After some additional feedback I thought this information might also be helpful...especially for those of you that have large numbers of students...

1) Remember although we want the students to start as soon as possible if you would like to make introductions first then they can start any time next week or early the following week if need be.

2) If you just can’t be in the classroom to make the initial introduction because you need the students to get started...make sure to make it to the school to answer questions and go through the check list during that first week that the students are in the classroom. This way you can still establish the relationship but the students don’t lose any time.

3) Consider the video observation option- this will reduce the number of times you need to be in the classroom...all the information in on Blackboard

4) Instead of allowing students to make their own observation schedules, feel free to create an observation schedule for them (obviously it would need to be oked by the master teachers). You will need to continue to see them at different times of day in order to ensure that you see multiple subjects over the semester.

5) If you cannot meet your master teacher and student in person right away, please consider using Skype with your master teacher to review the checklist and email any paperwork.

6) If you cannot meet your master teacher and student in person right away, at least have a phone conversation with the master teacher to answer questions and go over the checklist and email any paperwork.

Now this does not mean you should not meet in person with the master teacher but this will give you time to get there while still supporting the student and the master teacher.

One more note from Christine Mayfield to you...

Please remind master teachers and principals that once students have been placed, their first line of communication for questions, concerns and information is you. They should feel very comfortable contacting you for all future inquiries. If you can’t answer their question, please contact Christine Mayfield (cmayfield@fullerton.edu) for clarification. Although they have become used to communicating with Kim Case (and may have even been given her name and contact information from district office personnel), she should not be the person schools contact for student teaching information. Please be sure to make this clear in your communications with master teachers and principals.