*UWRF Agricultural Education*

**Student/Intern Teaching Experience Checklist**

Teacher Candidate: Student/Intern Teaching Site:

**Directions:**

* **Record the date** each of the tasks was completed
* You should **complete all activities** in the first three sections: General Introductory Activities, Cooperating Teacher Evaluations, Instruction and Teaching
* Some of the activities in the other sections may not apply to your placement or this semester. Complete as many as possible
* Submit a copy of the final checklist to CANVAS at the end of the experience
* The checklist is available as a Word document at [Ag Ed Student Teaching Resources](https://www.uwrf.edu/AGED/StudentTeachingFormsAndResources.cfm)

**GENERAL INTRODUCTORY ACTIVITIES** (document date as completed)

1. **Email the Schedule Form found on the student teaching resources web page to Wendy.** Work with your cooperating teacher(s) to plan out when classes will be added to your load and returned to the cooperating teacher. Plan to teach a full load for at least 4 weeks. In cases where you can’t take full responsibility (ex. transcripted college courses) you should plan for a co-teaching approach where you are responsible for most of the preparation, teaching and assessment while your cooperating teacher takes a supporting role
2. **~~Turn in TB test results to the Ag Education Department~~**
3. Become familiar with all emergency procedures: Fire, tornado, lockdown, medical emergency, etc.
4. Become familiar with ag program safety equipment and procedures
5. Provide each cooperating teacher the rubric for the Cooperating Teacher’s first formative evaluation from Anthology Portfolio (formerly Chalk & Wire)
6. Meet with Superintendent, Principal and/or CTE Director regarding expectations of teacher candidates and school policies
7. Observe cooperating teacher for at least one day prior to beginning teaching (*for student teaching placements*)
8. Review student handbook & develop a plan to complete assignments by the deadlines
9. Get acquainted with other teachers and school personnel
10. Meet AFNR related members of the community
11. Become acquainted with the types of agriculture in the community
12. Visit with personnel employed in related agricultural agencies in the community (i.e. extension, farm management, etc.)
13. Attend an all faculty meeting
14. Other: (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COOPERATING TEACHER EVALUATIONS (document date completed)**

1. Cooperating teacher’s first formative assessment – week 6
2. Cooperating teacher’s second formative assessment – week 12
3. Cooperating teacher’s final summative assessment – weeks 15 - 18

**INSTRUCTION AND TEACHING** (document date completed)

1. Prepare instructional plans for each lesson. **Cooperating teacher should approve plans at least one day prior to teaching the lesson**
2. Prepare demonstration plans for each laboratory demonstration. **Cooperating teacher should approve plans prior to teaching**
3. Take responsibility and begin co-teaching by the end of the first week
4. Teach *full load* of classes for at least 4 weeks
5. Create, administer and evaluate formative assessments
6. Create, administer and evaluate summative assessments
7. Create, administer and evaluate performance assessments
8. Incorporate available instructional technology into teaching

**SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM** (document date completed)

1. Interview cooperating teacher(s) for the SAE Program Analysis assignment – see page 26
2. Review students’ SAE progress **with** the cooperating teacher at school or through a home/workplace/research/volunteer site visit. Try to experience different types of SAE’s: Foundational, Entrepreneurship/Ownership, Placement/Internship, Research (Experimental, Analytical, Invention), School Business Enterprise & Service Learning
	1. 1st review
	2. 2nd review
	3. 3rd review
	4. 4th review
3. Review students’ SAE progress **without** the cooperating teacher at school or through a home/workplace/research/volunteer site visit
	1. 1st review
	2. 2nd review
	3. 3rd review
	4. 4th review
4. Assist students with keeping SAE records
5. Assist students in completing SAE based FFA award applications (e.g. proficiency awards and degrees)
6. Assist students in writing SAE grant applications
7. Participate in regional and/or state proficiency award and/or FFA degree application reviews
8. Other: (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT ORGANIZATION SUPERVISION (FFA)** (document date completed)

1. Attend all chapter meetings
2. Serve as advisor for at least one chapter meeting
3. Participate in officer meetings
4. Participate in all major FFA activities
5. Assist in completing FFA applications and forms:
	1. Program of Activities
	2. National Chapter Award
	3. FFA Roster
	4. Alumni Roster
	5. Food for America
	6. Other: (list)
6. Assist in preparing students for Leadership Development Events and Career Development Events
7. Assist in fund-raising activities
8. Assist the FFA Reporter in sharing chapter activities with external audiences
9. Assist with ordering National FFA materials
10. Other: (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LABORATORY** (document date completed)

1. Plan and conduct skill demonstrations
2. Develop a student evaluation method for laboratory exercise
3. Develop a system for clean-up
4. Become familiar with student payment procedures
5. Become familiar with supply procurement methods (purchase requisitions, bidding, ordering, etc.)
6. Become familiar with types of monetary accounts (resale, budget, etc.)
7. Become familiar with tool and equipment maintenance methods
8. Become familiar with storage methods for supplies and tools
9. Order lab supplies
10. Understand the complete safety program (glasses, safety zones, safety quizzes, etc.)
11. Inventory laboratory equipment and supplies
12. Other: (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL ACTIVITIES** (document date completed)

1. Interview cooperating teacher(s) to learn about
	1. Professional Organizations
	2. Negotiating Salary
	3. Summer Contracts
	4. Insurance and Other Benefits
	5. Perkins Funds
	6. Opportunities to offer students college credit
2. Interview school administrator concerning job interviews, applications, professionalism
3. Attend county/district/regional/sectional, state, and/or national professional agriculture teacher meetings
4. Attend a civic club meeting (ex. Lions Club, Kiwanis, Master Gardener)
5. Attend a school board Meeting
6. Assist in preparing/evaluating the ag program summer calendar
7. Prepare bulletin boards and other displays
8. Attend all-school assemblies
9. Visit other agriculture departments for a day
10. Observe teachers of other content areas
11. Attend afterschool and evening student performances and competitions
12. Participate in duty responsibilities: study hall, cafeteria, bus, halls Teacher candidates completing student teaching placements should not be assigned to duties for the full semester. A few days is enough to provide a good exposure to these responsibilities
13. Attend an ag education and/or CTE advisory committee meeting
14. Attend an FFA Alumni meeting
15. Other:(list)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_