PROBATIONARY STATUS FOR STUDENT TEACHING
CHECKLIST OF ACTIVITIES

For the Director of Student Teaching:

The Director of Student Teaching will:

Prior to student teaching:
- Recommend that a teacher candidate be placed on Probationary Status
- Teacher candidate will be notified in writing of his/her probationary status.
- Follow-up meeting with the Director of Student Teaching will detail the conditions of the probation. The
  - 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
- College supervisor will be notified in writing and receive written copy of contract
- Cooperating teacher will be notified in writing and receive written copy of contract

Three-week mark:
- Consult with CS and CT to determination progress towards goals
- Summarize the result of this consultation in writing to the student teacher.
- 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:
- Consult with the cooperating teacher and college supervisor to make one of three determinations regarding continuation of probationary status
- Summarize the result of this consultation in writing to the student teacher
- Communication recommendation in person and in writing (See Appendix I) to the student teacher

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

Continuation of probation:
- 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
- Summarize the result of this consultation in writing to the student teacher
- Communicate recommendation in person and in writing (See Appendix I) to the student teacher

Termination of student teaching:
- 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
  o Week 1:
  o Week 2:
  o Week 3:
  o Week 4:
  o 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
  o 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:

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