

CHECKLIST FOR WORKING WITH LARGE GROUPS

Student:
Teacher:
Dates:
Objective:

Instructions to Student Participant: As you complete each of these activities, place a check [✓] in the right-hand column.

| Activity | Completed |
|--|------------------|
| Management of the Classroom | |
| 1. Discuss management rules with the classroom teacher. | ___ |
| 2. Use only the discipline methods sanctioned by the classroom teacher and the school. | ___ |
| 3. Communicate the rules and consequences to the students so that they know you will enforce them. | ___ |
| 4. Enforce rules and apply consequences consistently. | ___ |
| 5. Make eye contact with as many students as possible. | ___ |
| 6. Call students by name. (have the students make, wear, or display name tags.) | ___ |
| Teaching | |
| 1. Carefully plan activity using activity plan sheet. | ___ |
| 2. Be sure all materials are ready to distribute. | ___ |
| 3. Preview all materials prior to using or showing them. | ___ |
| 4. Preread anything you intend to use. | ___ |
| 5. Maintain instructional momentum (i.e., keep up the pace; do not spend too long on any one element of the plan; do not overexplain). | ___ |
| 6. Be certain that students understand what is expected. | ___ |
| 7. Be sure students know how to perform and are capable of accomplishing the task. (Beware of asking students to do tasks for which they do not have background knowledge or skills; check with the classroom teacher to be sure they will be able to accomplish what you expect.) | ___ |
| 8. Review previous lessons and background knowledge or skills required for this lesson. | ___ |
| 9. Actively involve the students in the lesson. Use a “hands-on” approach. | ___ |
| 10. Employ a variety of teaching techniques | ___ |
| 11. Assess students’ understanding of the activity objective often throughout the activity. | ___ |
| 12. Do not expect all students to master all concepts and skills in the same way or at the same time. Group students to provide additional assistance to those who have not mastered important concepts and skills. Use different teaching techniques with these students, or allow those who have mastered the skills or concepts to help those who have not. | ___ |