



Checklist for Special Education Cooperating Teachers

Fall Practicum:

- [] Orient the student to your classroom and school, create a welcoming/supportive environment
- [] Introductory visit with the University Supervisor (US)
- [] 13 Week Plan completed with the student (*due September 5*)
- [] Schedule your lesson observations (*1 in September, 1 in October, 1 in November*) – observation feedback completed in Anthology
- [] Schedule US lesson observations (*1 in September, 2 in October, 1 in November*)
- [] Complete Midterm Disposition Assessment (*due by October 8*)
- [] Final Evaluation done in conjunction with US (*by the first week of December*)
- [] Check student Weekly Time Log on Anthology and sign off on hours throughout the semester

Spring Student Teaching:

- [] Orient the student to your classroom and school, create a welcoming/supportive environment
- [] Introductory visit with the University Supervisor (US)
- [] 6 Week Takeover Plan completed with the student (*due January 23*)
- [] Schedule your lesson observations (*2 formative before midterm, 1 summative after midterm*) – observation feedback completed in Anthology
- [] Schedule US lesson observations (*2 formative before midterm, 1 formative and 1 summative after midterm*)
- [] Work with student on DRAFT Evidence of Student Learning (ESL)/SLO project (*due February 20*)
- [] Complete Midterm Disposition Assessment (*due by February 27*)
- [] Final Evaluation done in conjunction with US (*by April 20*)
- [] Check student Weekly Time Log on Anthology and sign off on hours throughout the semester

For more information and resources on assignments, rubrics, observation forms, etc. please visit our website and scroll down to ***Special Education:***

<https://www.clemson.edu/education/students/field-experience/teacher-education.html>

Feel free to reach out any time with questions you may have!

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