ASSISTING YOUR PRESERVICE TEACHER TO BECOME FAMILIAR WITH THE CLASSROOM AND SCHOOL CONTEXT

Activity	Notes	✓
BUILDING YOUR RELATIONSHIP WITH YOUR PRESERVICE TEACHER		
1. Create a physical space for your preservice teacher		
2. Share information about the preservice teacher's interests, strengths and areas requiring improvement.		
3. Share information about the units/subjects completed at university		
4. Spend time showing the preservice teacher where the materials are located in the classroom		
BUILDING COMMUNICATION STRUCTURES		
1. Discuss modes of communication (email, phone, meetings)		
2. Discuss times for meetings (after school, before school, break times)		
3. Discuss meeting expectations (attending staff meetings, year meetings, moderation meetings)		
4. Establish oral feedback strategies		
5. Establish written feedback strategies		
PLANNING THE STUDENT TEACHER EXPERIENCE		
1. Review university expectations		
2. Discuss curriculum documents, school programs, scope and sequence planning through the school for key learning areas		

Adapted from: Rudney, G., Guillaume, A. (2003). *Maximum mentoring.* Thousand Oaks, California: Sage Publications.

3. Spend time sharing classroom planning and programming		
4. Establish expectations for preservice teacher's lesson planning, observation notes, reflections		
5. Discuss preservice teacher's allocation of teaching (subjects and times)		
6. Spend time discussing the classroom rules, procedures and expectations for students		
BECOMING FAMILIAR WITH THE STUDENTS, CLASSROOM, SCHOOL AND LOCAL CONTEXT		
1. Help the preservice teacher to learn the names of the students		
2. Provide information about the students, their backgrounds and learning styles		
3. Tour the school and discuss the procedures and policies implemented at the school level		
4. Point out toilets, staff room, canteen and other places of interest		
6. Discuss playground duty policies and expectations		
7. Discuss the school community, families and procedures for talking with parents		
8. Introduce the preservice teacher to the staff		
9. Highlight particular procedures such as photocopying, students attending and leaving school, students who are ill.		

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