How to Host a Teacher Candidate Checklist  
URI School of Education

Thank you! You have generously offered to host a URI teacher candidate in your classroom this year. We greatly appreciate your time and support of our teacher candidates. Your consideration and feedback will play an important role in shaping your teacher candidate into being the best beginning teacher that he/she can be!

The following general information is intended to help you prepare for hosting a URI teacher candidate this year. There are likely additional steps that will need to be taken in order for your teacher candidate to be fully included in your classroom and school environment.

To incorporate your teacher candidate into your school culture:

◊ Gather the school handbook or other policy documents, including safety procedures
◊ Introduce the teacher candidate to your team of teachers, administration, the custodial and front office staff, and other key school employees
◊ Conduct a tour of the school
◊ Demonstrate how to use the copier and other technology
◊ Discuss school building norms (i.e. the unspoken rules of the staff room)
◊ Provide dates, times, and locations for all upcoming school events (as appropriate)
◊ Invite the teacher candidate to upcoming parent and faculty meetings (as appropriate)

To incorporate your teacher candidate into your classroom environment:

◊ Ask your teacher candidate what he/she would like to be called by students
◊ Provide a space for your teacher candidate’s possessions (coat, backpack, etc.)
◊ Provide information about and access to all relevant curriculum materials
◊ Discuss general expectations (practicum hours and schedule, dress code, etc.), classroom routines, and student expectations
◊ Review specific requirements and assignments of the practicum and/or student teaching