**CHECKLIST DURING YOUR OVERSEAS STUDENT TEACHING SEMESTER**

* Let us know that you have arrived safely.
* See “**Directions for OTIS**” – (**Directions** **attached.)**
* Your cooperating teacher will create tabs in OTIS
	+ **Elementary Student Teaching Initial Review**
	+ **Elementary Student Teaching Observations (2018)**
		- Your cooperating teacher will complete **two observations during each placement**
		- In some sites, the principal or the overseas coordinator will complete an observation. (They will need instructions on how to complete the forms and will need username and passwords for OTIS from Dr. Gerry Swan – Gerry.swan@uky.edu
	+ **Student Teaching Evaluation – Mid-term**
		- Your cooperating teacher will complete the mid-term; in some instances, the overseas coordinator will also complete a mid-term evaluation. You will complete a self-evaluation in OTIS for the mid-term. The self-evaluation will not be necessary for the final evaluation.
	+ **Student Teaching Evaluation – Final**
		- Your cooperating teacher will complete the final evaluation; in some instances, the overseas coordinator will also complete a final evaluation.
	+ **Weekly Student Teaching Report**
		- This should be completed weekly to show the number of instructional days in your student teaching placement. Remember, there must be a minimum of 70 instructional days recorded before a grade can be recorded and certification can be issued.
* **Instructions for Cooperating Teacher’s Training – Completing Part B – (directions attached)**