

## **SUGGESTIONS FOR OBSERVATION DAYS**

1. Be at school before the student teacher arrives in order to welcome him/her.
2. Show the student teacher his/her base of operations, staff room and washroom.
3. Introduce the student teacher to staff members before or during the course of the day and take time to show him/her around.
4. Read the introductory letter from the College and make note of special requests.
5. Show the student teacher how to operate the duplication equipment.
6. Show the student teacher where the supplies and equipment are.
7. Explain the procedures for a fire drill or other emergency.
8. Involve the student teacher with the children wherever possible.
9. Conference with the student teacher at the end of the orientation day. Present the teaching assignment for the first week and provide the necessary resources.