

TLS 593A – Field Experience Assigned Task Checklist

The following is a checklist of the suggested tasks, found in the TLS 593A Syllabus, that Teacher Candidate complete during the fall semester. Please check off those items that you feel you have accomplished thus far this semester. In the space below the checklist and using the back of this sheet, if necessary, reflect on the tasks that you perform proficiently and those that you feel require additional attention from you.

	Obtain copies of and become acquainted with the school's emergency procedures, school rules, and the code of conduct for faculty and staff
	Review the course syllabus, textbooks and teaching resources
	Learn your students' names and any unique educational needs they may have
	Become acquainted with school faculty, staff, administration
	Become a part of the school community by attending school functions when possible
	Obtain a copy of your Supervising Practitioner's syllabus and learn the classroom rules, procedures and expectations
	Review course textbook and teaching resources
	Observe your Supervising Practitioner and take field notes
	Observe a variety of teachers at your school site and other school sites and take field notes
	Become familiar with technology resources
	Take and post attendance
	Assist students individually and in small groups
	Review Supervising Practitioner's unit and lesson plans, and discuss the planning process
	Observe the Supervising Practitioner conduct a discipline conference or parent contact
	Grade some papers/tests and record grades in the grade book or on the computer
	Participate in the completion of progress reports, quarter grades, etc.
	Complete paperwork re: tardies, referrals, etc.
	Locate or create lesson materials such as handouts, quizzes, labs, etc.
	Create and implement a variety of assessment tools
	Take on some management and discipline tasks
	Plan lesson segments at first, and eventually plan whole units and lessons with the support of your Supervising Practitioner
	Teach lesson segments at first, and eventually whole lessons, and post-conference with your Supervising Practitioner and UA Program Supervisor
	Videotape yourself teaching a lesson