Saint Louis University School of Education
"Reflective practitioners dedicated to excellence in service to others."

ORIENTATION CHECKLIST

Do as many of the following activities during the first week or two of student teaching. Complete a separate checklist for each student teaching placement. In the spaces provided, write the dates that you completed each activity. Ask your university supervisor if he/she wants you to see this checklist during the first observation.

I. Orientation with Building & Materials
   ____ Toured building
   ____ Observed lunchroom
   ____ Observed hallways during passing time
   ____ Toured media center
   ____ Received orientation to A.V. & photocopying equipment & procedures
   ____ Examined relevant curriculum materials: texts, trade books, maps, etc.
   ____ Located copies of the relevant curriculum guides
   ____ Obtained copy of the Faculty Handbook
   ____ Obtained copy of the Student Handbook
   ____ Cultural/linguistic environment
   ____ Other:

II. Discussion with Cooperating Teacher(s)
   A. School policies
      ____ Discipline & management
      ____ Absences
      ____ Daily schedules
      ____ Fire drill, tornado drill, etc.
      ____ Injuries/illness reporting
      ____ Weather/cancellation
      ____ Cell Phone usage
      ____ Other:
   B. Room policies
      ____ Classroom rules
      ____ Record keeping procedures
      ____ Use of curricular materials
      ____ Daily Schedule
      ____ Student grouping
      ____ Accommodations and service procedures
      ____ Technology uses by students
      ____ Other:

III. Orientation with other School Personnel
    ____ Met & talked with principal
    ____ Met & talked with counselor(s)
    ____ Met & talked with team leader or school head
    ____ Met & talked with grade level team or content team
    ____ Met & talked with special education teachers
    ____ Met & talked with librarian
    ____ Met & talked with relevant paraprofessionals
    ____ Met school nurse
    ____ Met administrator assistant(s)
    ____ Met custodians
    ____ Met cafeteria staff
    ____ Other:
IV. Observation of Cooperating(s) Educator

____ Lecture/discussion
____ Problem solving activities
____ Demonstrations
____ Pacing of lessons
____ Use of Technology Tools
____ Use of A.V. equipment, e.g. video and overheads
____ Use of supplemental materials
____ Use of other displays: writing on board, audiotapes, etc.
____ Other:

V. Contact information

____ Obtained Cooperating Teacher’s contact information.
____ Obtained the school's contact information
____ Obtained the university supervisor’s contact information.