Guide for Cooperating Teachers
Student Teaching

This information serves as a guide for Cooperating Teachers for candidates enrolled in student teaching.

- **SLL**: We are utilizing Student Learning and Licensure (SLL) to house all our paperwork for student teaching. You will receive an email from "watermarkinsights" that contains a link for you to access the activities. Please save this email and link as it is a specific link just for you! You do not need to create an account. This email often goes to your spam or junk box.
    - SLL cooperating teacher guides

- **Communication**: Set up dates/times for visits, discuss CPAST, etc.
    - You should remain in email communication with the university supervisor throughout the student's teaching experience.
    - If any concerns arise that you feel need an elevated response, contact the university supervisor first and then the Director of Clinical Experiences in Education.

- **Lesson Plans**: Student teachers must submit lesson plans to you prior to an official observation. You may observe the same lessons as the university supervisor. However, we would rather have you officially observe (documentation needed) other lessons. This gives the candidate more points of feedback.

- **Observations**: Please do unofficial observations (no documentation needed) daily with real time feedback. We need at least 4 official observations completed by cooperating teachers. These observations need to be documented using the "observational notes" form. The form then needs to be uploaded to the observation activity in SLL. The observational notes form can be found on our webpage or the "3 Key Components" document. All observations must have actionable feedback included. If a candidate has more than 1 cooperating teacher the observations can be split between teachers, you don't both need to complete 4 observations. The university supervisor will complete at least 4 observations (2 virtual, 2 in person) as well and will upload their own observational notes.

- **CPAST**: Students will be completing the Candidate Preservice Assessment for Student Teachers (CPAST) during their student teaching experience. This is replacing the edTPA. Please see the CPAST information for specifics. There will be an activity in SLL with all the needed CPAST materials. Our contract to use the CPAST dictates that we cannot send CPAST information over email. It must only be accessed within a secure environment. That is why you will need to go into the SLL activity to access the materials.

- **Midterm/Triad**: Complete the midterm evaluation (CPAST) as close to the middle of the experience as possible.
    - This should be done as a triad – student teacher, university supervisor, and cooperating teacher. The midterm evaluation will be completed in SLL by the university supervisor.
    - Please note if your student has a specialty area student teaching assignment. If so, the last 4 weeks of the semester will be in that new setting. You do not need to complete a midterm in

the second placement.

- **Triads:** This is a conference between the student teacher, cooperating teacher and university supervisor. They can be done virtually or in person. The midterm CPAST and final CPAST meetings count as triad meetings. Expect to have your introductory triad in the first couple of weeks or even before the experience begins. Plan to have the midterm CPAST triad after about 5 to 6 weeks, and then the last CPAST triad will be towards the end of the experience. Note: if the candidate has more than one licensure area they will need a 4th triad meeting. Note: you will fill out a paper version of the midterm CPAST and final CPAST, but the consensus score (official score) will be imported into SLL by the university supervisor.

- **Schedule:** It is very hard to give an exact schedule for student teaching. The number of weeks that a student teacher is in a placement vary greatly. We trust your expertise as the cooperating teacher to determine the needs of your classroom, students and curriculum. Gradually release subjects or class periods to the student teacher as you feel comfortable doing so. We would like student teachers to have at least 4 to 6 weeks of full-time teaching. View the Week-by-Week Guide for specifics.

    - Main student teaching placement is typically 8 to 12 weeks long. Here is a sample schedule for the student teacher:
        - Week 1: Observe, complete the first week assignment as your journal for the week, and jump in as comfortable.
        - Week 2: Team-teach and take over one subject or class period.
        - Week 3: Team-teach and take over another subject or class period.
        - Week 4: Team-teach and take over yet another subject or class period or take over all subjects and class periods if doing only 8 weeks.
        - Week 5,6,7: Teach full-time all subjects and class periods.
        - Week 8,9,10: If placement is 8 or 9 weeks you will release subjects and class periods back to the cooperating teacher during your last week. If completing 12 weeks in this placement you should continue teaching full-time.

    - Weeks 11, 12: Gradually release subjects and class periods back to the cooperating teacher.
  - Specialty area student teaching assignment candidates need to get involved in the classroom as quickly as possible since this is such a short experience consisting of 4 to 5 weeks. Here is a sample schedule:
    - Week 1: Observe, team-teach and gradually pick up teaching various subjects.
    - Week 2 & 3: Teach full time.
    - Week 4: Gradually release subjects and class periods back to the cooperating teacher.

- **Evaluations**: Each cooperating teacher is expected to complete a final evaluation in SLL. *Please note if your student has a specialty area student teaching assignment…the last 4 weeks of the semester will be in that new setting and will need a separate evaluation.*

- **Adult Coaching Strategies Training:** This is a training required by the Professional Educators Licensing and Standards Board (PELSB). All Cooperating Teachers that host a student teacher must complete the training. This is a 1-time training. If you have already taken the training due to previously hosting a student teacher, you do not need to take it again. A link to the training can be found on our placement website in the Cooperating Teacher Resources section.

- **Mustang Mentoring Menu:** Please consider the options on this document when mentoring your student teacher. The document encompasses supports, observations, teaching models, conversations and actionable feedback.

- **"Think Out Loud":** This might not be something you are used to doing, but it is vital to the success of the student teacher. As a cooperating teacher we need you to explain what you are doing and why you are doing it for the student teacher. Please explain the what and why of your routines, teaching strategies, classroom management, organization strategy, curriculum decisions, etc… They are not yet experienced teachers and are still learning the "what" and "why" of everything a teacher does. Things that might seem like common sense or automatic for you might not even occur to the student teacher, so please share with them.

- **Seminars**: There are 3 mandatory Student Teaching Seminars at SMSU (also virtual option) for the candidates to attend and 1 orientation day for them to attend virtually. Please excuse them for student teaching duties on those days.

- **Stipend:** Your school will receive a stipend ($120 prorated $10/week) for hosting a student teacher. Please check with your HR towards the end of the semester after you host a student teacher for the funds.

- **CEU:** You can find the Continuing Education Units document in the SLL CEU activity. Download the form, fill it out, and give the form to your continuing education committee for clock hours. Note: PELSB only allows up to 24 hours a semester, but there is no longer a limit on the total for a renewal

period.

- **SLL checklist**: At the conclusion of the student teaching experience, please ensure the following are in SLL. These are the only things you as a cooperating teacher need to turn in/complete. You will see other items in SLL such as journals, triads, and US observations, but you do not need to complete anything for those activities.

    - Observation Reports uploaded to SLL (4 minimum between cooperating teachers)
    - Final Evaluation completed in SLL
    - Feedback from CT

The SMSU School of Education thanks you for your willingness to serve as a cooperating teacher for our student teachers! Please view the other guides emailed to you and visit our website for the same documents.

SMSU Placement Web Page

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