

PROBATIONARY STATUS FOR STUDENT TEACHING CHECKLIST OF ACTIVITIES

For the Director of Student Teaching:

The Director of Student Teaching will:

Prior to student teaching:

- ⑦ Recommend that a teacher candidate be placed on Probationary Status
- ⑦ Teacher candidate will be notified in writing of his/her probationary status.
- ⑦ Follow-up meeting with the Director of Student Teaching will detail the conditions of the probation. The
- ⑦ Teacher candidate will be required to sign a contract (See Appendix G) indicating his/her acknowledgement of the conditions of the probation.
 - Create a contract with set of behavioral goals and objectives
- ⑦ College supervisor will be notified in writing and receive written copy of contract
- ⑦ Cooperating teacher will be notified in writing and receive written copy of contract

Three-week mark:

- ⑦ Consult with CS and CT to determination progress towards goals
- ⑦ Summarize the result of this consultation in writing to the student teacher.
- ⑦ Communicate progress report in person and in writing (See Appendix I) to the student teacher by the Director of Student Teaching and/or college supervisor.

Five-week mark:

- ⑦ Consult with the cooperating teacher and college supervisor to make one of three determinations regarding continuation of probationary status
- ⑦ Summarize the result of this consultation in writing to the student teacher
- ⑦ Communication recommendation in person and in writing (See Appendix I) to the student teacher

Termination of probation:

- ⑦ Communicate decision in writing to student teacher, as well as college supervisor and cooperating teacher
- ⑦ Encourage student teacher to maintain high levels of performance in ensuing weeks of student teaching experience
- ⑦ Alert Education Department chairperson and faculty of decision

Continuation of probation:

- ⑦ Consult at the end of each week with the cooperating teacher and college supervisor to make one of three determinations regarding continuation of probationary status at end of each week
- ⑦ Summarize the result of this consultation in writing to the student teacher
- ⑦ Communicate recommendation in person and in writing (See Appendix I) to the student teacher

Termination of student teaching:

- ⑦ Outline options available to student teacher, including meeting with Registrar to

- develop Composite Major or convert existing major to non-Education major
- ⑦ Director of Student Teaching will alert Education Department chairperson and Education Department faculty of decision
- ⑦ Director of Student Teaching will alert other pertinent College personnel as appropriate and necessary (e.g., Dean of Students, Counseling and Psychological Services)

For the College Supervisor:

The College Supervisor will:

Weekly:

- ⑦ Schedule weekly visits
 - Week 1:
 - Week 2:
 - Week 3:
 - Week 4:
 - Week 5:
- ⑦ Provide suggestions and resources
- ⑦ Communicate his/her observations and conclusions about progress towards goals in writing to the student teacher and cooperating teacher following each visit

Three-week mark:

- ⑦ Consult with Director of ST and cooperating teacher to make determination about student teacher's progress towards goals
- ⑦ Communicate results of this consultation with student teacher
- ⑦ Process progress report with student teacher
- ⑦ Determine next steps in order to reach goals

Five-week mark:

- ⑦ Consult with the cooperating teacher and the Director of Student Teaching to make one of three determinations regarding continuation of probationary status
- ⑦ Communicate recommendation in person and in writing (See Appendix I) to the student teacher
- ⑦ Process decision with student teacher
- ⑦ Determine implications of decision with student teacher, especially if probation is continued
 - Determine next steps in order to reach goals

Continuation of probation:

- ⑦ Consult, at end of each week, with the cooperating teacher and the Director of Student Teaching, to make one of three determinations regarding continuation of probationary status
- ⑦ Director of Student Teaching will summarize the result of this consultation in writing to the student teacher
- ⑦ Communicate recommendation in person and in writing (See Appendix I) to the student teacher

For the Student Teacher:

- ⑦ Following notification of Probationary Status decision, schedule and attend meeting with the Director of Student Teaching to discuss Probationary Status parameters and procedures
- ⑦ Create a Probationary Status contract in consultation with the Director of Student Teaching
- ⑦ Develop a set of behavioral goals and objectives within the Probationary contract
- ⑦ Sign the Probationary Status contract, indicating not only receipt of said contract, but acknowledgement of terms and conditions of said contract
- ⑦ Work diligently during student teaching experience to address goals on a daily and weekly basis
- ⑦ Monitor progress towards Probationary Status goals on a daily and weekly basis
- ⑦ Collect evidence of movement towards Probationary Status goals
- ⑦ Meet with college supervisor and/or cooperating teacher to evaluate progress towards Probationary Status goals