

**INDIANA UNIVERSITY SCHOOL OF EDUCATION  
BLOOMINGTON  
OFFICE OF STUDENT TEACHING**

**ORIENTATION ASSIGNMENT**

Prior to the start of student teaching, you are required to meet with your supervising teacher and complete this assignment. Please return this completed form to the Student Teaching Office before starting your student teaching assignment.

- 1) Contact the Teacher and arrange a convenient time to meet. You could call the teacher at school during prep period or at home during early evening.
- 2) At that meeting:
  - i) Exchange phone numbers and addresses.
  - ii) Confirm with your supervising teacher the first day to report to school.  
**DO NOT ASSUME THAT THE DATES ON YOUR CONFIRMATION SHEET ARE ACCURATE!** You may need to adjust your end date accordingly.  
Start date: \_\_\_\_\_ Tentative end date: \_\_\_\_\_
  - iii) Determine whether you and your supervising teacher need to meet again before your student teaching begins.
  - iv) Pick up any supporting materials to be used, i.e., teacher editions of textbooks, workbooks, planning overviews, etc.
  - v) Determine what parts of the curriculum, courses, subjects, or units you will be responsible for teaching.
  - vi) Request classroom rules, guidelines for discipline, and student handbooks or rules. Also, obtain a copy of the faculty handbook and/or department policies (for secondary student teachers).
  - vii) Determine if you will need a school ID badge while student teaching. Obtain the badge, if required, before beginning your student teaching assignment.
- 3) Contact the Principal and clarify who should receive your Criminal History Check report. If you have two placements, at different schools, contact the principal of each school regarding this important matter.
- 4) If possible, arrange a tour of the school with the Principal's Office or your Supervising Teacher. Of course, you will have to arrange any such activity around their schedules and procedures. **Be diplomatic.**

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Supervising Teacher's Signature

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Student Teacher's Name (Please Print)

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Date

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Student Indiana University ID #