COOPERATING TEACHER CHECKLIST

Please remember to sign and date each form. The University Supervisor will collect all forms at midterm and the end of the student teaching experience. A stipend check will be sent to the cooperating teacher after all of the required paperwork is received.

All forms can be located on the student teaching website: www.duq.edu/student-teaching
If you have any questions, contact the University Supervisor or the Office of Student Teaching at 412.396.6117.

___ Complete stipend form and return to the Student Teaching Office within four weeks of the beginning of the student teaching experience.

___ Attend Cooperating Teacher Workshop – refer to the Student Teaching Calendar.

___ Conference with the student teacher after each formal and informal observation.

___ Review and sign Weekly Report of Hours (ST 3) form.

___ Assist in arranging student to observe other teachers. See ST 23 form for number of observations required.

___ All student teacher lesson plans should be reviewed. Lesson plans should follow district policy.

___ Review student teacher’s portfolio on a weekly basis.

___ ST 22 form – Collaborate with the University Supervisor to complete the Student Teacher/Intern Final Record of Student Teaching Experience.

___ Complete an evaluation of University Supervisor at the end of the experience. The evaluation surveys are only reviewed by the Office of Student Teaching.

Required Documents by Placement Type – Cooperating Teacher

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<th>15/16 week</th>
<th>12 week</th>
<th>8 week (first)</th>
<th>8 week (second)</th>
<th>Intern (first semester)</th>
<th>Intern (second semester)</th>
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