

Office of Field Experiences- Central Connecticut State University



Field Tips and Other Thoughts - #1

It's what you learn after you know it all that counts. - Harry S. Truman

Welcome to the fall semester. I want to thank you for your willingness to host a CCSU student teacher. We know that the role of the cooperating teachers is one that goes beyond the school day. It is our goal to support the important work you do and respond to your needs to clearly understand CCSU's expectations.

By now you should have received a packet of information from the Office of Field Experiences. If for some reason you have not received this important packet, please contact us immediately. We will work swiftly to provide you with the necessary information found in our CT packet. Please take a few moments to look through the Cooperating Teacher Handbook. Our goal in creating this document was to provide you with ideas to organize your experiences, suggestions to encourage feedback, and provide you with information to support your student teacher's development. In addition to the handbook, the OFE continues to put relevant information on our website. An additional avenue we would like to offer is this friendly letter entitled, Field Tips and Other Thoughts. We will be e-mailing you throughout the semester in an effort to not only support your work but provide you with helpful hints and general reminders. At the end of the semester, we will ask for feedback and look to improve this vehicle of communication.

By now you probably have:

- Sent in your cooperating teacher stipend paper (PINK) to the OFE.
- Scheduled a weekly meeting time with your student teacher to plan and review upcoming events.
- Discussed the lesson plan format and how you will review daily lesson plans in order to provide feedback.
- Looked at the Take-Over plan and begun to design the first few weeks of responsibilities for your student teacher.
- Met and/or spoke with your university supervisor. Perhaps your student teacher has an observation already scheduled. NOTE: If you have not yet heard from the assigned university supervisor, please let us know.
- Learned about our new cooperating teacher feedback form. If not, your university supervisor will be contacting you about this soon.



What your student teacher can be doing in the first few weeks of the placement:

- Observe classroom procedures
- Assist students with work
- Assist you with clerical routines
- Walking students to and from specials/lunch; helping with lunch/ hallway duties
- Research curriculum
- Correct student work; begin to learn grading procedures and data collection routines
- Conduct morning and other classroom routines
- Read aloud to students

Some items to consider for the upcoming week:

- Review the evaluation tools (midterm and final) with your student teacher.
- Discuss the first content area or period your student teacher will be taking over first.
- Discuss upcoming units in order for the student teacher to begin to engage in research.

CONSIDERATIONS:



*Students are eager to jump right in and take on responsibilities. It is important that the take-over is planned and thought out. Student teachers are in a state of transition and learning many new things at once. We have found that student teachers who take on too much too soon struggle to keep up the momentum of ongoing planning as well as providing students with feedback. Please refer to the Student Teaching Take-Over plan found in the handbooks.

*Lesson planning is an expectation for all lessons taught. Student teachers are working to integrate best practices into the content area they are teaching. They do not yet have the teaching experience nor the deep understanding of the content knowledge to be able to teach effectively without being fully planned. Please call me should you have any questions.

HELPFUL TIP:



* In order to make the most of your meeting time with your student teacher, create meeting norms (time start, duration, etc.) as well as an agenda to keep the meeting focused and efficient.

*Be sure to open the lines of communication between your student teacher and you early. Don't be afraid to clearly articulate your needs and priorities.

Please know that OFE is here to serve you. If at any time you have any questions or concerns, do not hesitate to contact us

~ Holly

