



FDLTCC Education Unit Student Teaching Orientation

Student Teachers, Cooperating Teachers, Faculty Supervisors, and EDU 4500 Student Teaching
Faculty Instructors



*Fond du Lac Tribal & Community College,
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Bachelor of Science in Elementary Education Licensure Program Conceptual Framework

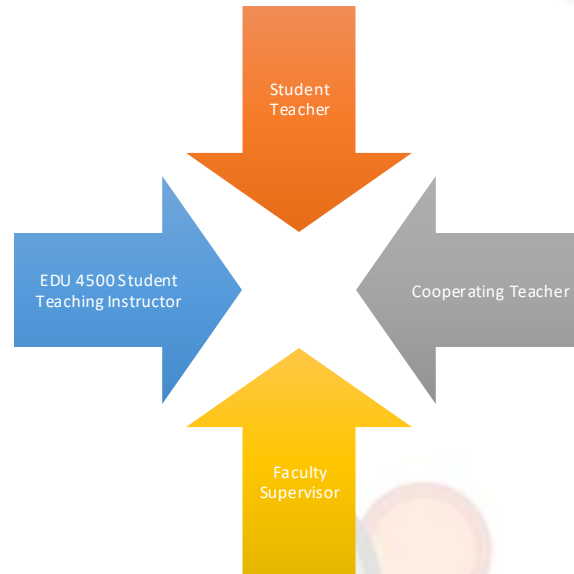
Vision

The vision of the FDLTCC Education Unit is to be transformational leaders in culturally responsive pedagogy and Indigenous knowledge by embracing Niindaa'iwedaa o'ó gikendaasowin, which means sending knowledge into the future by embedding Anishinaabeg knowledge, culture, and traditions into the curriculum and instilling these teaching practices in our future educators.

Mission

The mission of the FDLTCC Education Unit is to work within our communities to prepare caring, competent educators by promoting equitable, inclusive, and transformative educational practices that are based on Anishinaabeg knowledge, traditions, and culture.

Major Participants in the Student Teaching Experience



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Responsibilities of the Student Teacher (Academics)

- **Enroll in EDU 4500 Student Teaching.**
- Complete course assignments and requirements for certification (see course syllabus).
- Participate in seminars as required.
- Take over increasing responsibility of classroom duties and teaching, culminating **full-time teaching**.
 - Assist with classroom routines and procedures (attendance, homework check, etc).
 - Assist with classroom management
 - Plan and deliver the chosen edTPA lessons: Inclusive of the lesson plans, assessment and commentary with the video.
 - Conduct student assessments
 - Grade and keep student records

Responsibilities of the Student Teacher (Professionalism)

- **Participate full-time, daily, in the assigned classroom(s).**
- Work the hours of the contractual workday of the cooperating teacher, including arriving before the students arrive in the morning and leaving after the end of the school day.
- Notify the cooperating teacher, faculty supervisor, and student teaching instructor professor for any absences due to illness. Absences need to be made up.
- Maintain student confidentiality at all times.

Responsibilities of the Student Teacher (Licensure)

- Be formally observed by the faculty supervisor **at least three times** during the semester.
- Participate in mid-term **conference** with the cooperating teacher and faculty supervisor to review mid-term evaluation.
- **Receive two “Satisfactory” evaluations** by faculty supervisor and cooperating teacher (one at mid-term and one at the end of the semester).
- Complete edTPA.

Required Qualifications for Cooperating Teachers

- Three (3) years of successful teaching experience
- Certification in the subject area or grade level
- Holds a professional license aligned to assignment-Licensure file number
- Positive recommendation by principal
- Completion of Adult Coaching Strategies. [Adult Coaching Strategies Verification \(UMD, CSS, FDLTCC\) \(google.com\)](#)

Responsibilities of the Cooperating Teacher (Orientation)

- Complete, sign, and submit the cooperating teacher form.
- Orient the student teacher to the school context, student body, routines, and procedures, including health and safety.
- Orient your students and their parents to the new “teacher” in the room. Perhaps a letter home to introduce the teacher candidate.
- Share procedures:
 - Building/District: emergency, discipline, attendance etc.
 - Classroom: discipline, homework, materials management etc.
- Orient the student teacher to the classroom technology, curriculum, resources, and assessment procedures.
- Model effective instruction, including the use of state academic standards or if unavailable, national discipline-specific standards and Culturally responsive teaching

Responsibilities of the Cooperating Teacher (Orientation)

- Provide a working area for the student teacher (a desk or table) and share responsibilities whenever possible, accepting him/her as a co-worker and professional person.
- Immediately involve the student teacher in specific classroom tasks.
- Guide the student teacher in preparing daily lesson plans, unit plans, and tests and approve and critique all plans before they are taught. Assist in understanding and applying evaluation techniques.
- Demonstrate a variety of effective teaching techniques and arrange for visits to other classrooms from time to time.
- Guide the student teacher in developing and understanding the skills of self-evaluation.
- Evaluate the quality of the student teacher's performance and engage in frequent conferences with the student teacher to ensure continuous progress and/or early identification of problems.
- Keep a record of attendance and tardiness of the student teacher. If excessive absences or tardiness are observed, report this to the university supervisor or Elementary Education Facilitator.

Responsibilities of the Cooperating Teacher (Co-Planning)

- Discuss a calendar with the student teacher to allow the student teacher to take over increasing responsibility for teaching over the course of the semester. See the example of 14 week placement.
- Discuss the student teacher's EDU 4500 Student Teaching course assignment timeline and map out a calendar of potential days and times for requirements to be met.

Responsibilities of the Cooperating Teacher (Additional Responsibilities)

Involve your student teacher as much as possible in additional professional responsibilities:

- Parent/Teacher Conferences/Back to School Night
- Faculty meetings
- Professional development sessions
- IEP meetings
- Field trips/Extracurricular activities
- Cultural Events: Planning and participation

Responsibilities of the Cooperating Teacher (Providing Feedback)

Daily/weekly oral feedback. Conducts daily/weekly conversations with the student teacher regarding strengths and areas for improvement.

Mid-term Evaluation: Participates in a formal mid-term evaluation meeting with the student teacher and the faculty supervisor in which all three players discuss the student teacher's knowledge, skills, and dispositions. The faculty supervisor will electronically file the report.

Final Evaluation: Completes a summative evaluation (in electronic form) of the student teacher's effectiveness in each competency area.

Example Schedule of Student Teacher Responsibilities for 14-week Placements

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|--------------------|---|
| Week 1 | Become familiar with routines, lesson planning, grading, observe cooperating teacher, assist with planned lessons |
| Week 2 | Teach one class/lesson per day, assist with planned lessons, work with small groups participate in all phases of classroom management |
| Week 3 | Teach at least two classes/lessons per day, assist with planned lessons and small groups, and overall classroom management |
| Weeks 4, 5 and 6 | Assume additional teaching responsibility, responsible for about 75% of the cooperating teacher's duties; observe other classrooms |
| Weeks 7 through 14 | Assume teaching responsibility; transition back to the cooperating teacher towards the end of the 14th week |

Important Safeguards

- The student teacher must be supervised by the appointed and approved cooperating teachers at all times.
- A student teacher should never be left alone. If a student teacher is teaching a virtual session, the cooperating teacher should be present in the session.
- To be clear, student teachers should never assume sole responsibility for their students. If the cooperating teacher is absent or unavailable the principal should appoint a licensed supervising teacher.

Responsibilities of the Faculty Supervisor (Advocacy)

- Set up a phone call or Zoom session to meet your student teacher(s) during the first week of the semester.
- Act as an advisor and advocate for your student teacher.
- Build rapport with your student teacher and cooperating teacher.
- Communicate any issues or concerns to the EDU 4500 Student Teaching Instructor
- Completion of Adult Coaching Strategies [Adult Coaching Strategies Verification \(UMD, CSS, FDLTCC\) \(google.com\)](#)

Responsibilities of the Faculty Supervisor (Evaluations)

- Provide feedback on lesson plans for formal observations.
- Classroom Observations:
 - Conduct at least three (3) formal observations and complete classroom observation forms. Submit them electronically according to the calendar deadlines.
- Student Teacher Evaluations:
 - Conduct a mid-term and final student teaching conference with the student teacher and cooperating teacher to review the mid-term and final student teaching evaluation and provide feedback to the student teacher. Submit the midterm evaluation electronically according to the calendar deadline.

Responsibilities of the EDU 4500 Student Teaching Instructor

Include but are not limited to:

- Conducting weekly classroom sessions.
- Scaffolding students through student teaching requirements of the program for certification and graduation.
- Contact faculty supervisors for a mid-semester conversation about each student teacher's progress.

Finally, what happens when the Faculty Supervisor OR Cooperating Teacher becomes worried about the student teacher's progress?

- The Cooperating Teacher must call/email the Elementary Education Coordinator.
- An Academic Success Plan is put in place for 10-15 days to improve.
- If no improvement OR the principal/human resources calls the Elementary Education Coordinator and the student teacher is removed from their site.



For questions on this presentation, please
contact:

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