

# METROPOLITAN STATE UNIVERSITY *of* DENVER

*Student Teaching Office*

## Initial Visit to the Student Teaching Assignment

Student Teacher  
School  
Cooperating Teacher

Date  
Subject/Grade

If there is a change or addition regarding the assigned cooperating teacher as listed on the confirmation page, please notify our office.

This form is to be used for reporting events of the initial visit to the student teaching assignment. The initial visit should be scheduled at a mutually agreeable date at the beginning of the student teaching experience.

### **Initial Visit Checklist**

- Contact appropriate administrator(s)
- Meet with cooperating teacher(s)
- Review Coop Teacher section of the website with cooperating teacher
- Review requirements for Teacher Work Sample
- Collect Daily Schedule form
- Provide supervisor contact info (phone, e-mail)
- Review Observation, Mid-Term, and Final Evals

### **Cooperating Teacher Forms to Student Teaching Office**

Honorarium, W-9, and Renewal Credit  
(Remind teacher to submit forms, which are processed at the end of the semester. Honorarium is processed by Accounts Payable and takes longer to process.)

### **OPTIONAL: Cooperating Teacher Forms to Supervisor**

- Communication of Progress Form
- Cooperating Teacher Observation of Student Teacher

MSU Denver Student Teaching Office  
Campus Box 46, PO Box 173362  
Denver, CO 80217-3362

Website: [www.msudenver.edu/studentteaching](http://www.msudenver.edu/studentteaching)

Email: [studentteach@msudenver.edu](mailto:studentteach@msudenver.edu)

### **Comments**

University Supervisor Signature \_\_\_\_\_