

Suggestions for the Cooperating Teacher: Curriculum and Instruction

Welcoming

- Establish acquaintance through:
 - enclosed letter of introduction and resume
 - preliminary correspondence, visits, or conferences
- Prepare your students and staff to welcome the candidate teacher to their school

Planning and Assisting

- Support the candidate teacher in matters of policy, management, and discipline
 - Promotes perception of responsibility in the eyes of the students
- Schedule weekly planning conferences
- Familiarize the candidate teacher with all available resources and teaching aids
- Describe the total school program and its connection with the candidate's concentrate/discipline
- Provide opportunity(s) to assume major responsibility according to the candidate's readiness
- Cultivate previously undeveloped skills
- Experiment with new teaching techniques
- Assist the candidate teacher in setting, evaluating and achieving student goals

Modeling and Critiquing

- Provide frequent verbal and written critiques
 - Your encouragement develops their self-confidence!
- Use model exemplary demonstration lessons as examples and discussion points
- Review short and long-range plans through:
 - daily plan book
 - unit instruction plan
 - learning activities
 - lesson plans

Evaluation

- Immediately notify the college supervisor with any concern regarding the candidate's suitability to teach
- Provide college supervisor with an appraisal of progress at time of supervisory visits
- Submit final written assessment to the Curriculum and Instruction department on forms provided to you

(A complete description of Cooperating Teacher responsibilities is found in the Curriculum & Instruction Department's *Student Teaching Handbook*. Please ask your candidate teacher for a copy.)

Assist the Candidate Teacher to Learn How a Teacher:

- Plans activities, lessons, units, curriculum
- Plans for managing behavior
- Plans class activities, student movement, daily schedules
- Communicates with parents, other teachers, aides and teaching assistants, secretaries, principals, other administrators
- Contributes to the larger community (clubs, sports, projects)
- Continues to learn and grow (professional development, conferences)
- Operates within the larger organization of the school (budget, copying, AV equipment, library, supplies, finding and getting other resources, field trip logistics)
- Participates in union activities
- Deals with social issues around gender, race, disability, poverty, sexuality, and so on
- Incorporates educational programming, changes, new ideas: teaching for inquiry, DBQ, technology, portfolio assessment, literacy development, cooperative learning, peer mediation
- Chose education (teaching) as a career

Expect that your Candidate Teacher should:

- Be punctual and dependable
- Share all related college assignments with you as soon as possible
- Show initiative, enthusiasm, and a willingness to be actively involved in your classroom
- Display professional behavior and confidentiality at all times
- Dress appropriately
- Graciously accept constructive criticism and suggestions for growth
- Present a number of lessons depending upon classroom needs
- Submit lesson plans at least two days in advance

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OSWEGO
STATE UNIVERSITY OF NEW YORK

FIELD PLACEMENT OFFICE

208 Park Hall

Phone 315.312.3098

Fax 315.312.3129