

**UAF SCHOOL OF EDUCATION
SECONDARY POST-BACCALUAREATE LICENSURE PROGRAM
INITIAL CONFERENCE CHECKLIST
FORM D**

Candidate: _____ Supervisor: _____
Mentor: _____ School: _____

Conference date: _____

Items which should be established by the first conference:

- ___ Desk or workspace
- ___ Curriculum guides, Alaska Student Content Standards
- ___ Regular conference/planning time with mentor _____
- ___ Teaching schedule book/folder, grade book
- ___ Lesson plan folder and submission deadlines _____
- ___ Introduction to faculty, staff, and community
- ___ Regular staff meeting schedule _____
- ___ Initial levels of involvement and authority
- ___ Pre-planning for WORK SAMPLE
- ___ Mentor's management/discipline plan and candidate's use of it
- ___ Responsibilities on duty schedules
- ___ Best times to meet with supervisor _____

Completed by Supervisor