

## Cooperating Teacher Guidelines – Educational Studies

1. Demonstrate effective role modeling behavior in all aspects of teaching and professional conduct.
2. Accept the student teacher/intern as a co-worker, and convey that acceptance to pupils and colleagues.
3. Be a contributing team member with the student teacher/intern and university supervisor during the three-way mid-term and final evaluation conferences.
4. Provide your student teacher/intern with a desk/work area and a secure place for personal effects.
5. Provide an assembled packet of school and classroom procedures and policies.
6. Familiarize student teacher/intern with administrators, faculty, support staff, curriculum programs, and available resources.
7. Cooperatively develop a timeline describing the student's gradual assumption of teaching duties to work toward two or more weeks of full-time lead teaching (please see samples provided).
8. Help the student in the development of technical/management competencies and reflective teaching.
9. Provide a supportive environment by assisting your student teacher/intern to meet and achieve success through a variety of positive teaching experiences.
10. Meet on a regular basis to discuss the student teacher/intern's progress, concerns, lesson plans, etc.
11. Provide written or oral feedback on student teacher/intern's lesson preparation, materials, and performance on a regular basis using the evaluation tools based on the UW-L Standards in Practice.
12. Guide the student teacher/intern in developing his/her own teaching style.
13. Attend, when possible, pre-observation and post-observation conferences with the student teacher/intern and university supervisor.
14. Write a fair and constructive recommendation for the student teacher/intern (on request).
15. Be a positive, guiding force by contributing your unique and useful ideas in helping the student teacher/intern to grow.

As a cooperating teacher, you are an important part of a triad: the student teacher, cooperating teacher and university supervisor. Additional information about UW-L's program is included in the cooperating teacher packet for your review. The assigned University supervisor and the Director of Field Experience are resources available to you to help prepare our student teachers. As always, thank you for being a critical part of teacher education!