

STUDENT TEACHER: \_\_\_\_\_ SCHOOL SITE: \_\_\_\_\_

MENTOR TEACHER: \_\_\_\_\_ UCO SUPERVISOR: \_\_\_\_\_

**OBSERVATION #1**---Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. What is the mentor's email address? \_\_\_\_\_
2. How many years of experience does this mentor have? \_\_\_\_\_
3. What are the certification areas of this mentor? \_\_\_\_\_
4. What is the principal's name and email \_\_\_\_\_
5. Had the mentor been told about the student teacher website? \_\_\_\_\_ If not, please have the student teacher show them this important resource for information. (If time allows, have them do this now to ensure this important resource is given to the mentor.)
6. Discuss your expectations with the student teacher regarding:
  - a. Professional dress and behavior-also confidentiality, teachers' lounge, behavior with students and staff, etc.
  - b. Attendance /Absences—Make up time sheets are on the website which include how time may be made up.
  - c. Communication (Could include how to notify mentor, supervisor and UCO when absent, and concerning written and oral communication expectations.)
  - d. Lesson plans
  - e. Elements of a good lesson that you expect to see each time (Introduction, questioning, discussion, modeling, application, closing etc.)
  - f. Goals regarding Co-Teaching (If the mentor is not trained, we do have a training module that can train them at their convenience.)
  - g. Observations of other teachers
  - h. Contact information
  - i. Due next time \_\_\_\_\_
  - j. Teacher Work Sample and Project Approach (Proj. App.—EC only)**
7. Is the student actively engaged in this classroom?
8. Does the mentor have any concerns at this point?
9. Approximate date and time for the next observation: \_\_\_\_\_

**Goals for the next**

**visit:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT TEACHER'S SIGNATURE:** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**TES Office and Supervisor use only:** Is the student in a good placement? Yes No (If not, what are your concerns?) \_\_\_\_\_