Inventory of Student Teaching Experiences [59 items]

[Revised by 2016 Cooperating Teachers and 2016 Student Teachers; Summer 2015]

Directions:

Please document each of the tasks completed during the student teaching internship by entering the ***date of completion*** *and initials of both cooperating teacher and student teacher.*

Cooperating Teachers have the discretion to review/discuss items if there is not opportunity to complete due to local circumstance. Questions? Contact the Student Teacher Coordinator at teachag@psu.edu

Reviewed by University Supervisor:

_____

Signature Date

_____

Signature Date

Signed:

_____

Student Teacher Date

_____

Cooperating Teacher Date

Date	CT	ST

General Introductory Activities [5]

1. Meet with the Superintendent, Principal, and/or CTC Director regarding placement of student teachers and school policies.

2. Observe cooperating teacher for up to one week prior to beginning teaching.

3. Get acquainted with other teachers and school personnel as identified by the cooperating teacher.

4. Meet agribusiness people/producers in the community and visit with personnel employed in related agricultural agencies in the community *[i.e., County Extension, NRCS, FCS, Farm Bureau, etc].* [AEE 295]

5. Become acquainted with the types of agriculture in the community by conducting a brief agricultural survey. It is recommended to consult the USDA Agricultural Census: http://www.agcensus.usda.gov [AEE 295]

Date	CT	ST	Instruction – Teaching [10]
			1. Prepare instructional plans for each lesson. Cooperating teacher should approve each plan.
			2. Cooperating teacher should conduct 12 formal written observations using a teaching performance form. Examples are in Student Teacher Guidebook. It is recommended that a school administrator complete one evaluation. Cooperating teacher can request to use a different form if necessary. Simply share alternative form with the student teacher coordinator via email for approval (foster@psu.edu)
			3. Take responsibility and begin teaching first class by the beginning of the second week.
			4. Teach full load of classes for at least four weeks.
			5. Develop an independent study for a student.
			6. Attend a student's individual education plan (IEP) meeting and/or meet with IEP coordinator to review IEP and apply to a lesson.
			7. Participate in a Parent/Guardian Conference/Consultation or communication/interaction.
			8. Create and use at least three teaching aids (other than PowerPoint) as suggested by cooperating teacher and/or university supervisor. 1. _____ 2._____ 3._____
			9. Use as many of the following types of audio visual aids as appropriate: _____Computer Proj. Equip. (Ppt ., etc) _____Internet/Online Collaboration _____VCR/TV/DVD _____Video Camera _____Other Media (Ex., overhead, film, slide, etc.) _____Realia (example materials) and Demonstrations _____Field Trips (Virtual or real) and Guest Speakers
			10. Discuss online instruction expectations and anticipated future online instructional responsibilities.

Date	CT	ST	
			Supervised Agricultural Experience Program [3] 1. Conduct at least two supervisory SAE visits with the cooperating teacher. *[This is in addition to the AEE 295 visits; Student Teachers should have completed three different types of visits prior to graduation.]* _____ 1st visit – (indicate type of SAE)_____ _____ 2nd visit – (indicate type of SAE)_____ *NOTE: It is recommended to make supervisory visits to entrepreneurship, internship, research, and exploratory SAE programs. Complete individual SAE supervisory visit forms for the cooperating teacher. Assist students in analyzing their records and completing award applications.*
			2. Assist students with entries and monthly summaries in their SAE records
			3. Assist students in completing proficiency award applications, local, county, Keystone and American FFA Degree applications. *[Note: If deadline has passed for a degree, review previous winners degree with cooperating teacher]*

Date	CT	ST	FFA / Student Organization Supervision [11]
			1. Serve as advisor for at least one chapter meeting.
			2. Meet with chapter FFA executive committee in planning a meeting.
			3. Assist in planning at least one major FFA activity. *[Ex. National FFA Week, Community Service, SLLC, ACES, Chapter FFA Banquet, etc.]*
			4. Assist in completing (or reviewing chapters if already submitted) a minimum of three of the six following FFA forms: _____a. Proficiency Award(s) _____b. National Superior Chapter Award Program _____c. National FFA Online Resources *[Ex. My Journey, FFA Roster, Alumni Roster, etc.]* _____d. Program of Activities _____e. Scrapbook _____f. Other. Please identify: _____
			5. Assist in training at least one Career Development Event team/activity. List Events/Activities: _____ _____ _____
			6. Discuss with cooperating teacher the types of chapter FFA monetary accounts *[Ex. resale, budget, etc.].*
			7. Assist in a fund-raising activity.
			8. Write and submit for publication at least one newspaper article. *[Can be coordinated with local FFA Report/Chapter Members/Committees]* List Article Title and where Submitted: _____
			9. Prepare an order to the National FFA Supply Service (FFA Unlimited). *[Ex: Measure, Fit, and Order an FFA Jacket]*
			10. Review and evaluate a program of activities with student officer teams that will involve all students in the department.
			11. Complete a written critique/review of the election process for chapter officers.

Date	CT	ST	**Laboratory [12]** *(This would be inclusive of all laboratory instructional areas, including but not limited to, agricultural mechanics shop, greenhouse, animal science facilities, food science labs, etc.)*
			1. Develop a student rotational method of basic skills instruction for an Ag Mech or other laboratory based program. *[Clarification example: how do you teach welding to 20 students with 4 welders?]*
			2. Discuss with cooperating teacher any student payment procedures/lab funding activities.
			3. Discuss with cooperating teacher how supplies are procured through school finances *[i.e., purchase requisitions, bidding, ordering]*
			4. Discuss with cooperating teacher the sources of lab supplies and physical location of existing supply inventory. *[I.e. where do you look for materials?]*
			5. Discuss with cooperating teacher the tools and equipment maintenance methods/schedules.
			6. Discuss with cooperating teacher the storage methods for supplies and tools.
			7. Discuss with cooperating teacher the complete safety program *[i.e., glasses, safety zones, safety quizzes, etc.]*
			8. Plan and conduct at least one demonstration of technical skills.
			9. Develop a student evaluation system for laboratory exercises.
			10. Inventory lab equipment. [*AEE 295 to determine what is available to teach with]*
			11. Develop a system for laboratory clean-up.
			12. Discuss with cooperating teacher how shared teaching aids are secured. *[Example: books, video, and teaching aids, etc]*

Date	CT	ST	
			1. Discuss with cooperating teacher the procedures of organizing an adult class.
		1.	2. Plan and/or teach at least one adult education program/class (if available).

Adult Instruction [2] *[If applicable; strongly encouraged to, at minimum, discuss]*

Date	CT	ST	
			1. Compare the demographics of students in the agriculture program to the student body.
			2. Develop a recruitment plan for the department including a minimum of one recruiting product *[Example: digital media, brochure, recruitment letter for prospective students, recruitment letter for parents, etc., Copy to be left with cooperating teacher]* List Products Created: _____ _____ _____
			3. Prepare a bulletin board display for classroom. *[Can be coordinated with local FFA Chapter Members/Committees]*
			4. Conduct at least one recruitment activity. *[Can be coordinated with local FFA Chapter Members/Committees]*

Marketing the Ag Ed Program [4]

Date	CT	ST	
			1. Attend a professional meeting of Pennsylvania Association of Agricultural Educators (PAAE). **[Required]**
			2. Visit at least one other agriculture department for one day **[Required].**
			3. Observe at least one teacher in the school – other than an agriculture teacher **[Required].**
			4. Attend a civic club meeting *(Ex. local community organization: Kiwanis, Lions, etc.),* school board meeting, or ag community group meeting *(Ex. Grange, etc.)* List Meeting(s) _____ _____ _____

Other Suggested Activities [12] *(indicate date completed)*

Other Suggested Activities, cont.

Date	CT	ST	
			5. Review all required departmental report forms (local and state, for example Chapter 339).
			6. Assist in preparing a summer calendar of program and agriculture teacher activity.
			7. Interview school administrator concerning job interviews, applications, professionalism.
			8. Attend a minimum of one school assembly/event that is not FFA/Ag Related. List Events _____ _____ _____
			9. Attend at least one local advisory committee meeting (CTE or Ag Ed).
			10. Attend all faculty and department meetings.
			11. Write and/or review a grant application **[Required: AEE 313]**
			12. Discuss end of program/course state approved assessments (i.e., NOCTI, etc)