Getting Ready to Teach

The first time you go out to teach, you will probably be pretty nervous—that’s okay! To these kids, you can do no wrong. However, it is important to be as prepared for your lesson as possible. Below is a checklist that will hopefully help you remember the big things that are crucial to your lesson, as well as the little things that we all tend to forget.

To be ready for your lesson you need to:

- Contact your Mentor Teacher and remind them you are coming (a few days in advance).
- Request printed copies of all necessary worksheets at least 24 hours prior to the requested pick up date.
- Bring an outline of your lesson or a copy of the LP to use as a reference when you are teaching.
- Bring one copy of your Mentor Teacher Feedback Form. One can also be printed off at www.sfajacksteachorg.
- Bring a hard copy of PowerPoints, videos, images, etc.
- Prepare ALL exploration equipment.
- At least 2 days prior to your requested pick up date, complete and turn in a Bin Inventory form. JacksTeach Center personnel will pack up the supplies. You can check out the bin on the date requested.
- Make name tents/tags for each student and one for yourself.
- PRACTICE PRONOUNCING ALL NAMES.
- Bring writing utensils for both personal use and student use.
- Dress appropriately (nice shirt/blouse, no jeans).
- Bring your driver’s license to sign in at the front office.
- Write down phone numbers of your Step 1 instructors and TAs as well as your Mentor Teacher to take with you in case of emergency.