

HANDBOOK AT A GLANCE

Special Pages of Importance for the Cooperating Teacher

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for the Weekly Timesheets: page 19

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IMPORTANT POINTS:

1. Student Teachers as Substitutes

- policy of both Pennsylvania Division of Education and King's College

2. Transportation of Students

3. Classroom Presence of the Cooperating Teacher

- will vary from school to school
- initially the cooperating teacher should be with you at all times
- before completion, you should have developed the confidence and skill to be in charge of the classroom by yourself

4. Student Teachers in the Faculty Room

- check with individual school policy
- be very careful what you say (friends and relatives)

5. Confidential Information

- this will be a new way of thinking for you

6. Emergency Situations

- use common sense
- have a general idea where your cooperating teacher is at all times
- locate the nearest regular staff member
- do not leave the room
- send a student for assistance

7. Parental Conferences

- student teachers are not to schedule conferences
- cooperating teacher must be present at all conferences

8. Student Teachers Should Attend:

- open house
- parent meetings
- I.E.P. meetings
- workshops
- professional workshops
(unless advised differently by the cooperating teacher)

9. The Student Teacher is an Invited Guest

- the host school is within its rights to ask you to leave
- you must maintain the same professional standards that are expected from the teaching employees (tardiness)

10. Professional Dress and Grooming at All Times

- inappropriate ties
- piercings
- clean shaven
- revealing clothing

11. No E-mail Addresses, Phone Numbers, or Home Addresses to Students or Their Parents

- watch how you present yourself on the Web (Facebook, MySpace)

12. The Department Chairperson has the Authority to Terminate Your Placement if Professional Conduct is Not Maintained

13. Pre-Assignment Visitation Day

- call your school this week and make arrangements to meet your cooperating teacher
 - give your cooperating teacher their packet and your “Personal Narrative”
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GENERAL COMMENTS:

Student teachers should observe cooperating teachers for a few days but **no more** than one week.

Student teachers should model proper oral and written language, and handwriting **at all times**.

The placement is **13 weeks** long.

The student teacher must accumulate a total of **150 clock hours** of actual teaching.

Other activities bring the total to a minimum of **260 clock hours**.

Student teachers are provided with time sheets for each week. These must be signed and returned to the Education Supervisor each week during seminar.

If a student teacher is absent for any reason, they **must contact** their cooperating teacher by phone **and** their **supervisor by e-mail and phone**. It is the student teacher's responsibility to make sure they provide the cooperating teacher with all lesson plans, materials, and manuals needed during the student teacher's absence.

Students not permitted unexcused absences. King's College Supervisors may require make-up time in instances of excessive absences, regardless of cause. Note: Absentee Form: Appendix D

Tardiness will not be tolerated. If you are one minute late, you are late. One warning. Two, grade reduction. Three, meeting with College Supervisor, Director of Student Teaching, and Department Chairperson.

Student teachers must make daily lesson plans for every class/ or each subject that they teach. Lesson plans must be submitted to the cooperating teacher for approval (signed) at least **two days in advance** of teaching the lesson. **Lesson plans are not to be combined.** All component parts of the King's College Lesson Plan are to be included in each lesson. No exceptions.

Student teachers are expected to **comply** with suggestions and requests made by the cooperating teacher, principal, and supervisors.

All assignments are expected to be completed on time: lesson plans, time sheets for seminar, bulletin boards, videotaping. Managing your time is an important skill in the teaching profession.

WEEKLY TIME SHEETS

- Times are to be completed to the nearest half-hour.
- The Weekly Time Sheet is to be signed **in ink** by the cooperating teacher.
- The Weekly Time Sheet must be handed in **every week** at seminar.
- **Weekly totals** for Observation, Activities, and Teaching should be **transferred** to the **Final Time Sheet in ink.**
- Cooperating teachers should verify and sign the Final Time Sheet.
- **This record is the student teacher's responsibility, it must be accurate.**

Weekly Time Sheets Appendix A - Final Time Sheet Appendix B

LESSON PLANNING

- All lesson plans must be kept in a three-ring binder.
- Lesson plans should be divided by subject area.
- All lesson plans must be completed two days in advance (on a Friday, you are already prepared for Monday and Tuesday of the next week).
- All lesson plans must be in the King's College Education Division Lesson Plan Format. No exceptions.
- All lesson plans must be reviewed and initialed by your cooperating teacher (this is **the student teacher's** responsibility).
- Lesson plans are required for every lesson that is presented to the class, including quizzes and tests.
- The student teacher's plans should be detailed enough that another person can teach from them with ease.

LESSON VIDEOTAPING

- A minimum of one lesson must be videotaped.
- Student teachers are to make their own arrangements to be videotaped during the student teaching semester.
- Videotaping should be completed by the end of the **6th week**.
- **Permission from parents and guardians is needed for students to be videotaped.**

- **No students** are to be videotaped without a parental permission slip.
- Student teachers should send permission slips home **well in advance** of the actual videotaping date.
- Your cooperating teacher usually does the videotaping for you.
- The actual tape must show you teaching, that is the presentation of material or concepts to the class.
- Video conferences will be held on campus during the regular school day during the 7th week of student teaching. They last one hour.
- Video conferences will be **scheduled** during seminars.
- A copy of the lesson plan taught and a personal post-observation reflection are to be brought to the conference with the video tape.

ASSESSMENTS; OBSERVATION AND EVALUATION BY THE COOPERATING TEACHER

- The purpose of observing and evaluating is the improvement of instruction.
- The cooperating teacher should help you reflect on your teaching and provide input of new information.
- The cooperating teacher will suggest plans of action for areas that can be improved.
- The ultimate goal is to produce a candidate who is competent in performing and analyzing the teaching act.
- Informal observations will lead into more formal observations.
- Your cooperating teacher will formally observe you a minimum of four times, and then they will discuss the lesson with you.
- Plans for improvement should be agreed upon by both parties.

- Student teachers should hand in these formal observations according to the time chart distributed.
- Each formal evaluation must be accompanied by a copy of the lesson plan that was used for its delivery.
- The cooperating teacher will give you a mid-term evaluation (PDE 430) and a final evaluation (PDE 430).
- For students in Option B, each cooperating teacher must complete a minimum of two formal observations as well as a mid-term (actually mid-placement) and a final (actually end of placement) evaluation (PDE 430).
- All assessments should be frank and honest, and show growth during the student teaching semester.

STUDENT TEACHING FINAL EVALUATION

- At the end of the student teaching semester, both the cooperating teacher and the college supervisor fill out the PDE 430 Pennsylvania Statewide Evaluation Form . (Note: This document is also filled out at Mid-Term.)
- This is not a lesson evaluation but an overall evaluation of the final six weeks of the semester.
- Cooperating teachers are asked to review the evaluation in a conference with the student teacher before it is returned to the college supervisor.
- The total evaluation from the cooperating teacher includes:
 - (4) (minimum) Formal Lesson Observations
 - (1) Mid-Term Evaluation (PDE 430)
 - (1) Final Evaluation (PDE 430)
- Student teachers experiencing special problems may be visited more frequently so that extra structure can be provided.
- Other members of the Education Division may visit the classroom.

