

Cooperating Teacher Role

CTs will serve as mentors, role models, supervisors, evaluators, and collaborators with the ST throughout the student teaching experience. Each of these roles is important in the professional development and growth of the ST.

Cooperating Teacher Responsibilities

Climate

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

Planning

Orient the ST to the classroom, school and instructional materials. Co-plan with your ST and provide feedback on their weekly lesson plans.

Teaching

Provide opportunities for the ST to apply theoretical knowledge through instructional practice in the classroom. Observe the ST's instruction and schedule times to discuss observations and give meaningful feedback.

Assessment

Evaluate the ST's performance and dispositions throughout the placement. Communicate regularly with the ST and US about the ST's progress, revising goals as needed. Complete mid-block and final assessments. Help the ST to develop skills as a reflective practitioner.

Cooperating Teacher Benefits

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

Maximize classroom learning opportunities with the added **instructional support** of a preservice teacher.

Experience the **intrinsic reward** of helping to develop the next generation of professionals in your field.

Receive a **Certificate of Appreciation** at the end of the student teaching block to use for professional development points towards recertification.

An **honorarium** is provided as a token of appreciation for your part in mentoring and preparing JMU student teachers.

We are here to help!

The Education Support Center collaborates with education programs and P-12 partners to support teacher education candidates as they engage in field experiences. At any time, please do not hesitate to contact us with questions or concerns.

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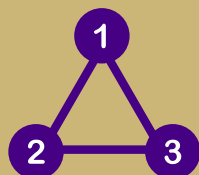


COOPERATING TEACHERS



College of Education

Student Teaching Triad



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

The Student Teacher (ST), Cooperating Teacher (CT), and University Supervisor (US) work together as a triad to support the ST's development.

The foundation of a successful triad is rooted in a trusting relationship between all three members, which is developed through open dialogue and transparency regarding all facets of the field experience process. If any issues arise, the triad works together to find a mutually beneficial solution.

For any questions, the US is your first point of contact. For supervisory-related questions, please contact the Education Support Center. The program/department head is available for any program-related questions. A list of programs can be found at: <http://www.jmu.edu/coe/academics.shtml>.

The Shared Folder

During the student teaching experience, JMU utilizes a document management tool called the Shared Folder. Cooperating teachers will receive a welcome email that will include user instructions.

For any questions about or issues using the Shared Folder, please contact esc-helpdesk@jmu.edu.



Resources

The following resources can be found on the Education Support Center website at <http://www.jmu.edu/coe/esc/fieldexperience.shtml>.

- Student Teaching Performance Guide
- Guide for Cooperating Teachers and Clinical Faculty (includes schedule and deadlines)
- Instructions for Shared Folder
- Observation and Assessment Tutorial
- How to Receive Your JMU Honorarium
- Assessment and Observation Forms
- Planning and Reflection Profile

Student Teaching Performance Guide

Access the ST Performance Guide on the Education Support Center website for key information regarding the student teaching experience.

- 1 Conceptual Framework:**
The standards that guide JMU preparation programs.
- 2 Co-Teaching:**
CTs co-plan, co-instruct, and co-assess with their STs.
- 3 Policies & Procedures:**
Includes a sample student teaching schedule, the roles for the CT, ST, and US, and 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 tools specifically for your content area/grade level.



Assignments & Assessments

- In the first week, the CT assists the ST in completing the Block Organizer.
- Each week, the CT reviews the ST's weekly reflections and provides feedback.
- The CT completes the mid-block and final performance assessments for the ST using the reference guide.
- In the last week, the CT reviews the ST Check-Out List and submits feedback on the US through the provided survey.