

STUDENT TEACHER SHARED FOLDER

JMU does not use paper forms during the student teaching experience. All forms that need to be submitted for student teachers are found in an electronic binder in a shared folder. Refer to your welcome letter email for user instructions.

PROBLEMS WITH THE SHARED FOLDER?

Please contact the Education Support Center at **540-568-6274** or teacher-ed@jmu.edu.

FORMS TO COMPLETE:

- ▶ Assist the ST in completing the Block Organizer during the first week.
- ▶ Review the ST's weekly reflections and respond in the feedback form.
- ▶ Complete the mid-block and final performance assessments for the student teacher using the reference guide. Complete the disposition assessment if requested.
- ▶ Review the ST Check Out List and complete the US Feedback form the last week.

WHO TO CONTACT

Your University Supervisor (US) will contact you to schedule a meeting during the first week of student teaching. They will provide a contact email and phone number. Please feel free to contact them with any questions.

The program/department head is always available for any questions that you might have which may be outside the scope of your communication with your US. A list of programs can be found at: <http://www.jmu.edu/coe/academics.shtml>

Information for Cooperating Teachers can be found under field experience on the Education Support Center at: <http://www.jmu.edu/coe/esc>

WE ARE HERE TO HELP!

At any time, please do not hesitate to contact the **Education Support Center** with questions or concerns.
teacher-ed@jmu.edu

Phone: 540-568-6274 Fax: 540-568-3442
Memorial Hall 7230, MSC 6915
395 South High Street
Harrisonburg, VA 22807



COOPERATING TEACHER OVERVIEW

EDUCATION
SUPPORT
CENTER

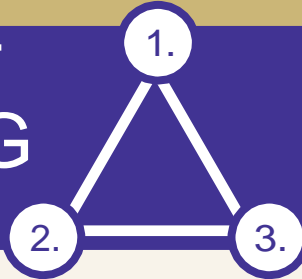
College of Education
JAMES MADISON UNIVERSITY



ROLE:

As a cooperating teacher you will serve as a mentor, role model, supervisor, evaluator and collaborator to the student teacher throughout their student teaching experience. Each of these roles is important to the professional development and growth of the student teacher.

STUDENT TEACHING TRIAD



STUDENT TEACHING PERFORMANCE GUIDE

Access the ST Performance Guide at <http://www.jmu.edu/coe/esc/fieldexperience.shtml> under "Observations and Assessments."

- 1** **Conceptual Framework:**
Includes the 11 competencies that are the basis for the assessment of JMU student teachers.
- 2** **Co-Teaching:**
ST and CT work together with groups of students and share delivery of instruction and physical space.
- 3** **Policies & Procedures:**
Includes a sample student teaching schedule, the roles for the CT, ST, and US, and important policy information (e.g. attendance and substitute teaching).
- 4** **Assessment & Observation:**
Summarizes the reporting requirements for the student teaching/internship experience.
- 5** **Reference Guides:**
These important guidelines allow you to utilize the observation and assessment forms specifically in your content area/grade level.

RESPONSIBILITIES:

Planning

Give the student teacher an orientation to the classroom, school and instructional materials. The student teacher should plan with you and give you a copy of his/her lesson plans prior to teaching each week.

Teaching

Provide opportunities for the student teacher to test theory and practice in the classroom. Observe the ST's instruction weekly. Schedule times to share advice, discuss observations, and give meaningful feedback.

Climate

Welcome the ST into your classroom, your grade team, your school, and your division. Develop an atmosphere that supports dialogue, discussion, and development.

Reflection and Communication

Keep the ST continually informed of his/her progress and revise goals as needed. Keep the US informed of the ST's progress. Submit mid-term and final assessments. Use reflective practices to stimulate self-awareness and self-management.

1. Student Teacher
2. Cooperating Teacher
3. University Supervisor

Successful student teaching requires the Student Teacher (ST), Cooperating Teacher (CT), and University Supervisor (US) to work together and communicate openly about all facets of the field experience process.



RESOURCES

The following links can be found on the ESC website at <http://www.jmu.edu/coe/esc/fieldexperience.shtml>

- ▶ Guide for Cooperating Teachers and Clinical Faculty
- ▶ Cooperating Teacher Orientation
- ▶ Instructions for Shared Folder
- ▶ Planning and Reflection Profile
- ▶ Observation/Assessment Tutorial & Forms
- ▶ How to Receive Your JMU Honorarium
- ▶ Co-Teaching Resources

MENTOR BENEFITS

Re-energize your instructional practice as you share new and different ideas with your ST and help enable STs to realize their goal of becoming a teacher!

An **honorarium** is provided as a token of appreciation for the CT's part in preparing JMU student teachers.

A **Certificate of Appreciation** is sent at the end of the student teaching block. Certificates can be used for professional development points for recertification.

The **intrinsic reward** of helping to develop the next generation of professional in your field!

