



Checklist of Responsibilities for Student Teachers

Dear Cooperating Teacher,

Thank you for your work and dedication to the success of the student teacher you have accepted for this semester. Your attention to their preparation is invaluable.

We want you to know that in addition to excellent planning, preparation, teaching, and assessment activities, your student teacher will be responsible for completing a number of tasks throughout the semester. These tasks are graded assignments for their Inquiry Seminar class. We appreciate your help in making the necessary arrangements. These tasks include:

1. Completion of the edTPA
2. Meeting with school counselors for a discussion of prepared questions
3. Meeting with students' parents for a discussion of prepared questions
4. Observing a non-music class with the specific focus on classroom management
5. Meeting with a principal or administrator for a mock job interview
6. Collecting budget documentation and lists of administrative tasks
7. Preparing electronic and hard copies of their professional portfolio

Your student will have more detailed information about these items, but if you have questions, please do not hesitate to contact the assigned University Supervisor or any of us.

Again, thank you for your willingness to support our students.

Sincerely,
The Kent State Music Education Faculty