

### 3-WAY CONFERENCES

During the course of the student teaching experience, three mandatory 3-way conferences (initial, mid-term and final) are to be scheduled by the College Supervisor. These conferences should include the Student Teacher, the Cooperating Teacher and the College Supervisor.

#### THE INITIAL 3-WAY CONFERENCE

The initial three-way conference should be held within the first 7 days of the student teaching experience. It is essential that the Cooperating Teacher and Student Teacher conference prior to the 3-way and develop a proposal (plan) that is amenable to both parties and meets the guidelines for the student teaching experience. This session should establish the expectations for the entire student teaching experience. It is the responsibility of Student Teachers to review the proposal prior to the initial 3-way conference paying special attention to the following:

1. Demographics at the top of the form are **complete** and **correct**.
2. Anticipated and excused absences from student teaching are identified in the proposal (e.g., possible job interviews).
3. Identified expectations/responsibilities in the proposal are understood and acceptable.
4. Both the Cooperating Teacher and the College Supervisor are designated on the Student Teaching Proposal as persons to call in case of absences.

The Student Teaching Proposal should be signed by the Student Teacher, the Cooperating Teacher, and the College Supervisor during the initial 3-way conference and copies should be made for each person. College Supervisors will submit their copy to the Office of Student Field Experiences for check-off and review by the Coordinator of Field Experiences. Once the proposals have been reviewed and corrections and/or adjustments noted, they will be returned to College Supervisors.

**The student teaching proposal is neither legal nor binding and may require modifications during the experience to reflect appropriate expectations for a given classroom setting.**

*The delicate balance of mentoring someone is not creating them in your own image,  
but giving them the opportunity to create themselves.*  
*Steven Spielberg*