

Introductory Meeting Checklist

MEETING GUIDELINES

1. UIC schedules meeting with Candidate and CT (meeting no more than 30 - 45 minutes).
2. Ask Candidate & CT to bring a print or electronic version of the internship handbook.
3. Ask Candidate to record & bring their goals for student teaching. Prompt them to think about what they have learned "so far" and to identify approximately two areas they would like to improve in or experience.

HOUSEKEEPING

1. Start meeting with introductions that include a brief statement about each person's background experience.
2. Confirm contact information (located on document provided by OFE) for Candidate and CT is correct. Ensure Candidate and CT have UIC contact information.
3. Make sure Candidate has their own space/desk/table in the classroom.
4. Assist CT and Candidate in determining daily start/end time, and a plan for introducing Candidate to parents (letter?) and students (if prior to start).

HANDBOOK PREVIEW (FOCUS ON THE ITEMS LISTED BELOW)

1. Handbook sections – briefly summarize each
2. Procedures for reporting absences and emergencies (fire, lock-down, injury, etc.)
3. Responsibilities/roles of the UIC and CT
4. Timeline for integrating Candidate into the classroom (**reference student teaching calendar from OFE website**)
 - a. Identify Candidate's last day and record in planner
 - b. Explain final week – transition back to CT, Candidate observes in other classrooms, etc.
 - c. Identify edTPA due date and record in planner (if applicable)
 - d. Explain expectations for 3 weeks of full responsibility; record these dates in planner
 - e. Review gradual increase of Candidate's teaching responsibility
5. Outline of first few days: learn classroom rules & routines, review curriculum, schedule a regular time to meet
6. Observation process and expectations
 - a. **Detailed** lesson plan required at least 24 hours prior to observation (discuss required template, lesson features, etc)
 - b. Observations based on evaluation criteria; notes delivered to Candidate and CT
 - c. Debrief occurs immediately after observation OR at a pre-arranged time later that same day
 - d. Supplemental observations: UIC and Candidate observe CT, UIC and CT observe Candidate
7. Process for completing midterm and final evaluations
8. Intern Substitute Certificate requirements (fulltime term only; must have completed at least 3 weeks)
9. Co-Teaching approaches – great way to help Candidate get started without independent responsibility
10. edTPA guidelines (if applicable) – acceptable support, only WWU directed time off, etc

CANDIDATE

1. Lesson plans required for all lessons, submit to CT 48 hours in advance (more if requested; informal format OK)
2. Must show evidence of short- and long-term planning. Start NOW, CT leads, gradually increase responsibility
3. Prepare for edTPA – send home video forms NOW, find & test video equipment, print handbook, review Canvas
4. Start edTPA immediately – identify central focus, write lesson plans, complete Context for Learning
5. Typical to need support with classroom management. Observe CT, discuss strategies, gradually increase responsibility, intentionally develop 'teacher presence'
6. Receive and incorporate feedback, try out new strategies, and have reflective conversations about mistakes
7. Review student teaching goals with UIC and CT (should have been completed prior to meeting)

NEXT STEPS

1. Schedule at least the first observation and discuss general schedule for future observations.
2. Ask Candidate to send school schedule within the next few days.