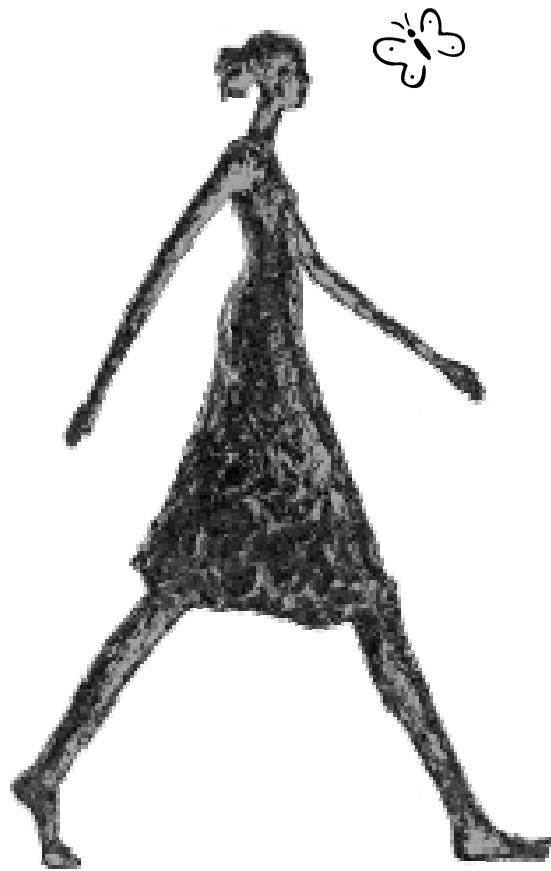


FAST TRACK TO TEACHING/ MASTER OF ARTS IN TEACHING PRACTICUM GUIDELINES



**COLLEGE OF
SAINT MARY**

TEACHER EDUCATION DEPARTMENT
<http://education.csm.edu/>

September, 2009

Dear Cooperating Teacher:

The choice to enter the field of education is very critical. Because of the tremendous impact a teacher can have on students and the great commitment of time and finance involved in choosing a career in teaching, we at College of Saint Mary feel it is important for the potential teacher to have broad experiences with children in a variety of settings. The best experience is assisting and observing experienced teachers at work.

For that reason, we have chosen to place our students in your program. We are most appreciative of this opportunity and especially grateful to you for your willingness to help in this vital project. Students involved in this experience have bachelor's degrees and are enrolled in the Fast Track to Teaching/MAT Program. They are required to complete 100 hours of observation and clinical experiences prior to student teaching.

These *Guidelines* are designed to acquaint you with what we expect of our students and suggested responsibilities for cooperating teachers. Please contact me with any questions or suggestions. Thank you again for your participation and support in educating future teachers.

Sincerely,



Merryellen Towey Schulz, Ph.D.
Education Department Chair
399-2432 (office)
558-0789 (home)
mschulz@csm.edu

ROLE OF THE CLASSROOM TEACHER

As a cooperating teacher, your role is chiefly to provide opportunities for growth and learning for the pre-service teacher. We would like the student to experience as many elements involved with teaching as possible. At the same time, we want her/him to be a real help to you in your classroom.

Students will be expected to spend 100 hours in classrooms prior to student teaching. Two-hour visits usually are most worthwhile, but many Fast Track/MAT students work fulltime and need to arrange visits around work schedules. You and the student can arrange a schedule that will accommodate her/him schedule and yours.

SUGGESTIONS FOR PRACTICUM EXPERIENCES

1. Observe: student will make four focused observations as part of her/him requirements for the teacher education program.
2. Aid in one-to-one or small group review or guided practice.
3. Work with small groups of students
4. Assist in large group teaching (when you and student are comfortable and student is prepared).
5. Aid in other functions for which the classroom teacher is responsible, i.e. playground or lunchroom duty.
6. Construct bulletin boards or classroom materials or learning activities (on a limited basis).
7. Carry out activities that are student planned but are pre-approved by the cooperating teacher. Each student must carry out several activities to meet course requirements.

REQUIREMENTS OF THE CLASSROOM TEACHER

1. Be present in the classroom at all times when the pre-service teacher is present.
2. Allow the student to assist in but never to be totally responsible for aiding, teaching, playground duties, etc.
3. Keep an accurate accounting of her/his attendance and inform Dr. Schulz mschulz@csm.edu or Paula Lenz plenz@csm.edu by email of any absences.
4. Assist the student in keeping an accurate accounting of attendance on the Student Log by signing and dating the form *each* time she comes to your classroom.
5. Complete the Final Evaluation form and discuss it with the student. Please give the student a copy and send a copy to Dr. Schulz or Mrs. Lenz at College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106.

TIPS FOR COOPERATING TEACHERS

Allow your student to take as much responsibility as possible.

Let her/him try a variety of activities, from preparation of materials to interacting with children to leading small groups in teacher planned activities.

Give feedback on progress if possible.

Written tips, hints and suggestions are helpful.

Allow your student to work in “tight” spots when possible. You may want to set up a signal the student can use to indicate she wishes that you to step in.

Gauge your student’s ability and give assignments accordingly.

Discuss and correct the student’s performance in confidence after an activity. Some suggestions while an activity is occurring may be necessary for child safety.

Share your evaluation with the student personally.

Please email or call Dr. Schulz or Mrs. Lenz if any difficulty or question arises. Document any concerns or serious problems so they can be presented and discussed with the student.

Frequent conferences help the student obtain a clear picture of skill progress.

THANK YOU FOR TAKING ON THE EXTRA WORK INVOLVED IN HAVING A PRACTICUM STUDENT IN YOUR CLASSROOM!

COLLEGE SUPERVISOR RESPONSIBILITIES

1. Arrange field experience and practicum assignments that provide positive learning opportunities for students.
2. Prepare materials to inform teachers and students about the requirements of the field experience/practicum.
3. Maintain records regarding student attendance and observation requirements.
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Professional Behavior

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Student _____

School _____

Cooperating teacher _____

Date _____

Number of students _____

Description of students:

Rate student on the following characteristics:

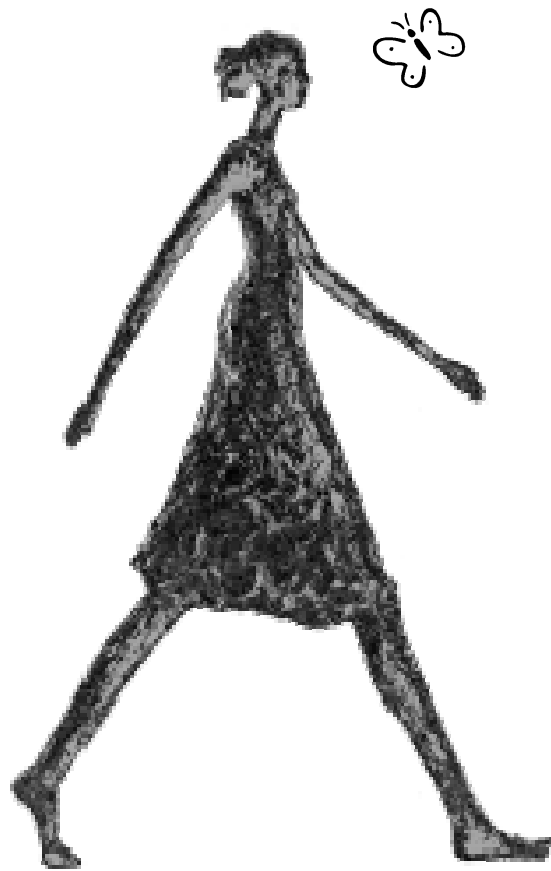
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Comments:

Signature of Cooperating Teacher

Date

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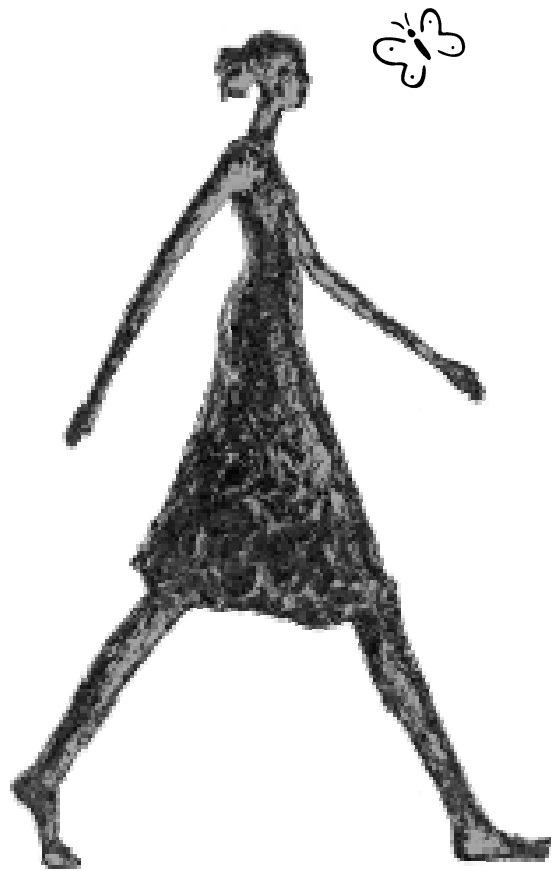
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