

Responsibilities of Cooperating Teachers and University Supervisors

The support system for the internship experience resides primarily with cooperating teachers and university supervisors. Administrators and faculty in the College of Education and in participating school systems work collaboratively to provide an organizational structure and materials to coordinate efforts and to assist as needed.

The College utilizes two internship arrangements for placements, the traditional and the cluster internship. While the responsibilities of the intern are the same in both arrangements, the roles and responsibilities of cooperating teachers and university supervisors differ. Following is a list the basic responsibilities for the traditional cooperating teacher and university supervisor. This list may be modified as needed to create a support system that fits program-specific requirements and reflects site-specific arrangements (e.g., dual placements, cluster internships*).

Cooperating Teachers

1. Introduce intern to students, teachers, and administrators.
2. Help the intern establish his/her role as teacher.
3. Explain school policies and procedures to the intern.
4. Acquaint the intern with instructional materials and classroom routines.
5. Assist the intern in developing a schedule for gradually assuming full-time teaching responsibilities.
6. Initiate discussions with the intern as needed regarding strengths and areas for improvement, including reflections that examine the effect of the intern's practice on student learning (see questions in Professional Work Sample).
7. Participate in a midpoint and final comprehensive evaluation of the intern's progress in meeting the 15 proficiencies; provide more frequent feedback if needed.
8. Encourage the intern to observe and be observed by other interns and/or teachers.
9. Provide email address to Professional Education Services.
10. Provide feedback to the College regarding continuous improvement of the internship experience through electronic surveys and/or focus groups.

* A cluster arrangement typically consists of 3-5 teachers and 3-5 interns within one school. In this arrangement, each intern is assigned to one teacher; however, the team of teachers assumes responsibility for the supervision and evaluation of the interns. A university supervisor oversees each cluster arrangement. More specific information

regarding cluster internships is provided during the orientation for cluster interns and teachers.

University Supervisors

1. Conduct an initial meeting with the intern and cooperating teacher to discuss information in the Internship Handbook and program-specific requirements.
2. Make your contact information available to the intern and cooperating teacher (e.g., email, phone); respond in a timely manner to questions, concerns, etc.
3. Observe the intern a minimum of three times and provide follow-up conferences.
4. Facilitate discussion with the intern as needed regarding strengths and areas for improvement, including reflections that examine the effect of the intern's practice on student learning (see questions in Professional Work Sample).
5. Facilitate discussion with the intern and cooperating teacher and complete a midpoint comprehensive evaluation of the intern's progress in meeting the 15 candidate proficiencies (see Inventory of Candidate Proficiencies). If the intern is not on track to satisfactorily meet or exceed all proficiency expectations for teaching professionals at the initial level of certification by the end of the placement/semester, you are required to submit a hard copy of the completed ICP to the following individuals: (1) the department head; (2) the program coordinator; and (3) the Coordinator of Partnerships, Professional Experiences, and Student Affairs. In addition, you are required to arrange a meeting to discuss the intern's progress with the department head and/or program coordinator.
6. Evaluate college- and program-required assessments completed by the intern; request input from the cooperating teacher when appropriate. Provide feedback regarding the assessments.
7. Facilitate discussion with the intern and cooperating teacher and complete a final comprehensive evaluation of the intern's performance on the 15 candidate proficiencies at the end of the placement/semester (see Inventory of Candidate Proficiencies).
8. At the end of the semester, submit your completed evaluations of each intern to include the following college-required assessments:
 - Professional Work Sample
 - PEPE
 - The Inventory of Candidate Proficiencies (final comprehensive evaluation)You will be given directions on how to submit this information electronically.
9. At the end of the semester, submit for each intern a hard copy of the completed Internship Verification Form with required signatures.

Note: C&T university supervisors submit completed forms to Tracy Koerper, 5044 Haley Center. All other university supervisors submit completed forms to Sandra Harris, 3464 Haley Center.

10. Provide feedback to the College regarding continuous improvement of the internship experience through electronic surveys and/or focus groups.