

COOPERATING TEACHER INTERVENTION PROCESS

1. University supervisors monitor cooperating teachers to assure that they are completing responsibilities as described in “Cooperating Teacher Responsibilities and Suggestions.”
2. If a cooperating teacher is not fulfilling these duties, the university supervisor reports the issue to the Director of Field Experiences (DFE).
3. The DFE arranges a meeting between the DFE, the university supervisor, and the cooperating teacher to discuss the issue.
4. If the issue cannot be resolved, the DFE notifies the principal to discuss the issue. Then, one of the following actions will be taken (depending on when in the clinical experience the issue occurs):
 - a. the DFE moves the student to another placement.
 - b. the university supervisor completes the assessment duties of the cooperating teacher.
5. Following the action taken in #4, the Director of the Network of Partner Schools (DPS) is notified. The DPS arranges a meeting with the principal to discuss the issue.
6. If the DPS and the principal deem that the cause of the issue was based on circumstances beyond the cooperating teacher’s control (such as an illness or natural catastrophe), the principal will confer with the cooperating teacher to decide when/if the cooperating teacher will be able to fulfill clinical experience placements in the future.
7. If the DPS and the principal deem the cooperating teacher unable or unwilling to fulfill clinical experience duties, they will then notify the DFE, who will no longer request clinical experience placements with this teacher.
8. Based on the decision made in #7, the DFE may choose to not allow the cooperating teacher opportunity to take the Teach and Learn 3-credit online course for no tuition.

November 18, 2017.

Approved COE Dean, Director of Educator Certification, TE Department Chair, Network of Partner Schools Advisory Council, COE Coordinating Committee, TE Advisory Council (final approval April 12, 2018).