



GUIDELINES FOR CLASSROOM OBSERVATIONS

TO THE COOPERATING TEACHER

Thank you very much for agreeing to accept a pre-service teacher education student into your classroom. We value your contribution to the professional growth of these students and we would like for this experience to be meaningful for the student and helpful to you. Each student is required to spend at least fifty (50) clock hours in a classroom under your guidance. Some time may be used for other work directly related to your classroom. It is important for the Xavier student to be active. We do not expect you to alter your general classroom procedures to accommodate the University student. We hope that you can allow the Xavier student to plan and teach all or part of a lesson within the context of your planned curriculum. The activities listed below should be a normal part of your classroom routine. A University supervisor will visit you once during the time our student is interacting with your class. The remainder of this form is concerned with the activities in which the Xavier student should engage.

SUGGESTED STUDENT INVOLVEMENT:

The following is a list of activities in which you will be expected to be involved.

1. Tutor an individual student or small group of students at your direction
2. Introduce and/or teach a lesson
3. Prepare, teach and evaluate several lessons under your direction
4. Lead a discussion group
5. Introduce and present a film, video or computer presentation as a part of one of your regular lessons and under the guidance of the cooperating teacher
6. Organize and conduct a review for a test
7. Grade assignments and/or tests and record grades
8. Assist in preparing instructional materials, (computer graphics, transparencies, etc)
9. Prepare a lesson, demonstrating the interactive capabilities of a computer
10. Help students with research projects
11. Assist in the management of your classroom, such as taking attendance, distributing and collecting materials, administering quizzes and tests.

Xavier University is an academic community committed to equal opportunity for all persons regardless of age, sex, religion, handicap or national origin.