

Practicum I and II Cooperating Teacher Checklist

- W-9 tax form* (if you are not already in the JSC system) *and*
- Request for Payment Form*
- Practicum Handbook
- Cooperating Teacher Placement Agreement
 - ✓ Completed at the *start* of the semester
- Cooperating Teacher Verification & Feedback Form
 - ✓ Completed at the *end* of the semester
- Classroom Observation Form
 - ✓ Formative assessment form for observing ST
 - ➔ Use 1-2 times during semester
- Open Observation Form
 - ✓ Use for detailed observation notes and recommendations
 - ➔ 1-2 times during semester
- Student Teacher Evaluation Rubric
 - ✓ Summative assessment
 - ➔ Use once at end of placement
- Professional Skills and Dispositions Assessment
 - ✓ Complete once during the placement

***Tax** form and **Cooperating Teacher Placement Agreement** form should be mailed at the start of the placement to:

Vicky Sanborn, Staff Assistant
Education & Behavioral Science
Johnson State College
337 College Hill
Johnson, VT 05656
(802) 635-1320
Fax: (802) 635-1465
Vicky.sanborn@jsc.edu

All other forms and assessments should be given to the Supervising Teacher.