



Western Illinois University  
Teacher Education Program

## Cooperating Teacher Orientation Notes

Rev. 6.2018

Thank you for hosting a WIU student teacher in your classroom.

As a cooperating teacher, you will be the person he/she will turn to each day for advice and direction.

You will play a key role in the success of this student teaching experience.

We have developed a series of **Orientation Notes** related to the student teaching experience to assist you and to use as a reference.

Please feel free to contact me if you have questions.

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## Goals Related to the Orientation Notes

- Provide an introduction to the role and responsibilities of all individuals/groups involved in the student teaching experience.
- Focus attention on the specific role and responsibilities of the mentor teacher.
- Review of the materials, forms, and procedures required for the student teaching experience, especially items related to the cooperating teacher.

## Directions to Begin

- ▶ Review this program using the Cooperating Teacher Folder contents (the hardcopy from supervisor).
- ▶ **OR**
- ▶ Print out the program to assist you in locating these items from our website.
- ▶ **OR**
- ▶ Make written notes of this program to assist you in locating the website items.



## Competencies of Effective Cooperating Teachers

- ▶ Our goal is to match student teachers with effective cooperating teachers, however this is an ongoing process.
- ▶ Please review the list of competencies we value in a cooperating teacher.
- ▶ Each of the identified characteristics will be needed for a successful student teaching experience.



## FAQ-Student Teaching FAQ-Cooperating Student Teachers

- ▶ The Cooperating Student Teacher and Student Teaching FAQ pamphlets are quick references for the student teacher and the cooperating teacher when questions arise related to the student teaching experience.
- ▶ WIU contact information is included in the pamphlets.



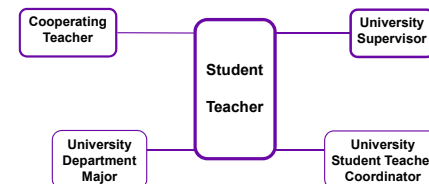
## Student Teaching Syllabus

- ▶ Note the textbook student teachers will be using.
- ▶ Read the syllabus carefully.
- ▶ Review attendance guidelines.
- ▶ Removal of a student teacher from the experience is rare, but it is important to identify the process.
- ▶ Ask the WIU supervisor about any specifics in this document that present a question.



## Student Teaching Model

- ▶ Several important groups make up our student teaching model.
- ▶ Please review the responsibilities and activities for each group.



## Clinical Experience (Student Teaching Experience)

- ▶ Please review carefully the topics of lesson planning and evaluation.
- ▶ Liability is discussed in careful detail.
- ▶ Be sure to schedule weekly conferences with the student teacher.



## Incident Report Form

If there is an incident during the experience in which the student teacher is injured or involved in an incident:

1. It is vital that the Incident Report Form be completed by the cooperating teacher.
2. The WIU Supervisor should be contacted immediately.
3. It is important to document the incident in detail.
4. The completed form should be given to the WIU Supervisor.

## Responsibilities

- ▶ The Student Teaching Model identifies several groups involved in the student teaching experience with summary descriptions.
- ▶ This document adds an additional group (school district) that has responsibilities.
- ▶ Be sure to review “who should do what” to make the experience a success.

## Physical Restraint and Crisis Intervention

- ▶ Absolutely, under no circumstances, should a WIU student teacher be involved in the training or application of physical restraint techniques used with students.
- ▶ Please review with the student teacher the rules and procedures for your school/classroom in dealing with physical episodes and issues.



## Cooperating Teacher Paperwork Deadlines

- ▶ Student teachers will have 1-16 week experience or 2-8 week experiences depending on their individual major.
- ▶ Check the list to find the specific timeline that pertains to your student teacher.
- ▶ The WIU supervisor will assist you with the completion of any documentation, forms, or evaluations upon request.



## Suggested Timelines

- ▶ Locate the length of time that the student teacher will be in your classroom on the chart.
- ▶ We understand that some student teachers progress more quickly than others.
- ▶ We will trust your professional judgment as to the speed at which he/she progresses.
- ▶ Contact the WIU supervisor if you have questions.



## Student Teaching Experience Reflection

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|---|--|
| <ul style="list-style-type: none"><li>▶ It is vital for this form to be completed weekly by you and the student teacher.</li><li>▶ It is important for the student teacher to clearly understand your suggestions for improvement identified on the form.</li></ul> | <ul style="list-style-type: none"><li>▶ Make sure the completed form is sent to the WIU supervisor each week by fax or email.</li><li>▶ This form assists the WIU supervisor to track the progress of the student teacher and to be alert to any concerns.</li></ul> |
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## From Novice to Expert

- ▶ The chart further identifies the progress of a teacher from the novice level to the expert level.
- ▶ Note the student teaching phase on the chart.
- ▶ Your expectations for the student teacher should be based on the concept that he/she is still learning.
- ▶ The student teacher should not be compared to a first or second year teacher.



## Student Teacher Disposition Check

- ❖ Disposition items may not necessarily be related to the content, instructional strategies or assessment parts of teaching in the classroom.
- ❖ Because of this, we ask that you evaluate disposition items not addressed on the Mid-term and Final Evaluation forms.
- ❖ When completing the disposition, please place a "check" for each of the items in the boxes.

### ▶ PLEASE DO NOT:

- Check the lines between the boxes.
- Add a "+" or "-" to the check.
- Or identify your answer with "NA".

## Student Teaching Midterm Evaluation



- ▶ Be sure to review each different rubric.
- ▶ **Do not** add a "+" or "-" to the score for each item. **Do not** put "NA" as a score on any item.
- ▶ If there are more than 3 items scored as "unacceptable" on this document, a discussion with the WIU supervisor is required.
- ▶ The cooperating teacher, as well as the student teacher, should sign this document.
- ▶ Please review this completed document with the student teacher and give them a copy. Give the completed document to the WIU supervisor.

## Student Teaching Final Evaluation

- ▶ The evaluation form is a duplicate of the Midterm Evaluation *with the below exceptions:*
- ▶ A Classroom Diversity Checklist is required.
- ▶ You will be asked to give an Overall Rating of the Student Teacher Performance.
- ▶ A letter of recommendation on your school's letterhead must accompany this form (a sample is provided.)
- ▶ Your signature as well as the signature of the student teacher is also required.



## Finalizing the Experience

- ▶ The last week of the student teaching experience in your classroom should be a winding down of activities and responsibilities.
- ▶ Review again the list of recommended experiences identified earlier in this presentation.
- ▶ Assist the student teacher to make arrangements for observing other classroom teachers in your building during the last week of the student teacher experience.

## Thank You!

- ▶ Thank you for inviting our WIU student teacher to be a guest in your classroom.
- ▶ *We appreciate your experienced mentoring as a professional educator.*
- ▶ The skills learned in your classroom will assist our student to be a successful teacher in the future.

