



Dear Cooperating Teacher,

Thank you very much for agreeing to host a Middle Childhood Education student teacher from Kent State University-Geauga in your classroom! You will be contacted shortly by your student's university supervisor. They will arrange a time to meet with you and your student to go over expectations, forms, evaluations, etc. This person will be your main point of contact throughout the semester if you have any questions. However, please know that at any time, you are welcome to reach out to me as well!

In the meantime, the student teaching handbook can be found at: https://www-s3-live.kent.edu/s3fs-root/s3fs-public/file/Collaboration-%20Aug%202021%20Student%20TeachingHandbook-revF19_0.pdf Feel free to review it before your meeting with the supervisor. A few highlights can be found below.

Timeline of Experience: For the fall semester, the student will be joining you at the beginning of the academic year. They are welcome to join in any professional development session your district is hosting. However, this is purely at the discretion of you and your administrator.

The experience will last 16 weeks or approximately 80 days. This includes any PD days or parent/teacher conferences which they are highly encouraged to attend. Student teachers are expected to follow the daily hours of the teachers in your building. They are not to arrive late or leave early.

Assessment: There are two formal assessments throughout the semester. One will be a midterm at the end of week 8 and the other at the end of the experience. The university supervisor will remind you of these dates and collect them from you. If the experience is split between two teachers, then you may only be doing the midterm or summative based on how the time is divided.

General Expectations: The student should be following the building/expectations of your district. This includes dress code, lunch duty, etc. They should NOT be on their phones during the day except at lunch or when no students are in the room. They should not be on social media.

If a student teacher is ill, they are to notify their cooperating teacher, university supervisor, and myself as soon as possible. A form will need to be filled out upon their return. Absent days will need to be made up at the end of the experience.



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Teacher Performance Assessment (edTPA): Student teachers must complete the Teacher Performance Assessment (edTPA) during the first 9 weeks of the semester. It involves the development of a portfolio that includes planning, instruction, and assessment of a learning segment along with data analysis, reflection, and extensive written commentary. The edTPA will take an extraordinary amount of their time.

Please allow them to teach their edTPA learning segment (3 to 5 lessons OR 3 to 5 hours, depending on your school's structure) in early September. The lessons must be consecutive, and edTPA lesson plans have specific requirements. The student teacher will share these and other requirements with you. Student teachers must successfully complete the edTPA in order to be eligible for graduation.

Thank you again for working with our student teacher. Your mentorship is invaluable to form the next generation of teachers. Again, if you have any questions or concerns, please feel to reach out to the supervisor or myself.

Sincerely,

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