

Initial Meeting

Role of the Cooperating Teacher

Evaluations

Contact Information



Welcome!

Thank you for agreeing to host a Shepherd University teacher candidate for his or her student teaching experience.

The cooperating teacher is critical to the success of a student teacher.

We encourage you to take time to review the Student Teaching Practicum Manual which contains details of all Shepherd University student teaching policies.

Visit www.shepherd.edu/education/studentteaching to view the entire manual.

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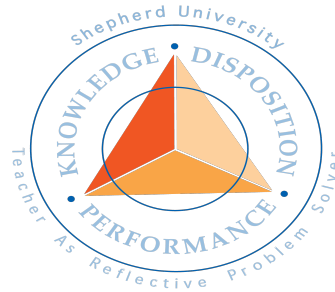
Teacher candidates are required to complete an outline of responsibilities and schedule with the cooperating teacher during the initial meeting.

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Role of the Cooperating Teacher

- ✓ Orient the teacher candidate to your classroom, resources, and students.
- ✓ Provide expectations specific to your classroom.
- ✓ Make resources available but encourage the teacher candidate to create her/his own unique lesson plans.
 - ✓ Review these plans prior to their implementation and offer feedback as needed to ensure the greatest chance for teaching to be effective.
- ✓ All plans should be approved by the cooperating teacher prior to their implementation.

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Role of the Cooperating Teacher

- ✓ Provide daily verbal feedback
- ✓ Support developmental goals
- ✓ Contact the student teaching coordinator and university supervisor in the event that a tardy, early departure or absence occurs.

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Role of the Cooperating Teacher

- ✓ Contact the university supervisor if at any point the teacher candidate's performance is less than acceptable.
- ✓ Complete evaluations.

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Evaluations

Cooperating Teacher Performance Reviews:

Completed at weeks 4 and 10.

ST-11 Cooperating Teacher Summative Evaluation:
Completed near or at the end of the student teaching assignment.

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Evaluations

ST-11 University **Supervisor** Observations: University supervisors will complete an ST-11 observation form following each field observation.

ST-11 University **Supervisor** Summative Evaluation(s): At the end of the placement, university supervisors will complete a summative evaluation.

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Student Teacher Supervisors

[Shepherd University Department of Education Faculty and Staff Directory](#)