

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]

Supervised Agricultural Experience Program [3]

Date	CT	ST

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
		1.

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

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

Date	CT	ST

Marketing the Ag Ed Program [4]

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]

Date	CT	ST

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

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, 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)