

*California State University, Fresno*  
*Department of Animal Sciences and Agricultural Education*

**VERIFICATION OF PROFESSIONAL COMPETENCIES**  
**EHD 155A**

**GETTING ESTABLISHED IN THE SCHOOL**

|  | <u>Date</u><br><u>Accomplished</u> | <u>Verified</u><br><u>By:</u> |
|--|------------------------------------|-------------------------------|
| A. Get acquainted with "key" personnel:  |                                    |                               |
| 1. Principal / Vice Principal  | _____                              | _____                         |
| 2. Vocational Director   | _____                              | _____                         |
| 3. Agriculture Teachers  | _____                              | _____                         |
| 4. Guidance Counselors / Personnel   | _____                              | _____                         |
| 5. FFA Officers  | _____                              | _____                         |
| 6. High School / District Support Staff  | _____                              | _____                         |
| B. Become informed early on school and department policies.<br>Confer with appropriate school officials regarding: |                                    |                               |
| 1. Organization of the school, including the lines of authority.   | _____                              | _____                         |
| 2. School and class schedules.   | _____                              | _____                         |
| 3. School and department standards for dress and conduct.  | _____                              | _____                         |
| 4. Rules regarding the operation of school vehicles.   | _____                              | _____                         |
| 5. Provisions for liability insurance for teachers.  | _____                              | _____                         |

**DISCOVERING COMMUNITY AND STUDENT NEEDS IN DEVELOPING A COMMUNITY PROGRAM OF AGRICULTURE EDUCATION**

|   |       |       |
|---|-------|-------|
| A. Study and discuss with supervising teachers:   |       |       |
| 1. Department Program Plan.   | _____ | _____ |
| 2. Department records, course of study, follow-up records of students, SAE reports, FFA program of activities, etc. | _____ | _____ |
| 3. Reports and programs of summer work.   | _____ | _____ |
| 4. Agriculture Program Recruitment Plan.  | _____ | _____ |
| B. Consult with other sources:  |       |       |
| 1. Librarian / Resource Coordinator.  | _____ | _____ |
| 2. Ag. Advisory Committee Members.  | _____ | _____ |
| 3. Transportation Director or Building Maintenance Supervisor.  | _____ | _____ |

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**OBSERVING AND TEACHING AGRICULTURE CLASSES ( minimum 210 hours )**

|  | <b>Date</b>         | <b>Verified</b> |
|--|---------------------|-----------------|
|  | <b>Accomplished</b> | <b>By:</b>      |
| A. Observe teaching of classes in agriculture:   | _____               | _____           |
| 1. Obtain copies of courses of study and teaching plans used by supervising teacher.       | _____               | _____           |
| 2. Observe Agricultural Science / Agricultural Mechanics classes.                          | _____               | _____           |
| 3. Observe methods used in class management and discipline.                                | _____               | _____           |
| 4. Take notes on classes observed and discuss with supervising teacher.                    | _____               | _____           |
| B. Teach classes: (40 hours minimum)   |                     |                 |
| 1. Develop lesson plans for assigned classes.  | _____               | _____           |
| 2. Teach units of instruction as agreed upon with cooperating teacher.                     | _____               | _____           |
| C. Turn in weekly report of teaching, and observation activities on a <b>WEEKLY</b> basis. | _____               | _____           |

**OUT-OF-CLASS INSTRUCTION AND SUPERVISION**

|  |       |       |
|--|-------|-------|
| A. Observe and assist in supervised practice programs. | _____ | _____ |
| B. Observe and assist in FFA activities.               | _____ | _____ |

**GUIDING, COUNSELING, SELECTING, AND PLACING OF PUPILS**

|   |       |       |
|---|-------|-------|
| A. Selection:   |       |       |
| 1. Determine the standards and procedures of selection of pupils for the department.  | _____ | _____ |
| 2. Determine methods used to locate and interest prospective pupils.  | _____ | _____ |
| B. Guidance and counseling:   |       |       |
| 1. Confer with guidance staff regarding the services and policies of the school and the guidance responsibilities of the teacher of vocational agriculture. | _____ | _____ |

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**ORGANIZING, ADMINISTERING, AND MAINTAINING A DEPARTMENT**

|  | <u>Date<br/>Accomplished</u> | <u>Verified<br/>By:</u> |
|--|------------------------------|-------------------------|
| A. Follow the organizational and administrative procedures of the local department. Learn local department procedures for: |                              |                         |
| 1. Ordering and purchasing supplies and equipment.   | _____                        | _____                   |
| 2. Handling disciplinary problems.   | _____                        | _____                   |
| 3. Keeping and reporting mileage and travel and submitting claims.   | _____                        | _____                   |
| 4. Securing and using secretarial assistance in administering the program.   | _____                        | _____                   |
| 5. Taking roll and reporting attendance.   | _____                        | _____                   |
| 6. Handling funds.   |                              |                         |
| 7. Keeping room and office <u>clean and orderly</u> .  | _____                        | _____                   |
| B. Keep records and prepare reports.   |                              |                         |
| 1. Study department budget; obtain copy for your files.  | _____                        | _____                   |
| 2. Study department filing system.   | _____                        | _____                   |
| C. Become familiar with instructional materials and facilities.  |                              |                         |
| 1. Analyze instructional facilities available.   | _____                        | _____                   |
| 2. Collect and preserve teaching materials.  | _____                        | _____                   |

**Please return this sheet at the end of the semester with the checklist completed.**

| Names of Persons Initialing | Position |
|-----------------------------|----------|
| _____                       | _____    |
| _____                       | _____    |
| _____                       | _____    |

Cooperating School \_\_\_\_\_ Date Completed \_\_\_\_\_

|                                  |                              |
|----------------------------------|------------------------------|
| _____                            | _____                        |
| Signature of Cooperating Teacher | Signature of Student Teacher |