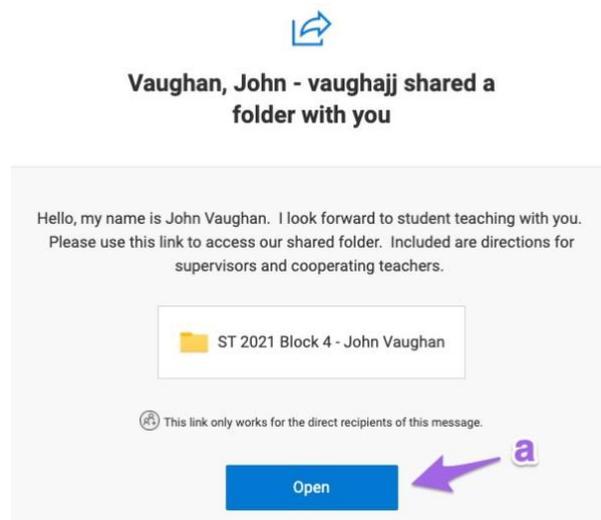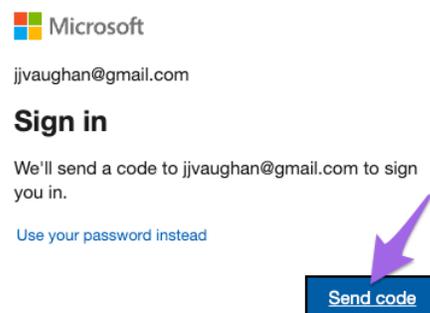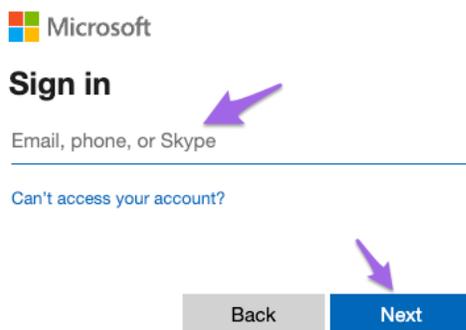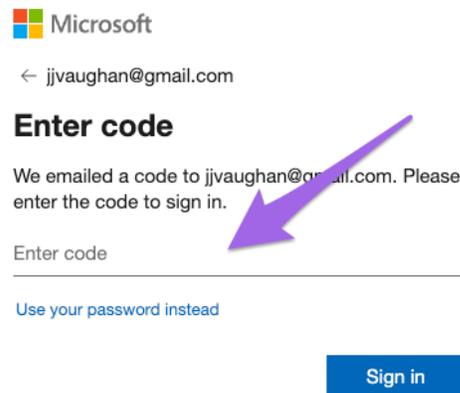# Cooperating Teacher
Field Experience Instructions

1. **The Shared Folder is opened approximately 1-2 weeks before the beginning of the student teaching block.** This folder is where you will review the student teacher's work and provide feedback. Check your email for a message from one of our team members with the subject "[Team Member] shared the folder [Student Teacher Last Name] [Student Teacher First Name] ST [Current Year]…". If the email arrives in your spam folder please click any buttons provided to tell your email provider that this is not spam. **SAVE this email. It contains a button that you will use each time you access the folder.**

2. Login to your student teacher's shared folder by clicking on the **Open button** (a) in the email. If you do not see a button you should be able to right click on the link, select copy link, and paste into your browser.

3. Enter your email address on the Sign in page and click the **Next** button. If you have a Microsoft account linked to your email address it will prompt you to login, otherwise click the **Send code** button and you will be emailed a passcode.

4. If you don't receive an email check your Spam folder. The subject of the email should be "Your single-use code" and have account-security-noreply@accountprotection.microsoft.com as the from address. Enter the code in the **Enter Code** textbox.

5. If the verification code does not arrive in a timely manner or you can not find the verification code email you may use an alternate email address. Please look for the verification code in spam, search for "account-security-noreply@accountprotection.microsoft.com," and search for "Your single-use code" before using an alternate email. If you wish to use an alternate email please contact your student teacher or email esc-helpdesk@jmu.edu.

6. If you receive an error message that you do not have an account, please contact esc-helpdesk@jmu.edu.

7. Click on the file named **Student Teaching Block Organizer** to read it. The file will open in a new browser tab.

8. You can make comments directly in the block organizer by clicking on the **Comments button** (d) in the top right corner. If you wish to highlight a specific portion of the document to comment on you can **select a portion of text** (e) and then click **New** (f). **Write your comment** (g) and then click the blue **airplane button** (h) to send it.

Home Insert Layout References Review View Help Editing ⟋ Share ☐ Comments ⌁ Catch up

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d. Click Comments to open the Comments sidebar

Student Teaching Block Organizer
The student teacher, cooperating teacher and university supervisor should discuss the following and complete this form at the beginning of each student teaching block.

Comments ✕

f. Click new to add a new comment

☐ New

| SPECIAL SCHEDULING CONCERNS (block scheduling, departmental planning, itinerant classes, parent conferences, grading periods, field trips, teacher in-service / work days, etc.) | I will be working with students K-5. The students in Kindergarten stay in their homeroom all day long, and the students in grade 1-5 switch for core subjects. All of the students follow a nine-week grading schedule, and receive report cards at the end of those grading periods. There will be an in-service day Friday, March 14th, and the students and staff will have Good Friday off-April 18th. Rockingham County no longer will be having their spring break. |

e. Select text (optional)

J jjvaughan@gmail.com ✕

Let's talk more about expectations on in-service days.

➤

g. Write your comment   h. Send it

9. Your student teacher will complete an Activity Log and a Reflection at the end of each week. *You will provide weekly feedback at the end of each week.* Click on the file named **Week[number] Activity Log and Reflection** to open it. You can make comments at any time using the **Comments sidebar** (d). Your weekly feedback should be entered at the bottom of the page under **Weekly Cooperating Teacher Feedback**.

10. When you reach the midpoint of the placement, you and the supervisor will each complete a **mid-block assessment** of your student teacher's performance. To complete, go to https://coe.jmu.edu/st-performance-assessment. The form will ask for your email and email addresses for the university supervisor and student teacher. The website will send a copy of your submission to these addresses to discuss during your next conference.

    If you can not find the email please search for emails from noreply@mail.questionpro.com and check your spam folder. The student teacher will copy the contents of the email and paste into the appropriate "Student Teaching Performance Assessment" document in the shared folder.

    If neither you, the student teacher, or the university supervisor receive the email please contact esc-helpdesk@jmu.edu and we can send you a link to resubmit the assessment or provide you with a pdf export. We can also provide a link to edit the assessment if a correction needs to be made.

11. At the end of the placement, you and the supervisor will each complete a **final assessment** of your student teacher's performance. To complete, go to https://coe.jmu.edu/st-performance-assessment. The form will ask for your email and email addresses for the university supervisor and student teacher. The website will send a copy of your submission to these addresses to discuss during your next conference.

If you can not find the email please search for emails from noreply@mail.questionpro.com and check your spam folder. The student teacher will copy the contents of the email and paste into the appropriate "Student Teaching Performance Assessment" document in the shared folder.

12. At the end of the placement, review the **Check-Out List** with your student teacher to confirm all tasks have been completed. Once completed, a signed copy of the Check-Out List will be sent to you from noreply@mail.questionpro.com. The student teacher will copy the contents of the email and paste into the "Check-Out List" document in the shared folder.

13. Provide **feedback on the university supervisor** by going to https://coe.jmu.edu/ct-feedback-us. Your responses are confidential and will not be shared with the student teacher or university supervisor.

Questions and Support	
Tech Support for Shared Folder	esc-helpdesk@jmu.edu
Placement Concerns	field-experience@jmu.edu