

Roles and Responsibilities

COOPERATING TEACHER

- Become acquainted with the program of student teaching as well as the background of the student teacher through materials supplied by the college. If possible, participate in programs for the preparation of cooperating teachers.
- Create an atmosphere of acceptance of the student teacher on the part of the students, the faculty, and the community.
- Introduce the student teacher to other professionals in the building, especially those with whom he/she will be directly involved.
- Treat the student teacher as a co-worker/co-teacher.
- Provide the student teacher with classroom routines and rules, instructional procedures, available instructional supplies, materials, and equipment.
- Provide the student teacher with necessary background information about students.
- Preview your expectations for the student teacher and his/her responsibilities during the first week of the experience.
- Co-teach with the student teacher by sharing classroom responsibilities and instruction.
- Coach the student teacher in planning, checking and revising plans, instructional strategies, and assessment.
- At a rate that seems appropriate for the student teacher, gradually turn over teaching responsibilities to him/her but continue to co-teach.
- Provide continuous feedback to the student teacher by giving specific praise and encouragement as well as constructive criticism. Be open and frank.
- Confer with the university supervisor and the cooperating school administrator about the progress and/or problems pertaining to the student teacher.
- Provide opportunities for the student teacher to observe in other classrooms, attend professional meetings, participate in school activities, and use the library and other resources.
- Take the necessary steps to remove the student teacher from the experience if his/her progress is inadequate.
- Supply the university supervisor with an evaluation at the end of the student teaching experience.

UNIVERSITY SUPERVISOR and/or CLINICAL INSTRUCTOR

- Assist student teachers to have the best possible chance of success.
- Meet with the student teacher and cooperating teacher prior to or during the first week of student teaching to review responsibilities, roles, and expectations.
- Provide guidance to the student teachers through regular visitations to observe them teach and hold conferences with them and their cooperating teachers.
- Check the student teachers' plans for evidence of good planning.
- Work with cooperating teachers and their student teachers on planning, delivering, and evaluating instruction.
- Conduct weekly student teaching seminars.
- Help resolve problems affecting the student teaching/learning situation.
- Periodically review progress with cooperating teachers.
- Provide a midterm progress report with concrete suggestions for improvement.
- Serve as a liaison between cooperating school personnel and College of Education.
- Keep the Director of Field Experiences informed of major student teaching problems that develop during the semester, and help in the withdrawal from, reassignment of, or the extension of the experience.
- After consulting with each cooperating teacher, assign a grade of credit or no credit to each student teacher and submit the final evaluation to the Office of Field Experiences.

DIRECTOR OF FIELD EXPERIENCES

- Serve as a liaison between the College of Education and school systems in administering the field experiences of the teacher education program, *particularly the selection of sites, placement of student teachers, and other field placements.*
- Hold responsibility for the overall coordination of clinical experiences so that they meet the standards of the College of Education, the cooperating school system, and the State Department of Education.
- Establish the beginning and ending dates of field experiences.
- Maintain close contact with all off-campus laboratory experiences such as the Professional Development School sites (PDS).
- Establish and maintain appropriate records of all field experiences.
- Issue all certificates for student teaching and other appropriate field experiences.
- Develop and provide materials and policies essential to the successful functioning of the clinical experience for the student, the public school, university officials, and staff members.
- Negotiate appropriate agreements with public schools for the official placement of students in all field experiences where contractual agreements are necessary.
- Disperse budgeted funds as stipends to cooperating schools and teachers as provided by law and contractual agreement.
- Establish and maintain appropriate records of all clinical experiences.
- Coordinate the travel involved in the supervision of all clinical experiences.
- Facilitate appropriate orientation sessions for the students in clinical experiences.
- Participate in the evaluation of each of the programs within the framework of clinical experiences.

COOPERATING SCHOOL ADMINISTRATOR IN NON-PDS SCHOOLS

- Assist in the appropriate placement of student teachers.
- Work with the clinical instructor and university supervisors to orient faculty to their role in the student teaching program.
- Ensure that cooperating teachers plan with student teachers and conference regularly with them.
- Help to orient the student teacher concerning the philosophy, policies, and regulations of the cooperating school.
- Assist the student teacher in becoming acquainted with the faculty of the school and encourage attendance at faculty meetings and school functions.
- Stay informed about the progress of student teachers through visitations and conferences with cooperating teachers and university supervisors.
- When necessary, participate in the decision to remove a student teacher from their assignment and take part in the conference to inform the student teacher.