

CHECKLIST: DISCUSSION IDEAS FOR THE FIRST MEETING

(Use this list as a guide to begin working with the candidate)

_____ Discuss the basic responsibilities of the candidate.

_____ Share your responsibilities to the candidate.

_____ Orient the candidate to the classroom.

_____ Give the candidate a tour of the school.

_____ Review information received from the university.

_____ Briefly review any relevant special calendar dates.

_____ Discuss daily routine, schedules, duties, and so on.

_____ Review lesson plan formats.

_____ Discuss possible feedback strategies.

_____ Review self-evaluation/reflection options.

_____ Discuss the appropriate dress code for the candidate.

_____ Share discipline code for the classroom and the school.

_____ Discuss the substitute policy for the candidate.

_____ Discuss dates of the practicum and attendance policy.
