

## Student Teaching Quick Reference Sheet

### **The Role of the Cooperating Teacher:** Page 5 of the Student Teaching Handbook

- Be readily available to your student teacher
- Get to know your student teacher
- Make time each day to reflect, evaluate, lesson plan, discuss progress, instructional strategies
- Communicate quickly with the EIU Coordinator if:
- The student teacher appears deficient in ability, responsibility, or maturity in her/his teaching performance. ☐
- You have questions about policy, procedure, or responsibilities.

### **Responsibility of the Student Teacher:** Page 11 of the Student Teaching Handbook

- It is important for the student teacher to start responsibility on Day One of student teaching.
  - Give a spelling test
  - Take attendance
  - Tally lunch
  - Circulate around the classroom
  - Read aloud
- Add responsibility gradually; suggested sequence:
- Student teacher plans for one subject or class, take that over in Week Two.
- Add one subject or class period per week. ☐
- This allows for development of planning, reflection of effectiveness of planning, and development of classroom management skills.
- The goal is full responsibility for half of the student teaching assignment, partial responsibility for remainder.
  
- **Planning:** Page 7 of the Student Teaching Handbook
  - Student teachers must have lesson plans available for review at all times.
  - It is best to plan together in the beginning; this builds confidence and success as skills are developed.
  
- **Evaluations:** Page 9 of the Student Teaching Handbook
  - The Cooperating Teacher must evaluate the student teacher at least twice during the semester.
  - Required Mid-Term and Final Evaluation: Forms found online, in the handbook or the USB
  - Cooperating teachers will also write a letter or recommendation or a narrative at the end of the student teaching experience.