ST 2

COOPERATING TEACHER CHECKLIST

REMINDEERS:
-A stipend check will be sent to the cooperating teacher after all of the required paperwork is received by the Office of Student Teaching and Field Placement.
-If you have any questions, contact the Office of Student Teaching at 412.396.6117.

COOPERATING TEACHER RESPONSIBILITIES

- Attend the Cooperating Teacher Workshop
- Complete stipend form and W-9 (if necessary) and return to the Student Teaching Office within four weeks of the beginning of the student teaching experience.
- Conference with the teacher candidate after each formal and informal observation.
- Review and sign off on the student’s hours log each week on Via.
- Assist in arranging the observation of other teachers by the teacher candidate. See ST 23 form for number of observations required.
- Review all student teacher lesson plans; all lesson plans should follow district policy.
- Review the teacher candidate’s portfolio on a weekly basis, beginning week 5.
- At the end of the student teaching experience, complete an evaluation of the University Supervisor via a survey link that will be distributed to you by the Office of Student Teaching. Evaluations are confidential and submissions will only be accessible by the Office of Student Teaching.

MIDTERM PAPERWORK
NOTE: When the student teaching experience concludes, there must be a TOTAL of five (5) cooperating teacher ST5s. We suggest the cooperating teacher turn in three ST5s with the midterm paperwork and the remaining two needed ST5s with the final paperwork.

- ST 6 – Student Teacher Midterm Evaluation
- ST 5 – Student Teacher Observation Evaluation Record (___/5)
- ST 5 – Student Teacher Observation Evaluation Record (___/5)
- ST 5 – Student Teacher Observation Evaluation Record (___/5)

FINAL PAPERWORK (Please ensure signatures and dates are present where required)

- ST 5 – Student Teacher Observation Evaluation Record (___/5)
- ST 5 – Student Teacher Observation Evaluation Record (___/5)
- ST 5 – Student Teacher Observation Evaluation Record (___/5)

Did the cooperating teacher turn in FIVE (5) ST5s in total over the course of the semester? YES _____

- ST 7 – Student Teacher Final Evaluation
- ST 22 – Final Record of Student Teaching (collaborate with supervisor; turn in ONE in total)