

**CHECKLIST OF COOPERATING
TEACHER FORMS W/DUE DATES**

Wisconsin Lutheran College - School of Education
8800 W. Bluemound Rd., Milwaukee, WI 53226

<http://www.wlc.edu/academics/edu/handbook/index.aspx?id=811>

Cooperating Teachers receive this checklist to guide submittal of forms used to gather Teacher Candidacy data. WLC Supervisors may give specific submittal dates for the forms. Some have no specific submittal dates and are submitted at the approximate time given. WLC Supervisors can provide hard copies of the forms. All forms are available on-line in the WLC Teacher Education Handbook-Appendix G. **Send forms to WLC School of Education by 1.) the Teacher Candidate; 2.) mail (address above); or 3.) email attachment to your WLC TC Supervisor or to WLC EDU School of Education email address: teach@wlc.edu .**

<u>SUBMITTED</u> <u>(check)</u>	<u>FORMS - RESPONSIBILITY OF COOPERATING TEACHER (CT)</u>	<u>SUBMIT TO:</u>	<u>APPROX. DUE DATE</u>	<u>SPECIFIC DUE DATE</u>
	CT License Verification	WLC EDU Office	1st week	
	CT - TC Agreement	WLC EDU Office	1st week	
	CT Weekly Feedback	Teacher Candidate (TC)	EACH WEEK	
	TC Analysis (TC fills out a self-analysis also)	WLC Supervisor after Discussion w/TC	Mid-term & End of each placement	
	TC Knowledge, Skills, and Dispositions Assessment (TC fills out a self-KSD assessment also)	WLC Supervisor after Discussion w/TC	End of each placement	

	<u>FORMS - RESPONSIBILITY OF THE TEACHER CANDIDATE (TC)</u>	<u>SUBMIT TO:</u>	<u>APPROX. DUE DATE</u>	<u>SPECIFIC DUE DATE</u>
TC Respon.	TC Goal Setting Form	Discuss w/CT and WLC Supervisor	Beginning & End of Teacher Candidacy	
TC Respon.	Checklist of Basic Documentation and/or Conditions	WLC Supervisor	End of each placement	
TC Respon.	MD Lesson Plan Outline	CT for each lesson; WLC Supervisor for visits	24 hrs prior to lesson	
TC Respon.	TC Evaluation by Students (Middle School to High School)	WLC Supervisor after Students complete	End of each placement	
TC Respon.	TC Evaluation by Students (Early Childhood to Elementary)	WLC Supervisor after Students complete	End of each placement	
TC Respon.	TC Analysis - self-evaluation	WLC Supervisor after Discussion w/CT	Mid-term & End of each placement	
TC Respon.	TC Knowledge, Skills, and Dispositions Assessment - self-evaluation	WLC Supervisor after Discussion w/CT	End of each placement	

Note: The WLC Supervisors discuss/explain these forms on initial visit with CT. Other helpful documents distributed at initial visit: [13 Tips for Supporting Student Teachers](#); [What Your Student Teacher Would Like To Tell You](#); [MD Lesson Planning Guide](#); [A Framework and Context for the Reflective Practitioner](#)