

Thank you for agreeing to host and mentor a UNK teacher candidate this semester! Our Teacher Education Program would not be successful without the assistance of our practicing teachers. The following information is to help the cooperating teacher navigate the requirements this semester.

UNK's Lesson Planning is based on the work of Charlotte Danielson. Her framework is the basis for the lesson/unit plan templates along with their evaluations. Additionally, in Nebraska, teacher preparation is guided by the InTASC Standards. Many of the concepts and ideas closely mirror those of each district and the state. For student teaching we will be using the Nebraska Student teaching Evaluation Rubric with the Educator Dispositions.

INITIAL MEETING

The teacher candidate will schedule a meeting between the supervisor, cooperating teacher, and teacher candidate to review semester expectations.

TEACHER CANDIDATE SCHEDULE

The teacher candidate was emailed a Teacher Candidate Schedule. The teacher candidate should fill it out and email it to the supervisor. This is their contact information and daily schedule of times with class titles.

GUIDED OBSERVATION SHEET

Each teacher candidate receives a Guided Observation Sheet. The teacher candidate should use the Guided Observation Sheet during the **first week** in the classroom for purposeful observation. This will enable the teacher candidate to become familiar with the program in specific ways so that they feel comfortable when teaching responsibilities are assumed. The candidate should review their findings with the cooperating teacher.

STUDENT TEACHING HANDBOOK

Link to the Student Teaching Handbook: <https://www.unk.edu/academics/certification/student-teaching-handbook.php>. The cooperating teacher and the teacher candidate should go over Cooperating Teacher Responsibilities and Suggestions and Teacher Candidate Responsibilities.

All documents and rubrics including the handbook can be found at: www.unk.edu/certification. Then click on Cooperating Teachers/Supervisors. Bookmark this site.

PLANNED SCHEDULE

Classroom teaching should be planned sequentially, making the transition to full-time teaching a successful and rewarding experience. Create a plan with the candidate for gradual implementation assuming responsibility for: one small instructional group or subject area, total class or subject for period of time, additional groups and subject areas, and the total class or scheduled classes for the entire school day. Plan this for the entire placement time period. The teacher candidate should provide the supervisor a copy of the planned schedule. Let the supervisor know if you would like some advice on this schedule.

DISCUSSION AND REFLECTION

The cooperating teacher should provide the guidance necessary for developing the teacher candidate's teaching abilities. Day-to-day informal discussions are valuable for checking over plans and materials and evaluating together the teacher candidate's teaching as well as reviewing plans for the next day.

Additionally, it is advisable for the cooperating teacher and teacher candidate to set aside some time each week to reflect upon the week in total and make plans together for the week ahead, to discuss teaching techniques and materials, to look at specific problems that have occurred and to assess areas of teaching that have been successful, that have been minimally so, and others needing definite improvement. It is suggested that the cooperating teacher find aspects of the teacher candidate's performance that can be honestly praised.

SUPERVISOR OBSERVATIONS

The teacher candidate will be observed five times during student teaching by the university supervisor. The candidate will email the lesson plan to the supervisor 24 hours in advance of the observation. The supervisor will want to conference with the teacher candidate and possibly the cooperating teacher following the observation.

MIDTERM SUMMATIVE ASSESSMENT AND EDUCATOR DISPOSITIONS

The cooperating teacher and the teacher candidate will each complete a Midterm Summative and Educator Disposition Assessment at the halfway point of the placement. It is important to refer to the Evidence Charts found on the website when completing the Midterm. It is equally as important to refer to the Educator Disposition Rubric also found on the website, when completing the Educator Disposition Assessment section. This exercise is designed for the cooperating teacher to rate the candidate's performance as a teacher candidate at this point in the placement. Indicating areas of strength and weakness will allow the candidate to focus on improving by the end of the placement.

At midterm, the goal would be for student teachers to be performing at Developing or Proficient on the Summative Assessment and for no Educator Disposition indicator to receive a one (1). If performance is questionable, please be in communication with the supervisor. A remediation plan may need to be implemented. The Midterm results will be compared to the Final Summative and Educator Dispositions Assessment which should demonstrate growth. The cooperating teacher and the teacher candidate will discuss the results and share them with the UNK supervisor. The cooperating teacher should be sure to type their name and check the box for electronic signature at the end.

- To access the Midterm Summative and Educator Disposition Assessment, go to the website.
- The Evidence Charts on the website provide observable behaviors for each standard and will be helpful in your assessment.
- The Educator Disposition Rubric will be helpful in your assessment of the dispositions.
- After the conference, please send a copy of the midterm in an email to the UNK supervisor; use the candidate's name as the subject. Give the candidate a copy.
- Due date for Midterm Summative and Educator Disposition Assessment to be sent to the supervisor: _____

FINAL SUMMATIVE ASSESSMENT AND EDUCATOR DISPOSITIONS

At the end of the teacher candidate's placement, a Final Summative and Educator Dispositions Assessment will be completed by the cooperating teacher and the UNK supervisor. Some teachers and supervisors complete the assessment together; others choose to do one separately. It is important to refer to the Evidence Charts when completing the Final Summative Assessment. It is equally as important to refer to the Educator Disposition Rubric when completing the Educator Disposition Assessment section. A final conference will be held with the teacher candidate, UNK supervisor, and cooperating teacher to share the results.

At the end of the clinical experience, the goal would be for student teachers to be performing at Developing or Proficient on the Final Summative Assessment. A teacher candidate cannot pass student teaching if they are scored "Below Standard" on any item. The final Educator Dispositions need to meet the minimum score of 25-points with no indicator receiving a one (1). The cooperating teacher should be sure to type their name and the teacher candidate's name and check the boxes for electronic signatures.

- To access the Final Summative and Educator Disposition Assessment, go to the website.
- After the final conference, please send a copy of the Final Summative and Educator Disposition Assessment in an email to the UNK supervisor; use the candidate's name as the subject. Give the candidate a copy.
- Due date for Final Summative and Educator Disposition Assessment to be sent to the supervisor: _____

UNIT PLAN AND LESSON PLAN

The teacher candidate is required to create and teach a 5-day (minimum) unit plan while teaching in the classroom. Together, the teacher and candidate should decide on what would be an appropriate unit to teach. The cooperating teacher will be asked to watch and formally evaluate one day's lesson plan from the unit. The cooperating teacher will also be asked to evaluate the entire unit plan. In order for the cooperating teacher to evaluate the lesson plan and unit plan, the teacher candidate should provide them with a copy of the unit plan.

- A minimum score must be met to be considered proficient. On the Lesson Plan Evaluation, the score is 90. On the Unit Plan Evaluation, the score is 13.
- To evaluate the lesson plan, use the Lesson Plan Rubric and Lesson Plan Evaluation Fillable Form. To evaluate the unit plan, use the Unit Plan Rubric and Unit Plan Evaluation Fillable Form. These can all be accessed on the website.
- Upon completion of these evaluations, conference with the teacher candidate. Please provide feedback on the unit plan and on each lesson plan within the unit plan.
- Finally, email a copy of each evaluation form to the UNK supervisor; use the candidate's name as the subject.
- Due Date for lesson plan and unit plan evaluations to be sent to the supervisor: _____

ADDITIONAL ITEMS

Student Teacher Professional Development Days. TE400 (Student Teaching) is a Blended Course which means there will be some on-site classroom instruction with an online learning component. The course required on-site classroom instruction will take place **on the UNK campus** Thursday, September 15, 2022, with the required online learning component being held the following day **on Zoom**, Friday, September 16, 2022. Teacher Candidates will not be in class on these days. They should have substitute plans available if required.

Absences. Candidates are allowed 3 excused absences. They should notify the teacher and supervisor when they will be absent and provide substitute plans if required. If a candidate has more than 3 absences, PLEASE ALERT THE SUPERVISOR. Time might need to be added to the end of the placement.

Minimum Requirement for Each Assessment: Teacher candidates will be required to meet the minimum score on EACH assessment. For those assessments not passed, a remediation plan will be required. Candidates may be asked to show improvement during the second placement or may have to extend their clinical practice experience beyond the final date to complete the remediation plan(s). The Director of Field Experiences will work on these plans with you.

ASSESSMENT	MINIMUM SCORE REQUIRED
Lesson Plan	90 points
Unit Plan	13 points
Final Summative Assessment	No Below Standard Rankings
Final Educator Dispositions	25 points

Remediation Plan. If it is deemed there is an apparent problem with the teacher candidate's classroom performance and/or professional performance, a conference will be held with the cooperating teacher and supervisor where suggestions for improvement will be made using the Student Teaching Intervention Form. A period will be specified for demonstrated improvement by the candidate. If improvement has not been demonstrated during this time, then recommendations will be made between the teacher and supervisor for extension of time in the placement or removal of the candidate from the placement.

Surveys. At the end of the student teaching experience, the Office of Educator Certification will email two surveys out to the cooperating teacher. One will be a survey of the supervisor and one will be demographic information about the cooperating teacher.

Summary of Cooperating Teacher Tasks.

1. Guided Observation sheet
2. Mid-term Summative Assessment
3. Unit Plan Evaluation
4. Lesson Plan Evaluation
5. Final Summative Assessment