

Early Childhood/ Elementary Teacher Interview

Cooperating Teacher _____ Date _____

Student _____ School _____

These questions are to guide you when meeting with your cooperating teacher for the first time and/or when meeting at the beginning of the student teaching semester. You will want to have all of these questions answered by the end of your first week in your practicum.

This interview and all responses will be turned in at the end of the semester, along with any additional paperwork, to 120 EDUC.

1. What are the school's contractual hours?
2. How should I contact you if I need to be absent and what procedures should I follow?
3. Where should I park?
4. Where is my space/desk/coat locker?
5. Where can I get a copy of the class schedule?
6. May I have drinks in the classroom?
7. Where is the faculty restroom?
8. While you are teaching, what do you expect me to do?
9. What is your established classroom management plan and how can I assist you in implementing that plan?
10. Are there any students with special needs or IEPs of whom I should be aware?
11. How soon can I send out my video permission letter to families (senior year placements)?
12. What are the procedures for using the library, computer lab and for copying materials?
13. Where and when will we be able to meet each week for a planning session and a time to share thoughts about my progress? How would you like to provide weekly feedback- in writing or via email (senior year placements)?

14. Is there a set curriculum I am to follow?
15. I will be sending home a letter of introduction. How soon would you like to proofread this letter?
16. How many days in advance would you like to review my lesson plans and in what format would you like them?
17. What procedures do you have established in the classroom?
 - a. seating charts
 - b. paper headings
 - c. turning in completed work
 - d. getting out of seat during class: sharpening pencil, throwing away trash
 - e. passes/ leaving class – restroom, locker, office, clinic, etc.
 - f. tardy to class
 - g. students bringing materials for class
18. What is your grading system?
19. What type of grade book am I to use?

Be sure to also complete the Blood Borne Pathogen Questionnaire, understand the arrival and dismissal procedures for the children in the building and the bus lane requirements.