

## **Student Teaching Responsibilities**

### **University Student**

- The students are to exhibit the high quality and standards expected of all who are associated with Xavier University.
- Students should maintain a courteous, cooperative, and professional attitude and manner, approach the learning/teaching experience with a positive attitude, and demonstrate interest through active participation in classroom/school activities.
- The students must comply and cooperate with the school district's rules, regulations, and procedures, and building policies specific to the usage of equipment and facilities.
- The students must complete all field assignments, and expectations satisfactorily to the standards required by the Xavier University Elementary/Special Education Programs.
- Students are to report all absent days to the University supervisor and reschedule time to fulfill required hours. Students are responsible for contacting their cooperating teacher regarding an absence or late arrival and providing him/her with any lesson plans or materials.
- Students are expected to have all cell phones and other electronic devices silenced (or turned off) and put away during class time.
- Students are expected to exhibit professional behavior such as: appropriate dress, punctuality, and consistent attendance.
- Students are reminded to hold in confidence any observations and conversations that pertain to the children, their families and the teachers.

### **Cooperating Teacher**

- Must have certification/validation and three years of experience in the specified area.
- Cooperating teachers provide an atmosphere of acceptance of the students as coworkers on the teaching staff, and assist them in completing activities (see pre-student teaching activities) that will ease their transition into the school organization.
- Cooperating teachers must plan with the university student, guide and supervise field experience. Documentation forms are provided.
- Observations and evaluations must be completed by the cooperating teachers. Record keeping and documentation are required. Forms are provided.
- Regularly occurring, open and honest communication needs to be utilized to facilitate a successful experience.
- Cooperating teachers commit to a regularly scheduled planning time and can, in turn, expect the student teacher to show written preparation of lessons prior to instruction.

- Cooperating teachers guide the student into teaching responsibilities gradually and recognize the fact that they should relinquish their classes to capable student teachers so that they may develop the art of teaching.
- They allow the student teacher to develop individualized teaching abilities while recognizing at all times their legal responsibility as the certified teacher.
- Cooperation with the standards and requirements of Xavier University Education Programs is necessary.

### **University Supervisor**

- University supervisors must assist and counsel the student through site visits, scheduled conferences, emails, observations, and telephone conversations. Documentation is required.
- University supervisors make at least one conference visit for field-based students and at least four formal observations for student teachers. The first of these visits should include a conference between the cooperating teacher, student teacher, and supervisor to address general guidelines and expectations.
- Written observation reports and evaluations are to be completed by the university supervisor either cooperatively with the student teacher and cooperating teacher, or separately as the situation requires. Record keeping and documentation are required.
- The supervisor acts as a public relations emissary between the university and cooperating schools; as an intermediary between the student teacher and cooperating teacher; as an individual counselor and teacher for the student teacher; as an assessor and evaluator of student competency; and as a participant in planning.
- The supervisor must be a resource person for all participants during the field experience.
- Weekly reflections/ feedback by either email or one on one meeting.