ESSENTIAL QUESTIONS AND INFORMATION GATHERING GUIDELINES

Below are questions to ask the Master Teacher during your time in the classroom (some are time sensitive so consider prioritizing this list). Remember to always put the students and their learning first. Be sensitive to when and where you ask these questions of your Master Teacher. You will probably want to schedule a specific time to sit down with your Master Teacher and gather this information.

General Logistics
May I contact you outside of school?
If so, how may I contact you (by telephone, by e-mail)?
What time should I arrive in the morning?
Is there a sign-in procedure for Student Teachers?
Where should I meet you in the morning?
How long would you like me to remain after school?
Am I permitted to have a key to the classroom?
What is the procedure for early access to the building/classes?
Where should I park?
Do I need a parking permit?
How should I contact you in case an emergency or illness prevents me from coming to school or prevents me from being on time?
Are there any emergency procedures I should be aware of? (Building evacuation routes, safety drills, lock down codes, etc.)
Where and when do you usually eat lunch?
May I have a school calendar and handbook? Is there a map of the school available?
Can I have a tour?
May I have a class list and seating chart?
May I have a copy of any discipline policies for the school/district?
Who would I ask for assistance with discipline?
What types of technology resources are available in the school?
Is there a Teacher Resource Center?
What are the rules and procedures for the copier?
Do I need a code number?
What process would you like to follow and when would be the best time for feedback on my lessons and suggestions for improvement: after each lesson, during a planning period, or at the end of each day?
Do you need any more information about Biola University’s requirements, assessment, procedures, or forms used for assessment?
What responsibilities do you want a Student Teacher to assume?

Lessons/Curriculum
What can I do to prepare ahead of time for the coming lessons I will be teaching?
How far in advance do you want to see my lesson plans—a day, several days, a week?
What would you like me to teach?
Is there something specific that needs to be covered?
Would you like the daily lesson plans typed?

Regarding Students
What can you tell me about the school community?
What is the level of parental involvement?
Are there attendance problems with students?
What information should I be aware of regarding students? (strengths and weaknesses, IEPs, medical histories, etc.)
How are accommodations and/or modifications made for special needs students?
What protocol should I follow for reporting instances of suspected child abuse?

Classroom Management
What are your discipline policies?
What are the classroom rules?
What are the consequences if classroom rules are broken?
Do you anticipate any discipline problems from particular students because I am a Student Teacher?

Classroom Routine
What is your homework policy?
How much homework do you assign?
What are the procedures if students do not have homework done?
What is your grading system?
Do you want me to grade assignments?
If so, what are the grading criteria and the turnaround time?
How many questions do you put on a test or quiz?
Do you write new tests/quizzes for those who are absent on test day?
What teaching methods or routines work best with your students?

Other
When would you like to review the Student Teacher evaluation forms and requirements?
What extracurricular activities do you supervise?
In what ways might I be involved?
May I attend parent-teacher conferences?
May I attend department or faculty meetings?

How can I best support the learning and teaching in your classroom?