

Xavier University

Primary and Middle Childhood Student Teaching

Dear Cooperating Teacher,

Thank you for accepting a Primary or Middle Childhood student teacher for a semester. Included in this packet are documents describing expectations for the student teacher and the assumption of duties within your classroom. Our student teachers should experience a co-teaching model, and are not expected to teach alone in the classroom, or without your guidance. A **co-teaching chart** is included in this packet.

Please complete **four evaluations** using the Student Teaching Observation form over the course of the semester, even if they are brief. These forms are meant to provide honest and constructive support for the student teacher. They will not be used in portfolios or employment reference files. Please share copies with your Xavier supervisor when he or she visits.

We do ask that you set aside a scheduled time for discussion and planning with your student teacher. The greatest problems that arise during student teaching usually do so because of a lack of communication of expectations on the part of either party involved. Your guidance for the student teaching in planning and instruction is invaluable. Please note a change in the expectations for written **goal setting** for the student teacher. With our new format for the midterm and final evaluations, CPAST (see below), we will now utilize the midterm conference for the setting of specific and measurable goals for the remainder of the semester.

We currently ask the cooperating teacher, student teacher, and supervisor to meet at midterm for a three-way conference, for which each participant prepares separately, and after discussion, reaches a consensus on the midterm appraisal form. The process will remain the same, but the format will change with **CPAST**. There is a new form that you will use, and this document contains many "Look Fors" that guide the participants in the scoring process. Our Xavier supervisor is responsible for filling out the consensus form at the conference. The supervisor has taken the training, and you are invited to view the PowerPoint that was created for cooperating teachers. After the semester begins you will receive the PowerPoint by email, and/or a link to access it. CPAST requires a summative three-way conference during the final weeks of student teaching.

Of great importance to the student at the close of student teaching and the beginning of the employment search, is your **letter of reference**. We ask that you do a letter of reference typed on your school letterhead stationery. A copy of the letter of reference should be given to the supervisor for the student's permanent file and a second copy should be given to the student teacher.

The longstanding policy of direct compensation to cooperating teachers by way of **graduate tuition vouchers** (currently still granted for work with students in lower level courses such as math/science and language arts/social studies) will now be handled by the respective school districts. Based on a recent ruling of the Ohio Ethics Commission, universities may no longer pay cooperating teachers directly. The manner in which you are compensated depends upon your school or district's policy, but you will be compensated by Xavier for this important contribution. Please know how deeply we appreciate your willingness to mentor our candidates for the teaching profession.

Questions or concerns that you might have regarding student teaching can always be addressed to the Xavier supervisor, or the individuals listed below. The Xavier University supervisor will coordinate his/her first visit through your student teacher.

Sally Barnhart, Childhood Education Field Observation
Coordinator Phone: 513-745-1081
Email: Barnhart@xavier.edu

Mary Lisa Vertuca, Student Teaching
Coordinator Phone: 513-745-2981
Email: Vertuca@xavier.edu

With this packet you should receive:

- An extra copy of the Cooperating Teacher Agreement Form
- Self-addressed envelope
- Student Teaching Observation Forms.
- Co-teaching document
- Proposed teaching schedule for assumption of duties within a co-teaching model: single placement and dual placement
- Expectations for the student teacher
- Roles and responsibilities of the student teacher, cooperating teacher, and supervisor

Links to our websites with forms and assessment information

<https://www.xavier.edu/early-childhood-education-program/student-teaching-packet>

<https://www.xavier.edu/education/assessment>

*CPAST training PowerPoint will be emailed separately.

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