

**Early and Middle Childhood Education
College of Professional Sciences**

STUDENT TEACHER CHECKLIST AND CONTACT SHEET

Checklist

Please verify that you received the following items:

- Student Teacher Agreement Form (Distributed when initially placed and should be submitted to Xavier University's Early and Middle Childhood Education Program Office if not already done.)
- Teaching Schedule Guide
- Pre-Student Teaching Activities
- Ohio Assessments for Educators Requirements for Student Teaching
- Time Sheets (Form indicating completed pre-student teaching activities and hours is signed by your cooperating and submitted to your Xavier supervisor.)
- Student Teacher Goals and Objectives (submit to Supervisor)
- Student Teaching Assignments Overview
- Lesson Plans Instructions
- Student Assessment and Intervention Procedures
- Reflective Journal: Student Teaching Experience
- Reminders for the Student Teaching Semester
- Midterm Appraisal Form (Cooperating teacher will receive a copy to be submitted to your student teaching supervisor.)
- Student Teaching Responsibilities Sheet
- Expectations for Student Teaching
- Field and Student Teaching Observation Form (Cooperation teacher will receive four copies to be submitted to your student teaching supervisor.)
- Copy of Cooperating Teacher Letter (for your reference)
- BCI Notice
- Self-addressed postage paid envelope for Student Teacher Agreement if not submitted previously
- Ohio Standards for Teaching Profession from Ohio Department of Education (ODE) website

If you have not received one of the items listed above or need additional copies, please contact April Thomas, Administrative Assistant, at 513-745-3701 or thomasa7@xavier.edu.

Xavier University Contacts

Please see below for your Xavier University contact list. We are here to help, please do not hesitate to contact us.

Please contact assigned supervisor for any student teaching questions or issues.

Supervisor:

Phone:

E-mail:

If the issue is not resolved with the supervisor's assistance, please contact
Sally Barnhart, Early and Middle Childhood Education Field Observation Coordinator
Phone: 513-745-1081
E-mail: barnhart@xavier.edu

The following contacts are also available to assist you:

Mary Lisa Vertuca
Early and Middle Childhood Education Director
Phone: 513- 745-2981
E-mail: vertuca@xavier.edu

Early and Middle Childhood Education Programs
Phone: 513-745-3701
E-mail: thomasa7@xavier.edu