

EXPECTATIONS AND RESPONSIBILITIES OF THE COOPERATING TEACHER

Criteria for Cooperating Teacher

- Must be recommended by his/her principal.
- Bachelor's or master's degree.
- Must be certified.
- Minimum three years teaching experience (preferably teaching in certification area).

Responsibilities

As a cooperating teacher, you are one of the student teacher's most important resources during their student teaching experience. You have been selected because of your recognized teaching skills and qualifications. As such, you will function as a mentor to your student teacher and will provide regular positive feedback, constructive review and meaningful suggestions to improve his/her teaching. Your active involvement is critical to a successful clinical experience. Previous reports have indicated the following checklist is helpful. In addition, we invite your suggestions and comments for future revisions of this document.

Cooperating Teacher Checklist:

- Review the student teacher's resume and professional statement.
- Please read the Teacher Certification Handbook to familiarize yourself with our program. This is available online.
- Introduce the student teacher to administrators, faculty members and other school personnel.
- Help the student teacher become acquainted with the facilities, such as the nurse's office, pupil records, instructional supplies and audio-visual materials (include a tour of the building).
- Discuss teaching philosophy, school philosophy, school policies, rules and regulations.
- Share resource and reference materials that have been effective.
- Assist in both long-term and short-term planning of lessons and units.
- After observing a lesson, offer feedback that is both positive and constructive. Student teachers appreciate immediate feedback.
- Work with the student teacher in developing classroom management skills.
- Provide opportunities for student teachers to communicate and interact with students' parents/families.
- Confer regularly and frequently with the student teacher.
- Maintain ongoing communication with the clinical faculty. Please contact the University clinical faculty if you feel there is a problem that needs attention. It is important to identify a potential problem early so the student teacher has an opportunity to correct the situation.
- Download and complete midterm and final evaluations. After a meeting with the student teacher and clinical faculty, signed evaluation forms must be returned to the *clinical faculty* by the designated dates on our calendar. See our website for a calendar and evaluation forms. (www.plymouth.edu/teachercertification).

Cooperating Teacher Tuition Vouchers for Mentoring and Supervising Student Teacher Candidates

As a gesture of appreciation for your service to the university, you will be eligible for full tuition toward one Plymouth State University course (excluding fees), either on or off campus. **If you wish to use the voucher, please contact the Office of Teacher Certification (603-535-2224).**

Conditions for use

- Registration and course fees are not included.
- A voucher does not guarantee acceptance into a particular course.
- Voucher may be transferred to a staff member in the same school **with principal's approval and signature.**
- Lost vouchers cannot be replaced.
- This voucher is valid for three consecutive semesters from the end of the student teaching semester. (Effective Spring 2007)
- You may use only one voucher per term/semester.

Transferring of Vouchers

If the Cooperating Teacher is unable to use the voucher, fill in the name and social security number of the person to whom this voucher is being transferred and have the Principal approve and sign. The school principal or designee will be responsible for the school site voucher transfer and selection process. This voucher may be returned with the course registration to the appropriate department (College of Graduate Studies and Community Outreach for graduate and non-credit courses, or The Frost School of Continuing Professional Studies for undergraduate courses).

Graduate and Non-Credit Courses

College of Graduate Studies and Community Outreach can be contacted at 535-2734 with graduate and non-credit course registration questions. The Frost School of Continuing Professional Studies may be contacted at 535-2822 with undergraduate registration questions.

Thank you for your continued support of our Teacher Education Program.