT to determination progress towards goals
Summarize the result of this consultation in writing to the student teacher.
Communicate progress report in person and in writing (See Appendix I) to the student teacher by the Director of Student Teaching and/or college supervisor.

Five-week mark:

Consult with the cooperating teacher and college supervisor to make one of three determinations regarding continuation of probationary status
Summarize the result of this consultation in writing to the student teacher
Communication recommendation in person and in writing (See Appendix I) to the student teacher

Termination of probation:

Communicate decision in writing to student teacher, as well as college supervisor and cooperating teacher
Encourage student teacher to maintain high levels of performance in ensuing weeks of student teaching experience
Alert Education Department chairperson and faculty of decision

Continuation of probation:

Consult at the end of each week with the cooperating teacher and college supervisor to

develop Composite Major or convert existing major to non-Education major
Director of Student Teaching will alert Education Department chairperson and
Education Department faculty of decision
Director of Student Teaching will alert other pertinent College personnel as
appropriate and necessary (e.g., Dean of Students, Counseling and
Psychological Services)

For the College Supervisor:

The College Supervisor will:

Weekly:

Schedule weekly visits

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Provide suggestions and resources

Communicate his/her observations and conclusions to the student and the Director of Student Teaching

For the Student Teacher:

Following notification of Probationary Status decision, schedule and attend meeting with the Director of Student Teaching to discuss Probationary Status parameters and procedures

Create a Probationary Status contract in consultation with the Director of Student Teaching

Develop a set of behavioral goals and objectives within the Probationary contract

Sign the Probationary Status contract, indicating not only receipt of said contract, but acknowledgement of terms and conditions of said contract

Work diligently during student teaching experience to address goals on a daily and weekly basis

Monitor progress towards Probationary Status goals on a daily and weekly basis

Collect evidence of movement towards Probationary Status goals

Meet with college supervisor and/or cooperating teacher to evaluate progress towards Probationary Status goals