COOPERATING TEACHER INSTRUCTIONS/INFORMATION

____ Read the enclosed "Completing Student Teaching Abroad Forms" booklet.

____ Complete a minimum of four (4) formal evaluations (ST 5) with each evaluation followed by a conference between you and the student.

____ Please verify that all forms have your signature prior to the end of the experience. Forms that require your signature are the ST 5 Observation Evaluation Form, ST6 Midterm Evaluation

____ Check your student's Report of Weekly Hours form (ST 3) for accuracy and completeness on a weekly basis. Communicate regularly with your student teacher; provide feedback on the lessons taught.

____ Verify that your student has a prepared lesson plan for each lesson.

____ Arrange for the student teacher to observe another teacher using ST 23 form.

____ Write a Recommendation/Reference Letter for your student teacher. **This is an essential component of the student's application for a permanent teaching position in the USA.**

STUDENT TEACHER INSTRUCTIONS/INFORMATION

____ Prior to the last week, collect all forms from your cooperating teacher. Make sure each form is signed.

____ Recommendation Letter – Obtain one from your cooperating teacher. If possible, ask the principal, assistant principal, and/or headmaster/headmistress to observe you throughout your experience and ask for a recommendation letter. Do not wait until the last week of school to inquire about a Letter of Recommendation/Reference.

____ Evaluations – Complete student teaching survey at the end of the experience. An e-mail will be sent with the information and steps to complete surveys.

FORMS INCLUDED IN THIS PACKET

____ Student Teacher Autobiographical Form
____ Student Teacher Checklist Form (ST 2a)
____ Report of Weekly Hours (ST 3) - complete all 8 forms, included.
____ Student Teacher Observation Evaluation (ST 5) - must have a total of four (4) from your teacher
____ Student Teacher Midterm Evaluation (ST 6)
____ Observation of another teacher (ST 23) - one required
____ Student Teaching Syllabus
____ Leading Teacher Program – Themes and Domains