

## DCT Orientation Checklist

DCTs and University Supervisors will work together review the following information at the beginning of Student Teacher (ST) placement. Please mark off the items as they are covered, and sign and date the checklist.

- Exchange contact information and preferences.

Review the basic responsibilities of the student teacher (see DCT Handbook), including:

- Hours in classroom/school – Fall Quarter: 18 hours per week
- Gradual release of responsibilities – Are you willing to “turn it over”?
- Attendance expectations
- Substitution information
- Dress and grooming standards, professional conduct, appropriate language, and classroom performance

Review GSOE’s professional expectations and ethics (see DCT Handbook), including

- Professional communications and conduct
- Positive dispositions of caring, support, acceptance, and fairness toward all students and families
- Knowledge of cultural competency

Review the basic responsibilities of the mentor teacher, including:

- DCT Support and Evaluation Schedule – 2 formal observations & 1 Quarterly Evaluation per quarter
- Lesson plan expectations (requirements, implementation, application, and how and when plans are submitted to DCT)
- Information regarding edTPA and Teaching Event
- Review Suggested Student Teaching Progression
- Discuss Professional Development Opportunities for DCTs
- Other (please list):

Comments/Notes:

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DCT Signature

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UCR Supervisor Signature

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Date