

Guidelines for Cooperating Teachers



School of Education
Rome, Georgia



Expectations

Cooperating Teachers

Student Teachers

- ▶ What do we need to know?
- ▶ What do we need to do?
- ▶ What results do we expect?



Please become familiar with:

- ▶ The Student Teaching Handbook
 - The Conceptual Framework
 - Shorter University Educational Principles, and
 - Goals and Objectives of the Shorter University Teacher Preparation Program



How Long is Student Teaching?

- ▶ Fifteen weeks (75 days)
- ▶ Minimum of 10 consecutive days of full time teaching
- ▶ Dates are set by Director of Field and Clinical Experiences and School District



With whom will students work?

- Individual pupils
- Groups of pupils
 - Parents
 - Colleagues
 - Administrators
- Specialty faculty (Counselor, Media, etc.)
 - Cooperating Teacher
 - Paraprofessionals



What Are The Hours?

- ▶ Student teachers will follow the same hours (days) as their cooperating teacher.
- ▶ The calendar they will follow is the school district calendar (not Shorter University).
- ▶ Weekly Seminar held at Shorter University will follow the syllabus dates.



When Do Student Teachers Teach Full Time?

- The student teacher and cooperating teacher should sit with the school academic calendar.
 - Begin by finding ten or more consecutive days to teach full time (total responsibility for the class).
 - Plan to add increasingly more responsibility for classroom instruction until the full time teaching begins.



When Do Student Teachers Teach Full Time?

- Early in their student teaching, they should assist, observe, tutor and work with small groups.
- When the cooperating teacher agrees they are ready, they should begin teaching lessons.
- Following full time teaching, student teachers should release responsibilities in the same order that they were assumed.



Observations

- Their Shorter University supervisor will observe a minimum of **five** times (announced).
- The SU Supervisor will use the observation form found in the Student Teacher Handbook
- The cooperating teacher will observe the student teacher **daily**.
- It is recommended that the student teacher have an **administrator** observe them toward the end of their teaching.



Observations

- ▶ Secondary and Middle Grades Education student teachers must arrange for a **content observation**.
- ▶ For example, an English teacher would ask a Shorter University English department faculty member to observe.



Curriculum, Methods & Evaluation

- ▶ Undergraduate: A Curriculum, Methods, and Evaluation seminar (EDU/EDUC4050, 4060, 4070), conducted by education faculty, is held weekly (**Monday 4:00–7:00 pm**) on the University campus during the student teaching experience.
- ▶ Master of Arts in Teaching: EDU 5920 Student Teaching Seminar (**On -Ground in Rome or Online, 1 credit hour**)



Curriculum, Methods and Evaluation

- ▶ Problems and topics of common concern for student teachers are discussed.
 - ▶ Topics include:
 - Assessment
 - Classroom Management
 - Tracking Student Progress
 - Interviewing
 - Professional Development



Curriculum, Methods and Evaluation

- ▶ During this class, student teachers will complete:
 - **Presentation Portfolio** (TaskStream)
 - A list of required artifacts can be found on Scholar and Moodle.
 - **Student Teacher Effectiveness Component**



Student Teaching (Professionalism)

- The value of student teaching will depend largely upon their attitude and initiative.
- The key words are cooperation and responsibility.
- Student teachers or teacher candidates are expected to display professionalism in conduct and attitude and to assume the posture of a teacher both in responsibility and manner.
- Teacher candidates must follow all policies and procedures of the cooperating school.



Student Teaching (Professionalism)

- ▶ Attendance and submitting reports **on or before the due dates** are critical components of professional dispositions.



Student Teaching (Ethics)

- ▶ Candidates are expected to maintain high standards of personal and professional ethics and are expected to adhere to Georgia's *Code of Ethics*.
- ▶ A copy of the Code of Ethics can be found on **Scholar** under the **Education Tab** or at <http://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>.



Professional Organizations

- ▶ Student teachers must have current membership in SGAE or SPAGE for proof of **liability insurance** and present an acceptable **criminal investigation report** in order to participate in the student teaching capstone experience.



ATTENDANCE, PUNCTUALITY, AND TRANSPORTATION

- ▶ Regular attendance and punctuality are mandatory.
- ▶ If a candidate does not report when expected, this is termed an absence.
- ▶ In cases of illness or emergencies, the candidates must contact the following persons in the order listed below:
 - 1. supervising classroom teacher
 - 2. supervising principal or Office of Attendance
 - 3. university supervisor



ATTENDANCE, PUNCTUALITY, AND TRANSPORTATION

Student teachers should:

refrain from asking to leave school early,
especially on Friday and before holidays

attend all extra professional activities, such
as PTO, faculty meetings, planning
meetings, or other professional meetings

provide their own transportation to and from
school



DRESS CODE

Candidates should be dressed and groomed according to professional standards.

Candidates must identify and comply with the adopted dress code of the assigned school.

If there is doubt about appropriate dress codes, candidates should check with the supervising cooperating teacher.



REIMBURSEMENT

- Candidates may not be paid for any duties that are a part of the clinical experience.
- This criterion covers any work performed with students or any other aspect of school responsibility.
- Accept no gratuities or gifts which might impair the exercise of good professional judgment.



CONFIDENTIALITY

- The candidate is reminded that the **confidentiality** of all student records is protected by the Family Educational Rights and Privacy Act (FERPA).
- Candidates understand that under **NO** circumstances can information be released to or discussed with any unauthorized person.
- *Candidates understand that they are to check with or call their university supervisor or supervising classroom teacher to determine who is authorized to review or discuss records.*



LIABILITY

- The candidate has no legal, professional, or certificated status in public school classrooms in Georgia.
- At all times, the supervising teacher maintains legal responsibility for pupils in his or her classroom.
- Candidates are reminded, however, that they can be held liable for negligent or intentional acts or omissions that result in harm to children in their care.



Liability

- The teacher candidate must refuse to dispense **medications** or perform related services.
- Remember, the immunity of the supervising cooperating teacher does not extend to the teacher candidate.
- The university supervisor must be notified if the teacher candidate feels pressured to participate in these activities.



Liability

- ▶ Under **no circumstances** should teacher candidates collect or handle **money** belonging to students or any other school personnel during student teaching



TEACHER CANDIDATE DUTIES DURING STUDENT TEACHING

Complete **all requirements** of the student teaching co-requisite Curriculum, Methods and Evaluation (EDU 4050, 4060, 4070, or 5930).

Maintain a **daily journal** and submit along with a **weekly report** to the seminar instructor.

Complete and turn in appropriate **lesson plans** as requested by the university supervisor and/or cooperating teacher.

Complete and submit their **schedule** and information sheet.



TEACHER CANDIDATE DUTIES DURING STUDENT TEACHING

Teach full-time for a minimum of **ten consecutive days.**

Have **conferences** with their supervising teacher and university supervisor on a daily basis (if possible) to discuss the strengths and areas for improvement in their teaching.

Ask for help from the supervising cooperating teacher, supervising principal, and university supervisor if they have needs that have not been addressed. If a discrepancy in communication arises, they should ask for clarification.



TEACHER CANDIDATE DUTIES DURING STUDENT TEACHING

There may be an occasion when the supervising cooperating teacher is absent from school, and the candidate is asked to teach.

State mandates require the presence of a certified teacher or system authorized substitute.

The authorized substitute or certified teacher holds ultimate responsibility for supervision of the students when the classroom teacher is not present.

If the student teacher has any questions regarding this situation, they should contact the **university supervisor.**



TEACHER CANDIDATE DUTIES DURING STUDENT TEACHING

Candidates may not be used as long-term substitute teachers. Even if the candidate has been listed on the system's certified substitute list, the candidate may not serve as a substitute during the semester of student teaching.



LESSON PLANS

Well-planned lessons are essential to good teaching.

During student teaching, each student teacher is responsible for submitting to the cooperating classroom teacher a draft of lesson plans at least **one week in advance** of the lessons to be taught.

Lesson plans for a **minimum of ten days of full-time teaching** will also be submitted to the university supervisor by uploading the plans to TaskStream.



CLASSROOM MANAGEMENT AND CONTROL

Classroom management and pupil control is an area in which student teachers have probably had limited experience; however this is a vital area to the teaching-learning situation.

Student teachers should discuss management concerns with their cooperating teacher and seminar instructor.

Student teachers should observe how the cooperating teacher deals with behavior management and classroom rules and procedures.



Completion of the Program Undergraduate

TRANSITION POINT 3 – Completion of Program

2.50 GPA

Minimum grade of C in specified courses, including all education and major courses; Passing student teaching

126 hours or more

Advisor “check out” for graduation

Acceptable Portfolio

Acceptable criminal background check

Liability Insurance

Abide by Code of Ethics

Complete written exit survey

Complete oral exit interview



Completion of the Program

Master of Arts in Teaching

Completion of the Program [Transition Point 4]

- ▶ 3.00 or higher GPA
- ▶ Successful completion of approved field experiences
- ▶ Successful completion of E-portfolio
- ▶ Acceptance of E-portfolio by graduate education faculty review
- ▶ Abide by Code of Ethics for educators by Georgia Professional Standards Commission
- ▶ Acceptance of capstone project by graduate education faculty review
- ▶ Successful completion of written comprehensive examination



Functions of the University Supervisor

- ▶ Establish positive relationships
- ▶ Serve as mentor
- ▶ Facilitate and critique student teacher work
- ▶ Evaluate plans, lessons and portfolio
- ▶ Observe, observe,
- ▶ Provide feedback
- ▶ Maintain appropriate forms



Functions of the Cooperating Teacher

- ▶ Provide guidance
- ▶ Listen
- ▶ Offer teaching and learning experiences
- ▶ Suggest strategies and management tips
- ▶ Explain paperwork requirements
- ▶ Model effective teaching and professionalism
- ▶ Include in events
- ▶ Observe and evaluate



Points to Remember

1. We are partners.
2. We want to offer the most realistic learning experience.
3. We want to prepare teachers who are competent, caring, and effective.



What is the purpose of education if not for the future generations?

Hunter Lovins

