

## Teacher Meeting Worksheet: First Meeting

AmeriCorps member name:

Date:

Teacher name:

1. Have you had an AmeriCorps member in your classroom before?

What was their role?

What did they work on?

2. What did you like about this arrangement? What do you think could be changed?

3. What are your goals for this semester/year? What unit is the class studying?

4. Are there certain students that will need my help more than others?

5. Is it possible for me to get a copy of the lesson plans before each class session?

6. Is there anything else that I should know about your teaching style or the class?

7. How can I best reach you outside of school?

Email:

Phone:

8. Can you give me feedback so I can know how things are going?

9. How often do you want to meet in order to evaluate how things are going?

10. When would you like to meet next?

*If there is a textbook or assigned reading for the class, request a copy from the teacher.*

Remember:

Just as important as this meeting is the follow-up. Type out what you discussed, and email it to the teacher to confirm the decisions you made.