

Spadoni College of Education and
Social Sciences
Coastal Carolina University

Preliminary Conference Sheet

Intern _____ Cooperating Teacher _____

University Supervisor: _____ Conference Date _____

Suggested Agenda for Preliminary Conference

1. Provide Supervisor with a Class Schedule
2. Review classroom safety drill procedures (tornado, fire, intruder, etc.)
3. Check to be sure the cooperating teacher knows how to access internship documents and required trainings digitally at <https://www.coastal.edu/scoess/studentsupportandengagement/internshipinformation/cooperatingteachers/> and has received a copy of the Cooperating Teacher Handbook.
4. Cooperating Teachers should submit information form and PDF of Teaching Certificate at <https://www.coastal.edu/forms/education/student-services/cooperatingteachers/>
5. Cooperating Teachers should request for their principals to complete a recommendation form at <https://www.coastal.edu/forms/education/student-services/principalrecommendation/>
6. Cooperating Teachers should verify the completion of their training here: https://docs.google.com/forms/d/e/1FAIpQLSfQrzRDq5N87M_hRNfaQx-vMfNXyB2OG5_MoXCrn46yNhW-mw/viewform
7. Discuss schedule of intern observations (forms and post conferencing time needed) and assessments.
8. Review intern attendance expectations (interns are expected to be in attendance EVERY day during internship and should full-time teach a minimum of 35 days). *Assist the cooperating teacher with any questions about verifying attendance in Anthology.*
9. Schedule university supervisor observation visits – Two before formative (***If possible, have the cooperating teacher take over at the end of observation to allow intern/supervisor to debrief.***)
10. Discuss expectations for professional dispositions and review the Assessment of Professional Dispositions, which is completed at the Summative conference.
11. Conference comments and questions

	Signature	Date
Intern		
Cooperating Teacher		
University Supervisor		

*Please ensure the intern and supervisor has access to all virtual platforms prior to this meeting.