

**Student Teacher Preliminary Meeting Report**

One (1) PRELIMINARY MEETING REPORT:

* Field/University Supervisors will meet with the student teacher once at the beginning of the student teaching placement for a preliminary meeting. This meeting can occur in person, via Zoom, or over the phone because it is held BEFORE the student teacher begins assuming teaching responsibilities. For student teachers on split assignments, this preliminary visit is RECOMMENDED but not required in the second placement.
* If meeting with the supervisor via Zoom or over the phone, the student teacher should submit a brief (max. 5 minute) video tour of their classroom space. The video should include a narration of the design, rules, routines, etc. for the classroom, including a discussion of *why* the space is arranged in the ways that it is. This video is to be shared with the University/Field Supervisor prior to the meeting. If the meeting with the supervisor is held in person, this tour can be done live.
* The meeting occurs in three parts: viewing of the classroom tour video, debriefing the video and discussing the upcoming semester with the student teacher, providing written feedback to the student teacher and cooperating teacher.
* Field/University Supervisor submits a written MEETING REPORT within 48 hours of the meeting to the student teacher and cooperating teacher.
* Student teacher responds by answering two questions on the MEETING REPORT and uploads the report to the shared Google folder.



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| --- | --- | --- | --- |
| Date  |  | School |  |
| Student Teacher |  | Cooperating Teacher |  |
| Field Supervisors |  | Grade and/or Subject Area |  |

**Field/University Supervisor Questions**

1. Describe the classroom tour and conversation as they pertain to the student teacher’s understanding of the **organization of the physical (or virtual) learning space**.
2. Describe the classroom tour and conversation as they pertain to thestudent teacher’sunderstanding of **potential rules and routines for the space**.
3. Describe other **observations** and/or use this space for other documentation of the preliminary meeting.
4. List goals for the student teacher’s first few weeks in their placement.

**Student Teacher Reflections[[1]](#footnote-1)**

1. Describe two things you learned about the classroom space by preparing and debriefing the tour.
2. Based on initial conversations with your supervisor and cooperating teacher, what are two rules or routines you will work to establish in your classroom this semester? For what reason?
1. These questions are to be answered by the student teacher after reviewing the supervisor’s comments above. [↑](#footnote-ref-1)