Early and Middle Childhood Education  
College of Professional Sciences  

COOPERATING TEACHER CHECKLIST AND CONTACT SHEET  

Checklist  
Please verify that you received the following items:  

☐ Two Cooperating Teacher Agreements (one for your record and one for submission to XU if not submitted previously for this student teacher)  
☐ Student Teacher Resume (distributed when initially placed)  
☐ Teaching Schedule (week 1 – week 15)  
☐ edTPA Teachers Who Support Teacher Candidates  
☐ Midterm Appraisal Form (submit to supervisor)  
☐ Student Teaching Responsibilities Sheet  
☐ Student Teaching Observation Form  
☐ Self-addressed postage paid envelope for Cooperating Teacher Agreement if not submitted previously  

If you have not received one of the items listed above or need additional copies, please contact April Thomas, Administrative Assistant, at 513-745-3701 or thomasa7@xavier.edu.  

Xavier University Contacts  
Please see below for your Xavier University contact list. We are here to help, please do not hesitate to contact us.  

Please contact assigned supervisor for any student teaching questions or issues.  
Supervisor:  
Phone:  
E-mail:  

If the issue is not resolved with the supervisor’s assistance, please contact Sally Barnhart, Early and Middle Childhood Education Field Observation Coordinator  
Phone: 513-745-1081  
E-mail: barnhart@xavier.edu  

The following contacts are also available to assist you:  

Mary Lisa Vertuca  
Program Director of Early and Middle Childhood Education  
Phone: 513-745-2981  
E-mail: vertuca@xavier.edu  

Early and Middle Childhood Education Programs  
Phone: 513-745-3701  
E-mail: thomasa7@xavier.edu