Initial Visit Checklist
(For ALL Teacher Candidates)

Date: ________________________________ On-site Visit ________________________________

Teacher Candidate: __________________________ Supervisor: ___________________________

Teacher(s): ____________________________ Subject/Grade Level: ________________________

E Mail: _________________________________

District/School: __________________________ Duration of On-site Visit: ____________________

_____ 1. Supervisor made contact with building administrator.
_____ 2. Student has turned in: 1) Health Certificate 2) Blood Borne Pathogen Certificate 3) Student Teaching Certificate
_____ 3. Supervisor(s), Teacher, and Teacher Candidate have exchanged contact information to be used during the semester for scheduling and support.
_____ 4. School and class schedules have been shared in Canvas with all supervisors.
_____ 5. Teacher Candidate is maintaining an orderly method for sharing daily journal, plans (including daily reflections), evaluations (routine, midterm, and final), schedules, etc.
_____ 6. Teacher Candidate has been introduced to faculty and school personnel.
_____ 7. Teacher Candidate has been provided with a workspace.
_____ 8. Teacher Candidate has been informed of and provided with emergency procedures (See Policies and Procedures -in Forms at back of Teacher Candidate Manual).
_____ 9. The Teachers College Conceptual Framework, the basis for evaluation, has been reviewed.
_____ 10. Teacher has established a regular conference time for planning, evaluation, and feedback.
_____ 11. A plan of progressive teaching integration has been developed and KPTP unit discussed.
   Full-time teaching should be completed before midterm unless extensive testing may delay this during spring. If not ready, this may be an indication additional support/communication is needed. Confer with Supervisor. **Teachers need to follow the schedule for Teacher Candidates to assure time for gradually returning teaching responsibilities to the teacher and for observing other classes.**
_____ 12. The KPTP requirements have been reviewed and the KPTP Overview, found on the KSDE Website.
_____ 13. The Teacher Manual has been reviewed.
_____ 14. Lesson plan format has been discussed and determined. Supervisors, if applicable, should also approve the format.
_____ 15. A schedule of assessments including dispositions has been discussed. Both midterm and final evaluations are required, even for 4 week and 8 weeks placements. Collaboration on evaluations is prohibited when a Teacher Candidate has multiple Teachers.
_____ 16. On-line assessment has been discussed and the submission through a Google link emailed to the Teacher and Supervisors.
_____ 17. Student Teacher Assessment Rubric (STAR) Evaluation and Dispositions in Teacher Candidate Manual, documentation procedures, have been reviewed, and the webcast has been watched.
_____ 18. Due process policy has been reviewed.
_____ 19. The Policies and Procedures have been reviewed.
_____ 20. The Supervisor has responded to any other questions or concerns.
_____ 21. Next visit-assessment date/time: ______________________________

_______________________________________ _________________________________
Teacher Candidate Signature       Supervisor Signature

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