

Cooperating Teacher Dinner January 10, 2013

Welcome: I am Sandy Brownscombe the coordinator of field experiences and am glad to see all of you this evening (cooperating teachers and administrators). Thank you for coming and sharing in the most important semester in the life of a preservice teacher. Research tells us that our students will learn more this semester than they did in all the previous four or five years they have been in college. We are committed to having a great meal, sharing what we have been doing in the department and providing you with an orientation to student teaching supervision & being finished by 7 p.m.

Schedule for the evening: EAT, conversation over dinner, and orientation to the student teaching process.

Introductions: P-12: Welcome to the Principals and Central Office Personnel—*please stand where you are.* Special Welcome to EMU and Thank you to administrative assistant: **Sara Halteman** who planned this wonderful dinner.

Directions for the meal: Start with Table 1 and go in numerical order. As you are waiting (over salad or dessert) spend some time talking about your expectations, your students, cross-cultural experiences, and beliefs about teaching. I have asked **Lori Leaman** Assoc Professor of Special Ed to ask our blessing.

Cathy Smeltzer Erb, Chair of Undergraduate Teacher Education will give us a brief update on happenings from the EMU Education department

SLB-

Administrators and Education faculty without student teachers this semester are free to leave and the rest of us are going stay to go over some more details.

Orientation—SLB: elementary, early childhood and health and physical education;
CSE: 6-12, art, music, Spanish, special education (Strite Auditorium)

Lesson plans are required for every lesson that a student teacher teaches and student teachers are expected to use the lesson plan template for their program area. **Please check early and often for lesson plans.**

- **Make sure that your student teacher is writing lesson plans and using the correct EMU lesson plan template** (Lesson plan templates are available at http://www.emu.edu/education/lp_templates/ on the EMU education website)
- **Lesson plan binder**—store lesson plans, if you know UC is coming you should have a copy to hand to UC—If not OK—they will look in your binder during the visit.

Paperwork: We try to keep it to a minimum and you saw where it was available on line—at <http://www.emu.edu/education/st-forms/> . If you download them in Word file you will be able to type in the document. If you download them as a PDF file you will need to print it and write on the document you printed.

- Colored Half Sheet--lists CT/UC expectations—repeat number of visits
- **Clinical Faculty MUST Complete 5 formal lesson evaluations!!!**
- Weekly reports (students will give it to you, but you might want to set up a time to meet each week). **Must be done every week even if the week only has two days—except the final week of the semester (the week of April 22nd).** I have encouraged them to focus on **different areas of growth** each week so that the reports do not become to routine and boring. **Weekly Reports are due from CT computer to all UC's by Monday morning at 8:00 am**
- Midterm and final evaluations
- Social Security information--the W-9 form is in the packet. **Please complete a form if you are not sure we have your information on file.**
- Triplicate forms are designed intentionally so that CT/UC and ST can all share the information.
- **Evaluations of the University Consultant and EMU Program** we have online documents in response to your recommendations. You will receive an email from Sara Halteman to complete.

Reflection--we have worked with our students to help them become caring reflective educators and would encourage you to ask them questions to help them solve problems with your help.

Co-Teaching: 2 teachers in the classroom as often as possible and help the student in your classroom make the adjustment from you being the lead teacher to your student teacher taking over. Copies are available from Sara Halteman if you are not CF and do not have one. (and available online at <http://www.emu.edu/education/st-forms/>)

Student Teaching and Absences

The student teacher is expected to attend each day of student teaching. In the event of emergencies (illness, death of a loved one, etc.) the student teacher:

- must be in communication with your university consultant and cooperating teacher in advance of missing school
- is responsible for all lesson plans
- may be required to make up any absences **beyond 2 days**

Approved by COTE May 8, 2012

Student Teaching Handbook: contains information about our beliefs as a department and specifics about our expectations for student teachers.

Contact Sandy Brownscombe if you are having concerns with your University Consultant and if she is your UC contact Cathy Smeltzer Erb.

Thanks for coming and please be in touch if you have any questions or concerns.

MidValley Consortium for Teacher Education
Lesson Plan Components

- Lesson Topic
- Standards – SOLs / Professional Standards
- Content Outline or Task Analysis
- Lesson Objectives
- Assessments
- Materials
- Resources
- Differentiation of Instruction
- Set Induction or Anticipatory Set
- Lesson Body (guided practice and/or independent practice)
- Teacher Questions
- Closure
- Reflection