

Student Teaching Notebook

Each student teacher is required to create a working notebook for the articulation of the total student teaching experience. From the notebook a professional portfolio will be developed for a job search. The notebook is to be the student teacher's tool for becoming organized. The notebook should be at school with the student teacher daily and be accessible to the cooperating teacher and the supervisor when making visits. This is an essential planning tool and should be kept up-to-date daily. **The elements below are shared across all licenses with any special discipline instructions noted in bold.**

Basic Assignments

- _____ Journal reflections – can be handwritten – you and your supervisor will determine how these are to be handled
- _____ Plan of school showing emergency routes and procedures for fire and tornado drills
- _____ School calendar for the Semester
- _____ Weekly schedule – form provided
- _____ Bell schedule
- _____ Seating chart and room layout – for all classes
- _____ IEP records in functional form for guiding instruction and tracking progress; identify specific needs/abilities of individual student – this can be a blank form or the name can be removed
- _____ Overview of the curriculum – *Graded course of curriculum*
- _____ Classroom governance system you are using in your classroom;
 - How you expect students to act?
 - What are your rules for behavior?
 - What are the consequences for not following the rules?*(You may begin with the rules and expectations already established by your cooperating teacher, as time goes on you may want to adjust the plan.)*
- _____ Documentation of student learning – tracking of student performance;
 - Pre-progress, post-assessment procedures, samples and data;
 - Record keeping mechanism;
 - Reporting mechanisms – To whom? How? When?
 - Reflection on teacher candidate impact on student learning
- _____ Unit description and plans

- _____ Daily lesson plans with all instructional materials noted – samples of all handouts used.
- _____ All samples of communications with parents
- _____ Peer evaluation
- _____ Video critique
- _____ Self-evaluations / periodic / mid-term / final
- _____ Pictures of your classroom, cooperating teacher, students, special projects, etc.

OTHER MATERIALS

- _____ **Materials that fulfill the requirements of the “Legal, Safety, and Ethical Issues Module.” Please see your student teaching supervisor for details.**
- _____ Handouts from seminars or other professional development programs
- _____ Evaluations from the cooperating teacher and supervisor
- _____ Materials you feel will aide you in further articulation of your experience

Supervisor’s Name: _____

Phone Number: _____

Address: _____

E-mail: _____

Cooperating Teacher’s Name: _____

Phone Number: _____

Address: _____

E-mail: _____