



**Primary and Middle Childhood Education  
College of Professional Sciences  
COOPERATING TEACHER AGREEMENT**

I do hereby agree to act as a cooperating teacher in grade/s \_\_\_\_\_  
 (also note subject areas if middle childhood)  
 to assist \_\_\_\_\_ during the \_\_\_\_\_ semester.  
 (student name) (fall, spring)  
 of the 20 \_\_\_\_ school year.

I agree to:

1. be available to supervise and guide the student.
2. have conferences with the student teacher as often as necessary relative to proficiency in the classroom.
3. meet with the student teacher and University personnel if requested, after each visit of the supervising teacher.
4. complete midterm and final CFAST conference and participate in scheduled three-way conference.
5. complete four observation forms (submit to supervisor).
6. submit a final reference letter to the supervisor for placement in the student's credential file.
7. contact Xavier University student teaching supervisor, field experience coordinator, or program faculty member if you have any questions or concerns.

**We are here to help whenever it is needed. Please do not hesitate to contact us.  
The program office phone # is 513-745-3795.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\*(see note below) Social Security #: \_\_\_\_\_

\*Home Street Address: \_\_\_\_\_

\*City, State, Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Bachelor \_\_\_\_\_ Master \_\_\_\_\_ PhD/EdD

Certification: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

School: \_\_\_\_\_

School Phone: \_\_\_\_\_ Principal: \_\_\_\_\_

\*This optional information is used by the Commonwealth of Kentucky to pay teachers for their services to student teachers. Kentucky teachers certify that they have Kentucky Rank II status and at least four years of teaching experience. Beginning Fall Semester 2012 Kentucky will no longer offer these vouchers for out of state students.

**Please keep one copy for your files and submit one completed copy to Xavier University, Primary and Middle Childhood Education at 3743 Saint Francis Xavier Way, Cincinnati, OH 45207.**