

SUGGESTIONS FOR COOPERATING TEACHERS

The Cooperating Teacher is the most influential person in the final phase of a Student Teacher's professional preparation. Hopefully, the Cooperating Teacher approaches this responsibility with enthusiasm and dedication. The following are suggestions to facilitate the student teaching experience.

Provide the Student Teacher with a packet of materials pertinent to your school (e.g., handbook, school rules, staff list).

Provide the Student Teacher with information as to how you would like to be addressed.

Designate an area and/or desk in your room that the Student Teacher may consider his/her own.

Prepare the students for the Student Teacher's arrival.

Introduce the Student Teacher to the class or allow Student Teacher the opportunity of introduction in a manner that will provide optimum respect and acceptance.

Introduce the Student Teacher to the staff and orient him/her to the building.

Encourage the Student Teacher to attend staff meetings and participate in other school events.

Respect the dual role of the Student Teacher as a professional and an apprentice.

Acquaint the Student Teacher with appropriate student records and explain the manner in which they are to be kept and used, including the importance of confidentiality.

Support the Student Teacher in developing classroom management strategies.

Share "helpful hints", resources, or interesting anecdotes.

Provide opportunities for team planning and team teaching with the Student Teacher in the early weeks of the experience.

Encourage the Student Teacher to be a "risk-taker" in developing teaching strategies.

Prior to offering advice, encourage the Student Teacher to reflect about his/her planning, classroom practices, and decision-making.

Be specific, use examples, and provide a rationale when communicating with the Student Teacher, especially when providing feedback or constructive criticism.

Conduct conferences on a regular basis so that the Student Teacher can gain insight into his/her teaching behavior.

Assist the Student Teacher in making arrangements to observe both students and teachers at other grade levels and in other buildings.