CHECKLIST: DISCUSSION IDEAS FOR THE FIRST MEETING
(Use this list as a guide to begin working with the candidate)

_____ Discuss the basic responsibilities of the candidate.
_____ Share your responsibilities to the candidate.
_____ Orient the candidate to the classroom.
_____ Give the candidate a tour of the school.
_____ Review information received from the university.
_____ Briefly review any relevant special calendar dates.
_____ Discuss daily routine, schedules, duties, and so on.
_____ Review lesson plan formats.
_____ Discuss possible feedback strategies.
_____ Review self-evaluation/reflection options.
_____ Discuss the appropriate dress code for the candidate.
_____ Share discipline code for the classroom and the school.
_____ Discuss the substitute policy for the candidate.
_____ Discuss dates of the practicum and attendance policy.