

# *Suggestions for the Cooperating Teacher: Technology Education*

## *Welcoming*

- Establish acquaintance through:
  - the student's "Personal Data Form"
  - 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 the 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 Technology Education
- 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!
- Model exemplary demonstration lessons as examples and discussion points
- Review short and long-range plans through:
  - daily plan book
  - unit instruction plan
  - Technology 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 department of Technology on forms provided to you

(A complete description of Cooperating Teacher responsibilities is found in the Technology Education *Professional Field Experience Handbook*.) This handbook can be found online at [www.oswego.edu/tech](http://www.oswego.edu/tech), Student resources, Department Publications.

### *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

The School of Education is accredited by

**NCATE**

The Standard of Excellence  
in Teacher Preparation



**OSWEGO**  
STATE UNIVERSITY OF NEW YORK

**FIELD PLACEMENT OFFICE**

208 Park Hall

Phone 315.312.3098

Fax 315.312.3129