January 2021 Eileen Heddy, Director

Dear Cooperating Teacher:

Welcome to our new cooperating teachers and a special thank you to our returning ones! We are truly grateful for your willingness to host our teacher candidates for their full-semester teaching experience, especially at such a challenging time. As a role model, facilitator, counselor, evaluator, and instructor, your role is invaluable to this profession. In this letter, we share information that you will find helpful in mentoring our students. We ask that you and your clinical intern review the Student Teacher/Intern and Cooperating Teacher Guidelines together and complete the attached form. **The teacher candidate should email the form to** **step@tcnj.edu** **no later than the first week of your time together.**

The Student Teacher/Intern and Cooperating Teacher Guidelines, along with the following forms, are available on the [STEP Office website](file:///C%3A%5CUsers%5Cloaner.CSCGYMVPN2%5CDownloads%5Cstep.tcnj.edu). Please refer to this page for review copies of the appropriate assessments to be completed for each program of study. Midterm & final assessment due dates are also posted on this page. Formal midterm and final assessments are to be submitted electronically through the LiveText Field Experience Module (FEM). Directions for accessing this system will be sent in the coming weeks.

**Assessment Forms for Faculty and Cooperating Teachers**:

1. **Lesson Observation Rubric** (to provide formative feedback to the clinical intern).
2. **Educator Disposition Assessment** (use for midterm & final assessment of clinical intern).
3. **Teaching Performance Assessment** (use for midterm & final assessment of clinical intern).

We know the current situation provides a variety of challenges. Attached are documents that outline roles and responsibilities specific to remote learning. Teacher candidates have been encouraged to take initiative in finding ways in which they can participate in and lead instruction and engage with students. They have also been encouraged to practice using a variety of technological tools and to obtain Google Educator Certification.

As part of the NJ certification requirements, all teacher candidates applying for initial certification will need to complete an assessment portfolio known as edTPA. This portfolio involves the development of an instructional unit (3-5 lessons) and video recording part of their instruction. If your teacher candidate is required to complete this assessment, they will discuss it with you at the beginning of their placement. Students are expected to complete edTPA if they are able to do so. Copies of the TCNJ Video Permission Slip are available in multiple language on the [Certification Office website](file:///C%3A%5CUsers%5Cloaner.CSCGYMVPN2%5CDownloads%5Ccertification.tcnj.edu). Should you have any questions or concerns regarding the edTPA process, please speak with the student’s faculty supervisor or Ms. Eileen Heddy, Director of STEP and Global Student Teaching, at 609-771-2408.

The College provides a stipend to mentor teachers. We will distribute an application to you via email and post the link on our website in the coming weeks. We look forward to working with you and we truly appreciate your dedication to the development of future teachers.

Best wishes for a successful semester,

Cynthia Fulford, Ph.D



Assistant Director

**Cooperating Teacher and Student Teacher/Intern Guidelines Agreement Form**

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester and Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this form to discuss classroom and teaching expectations for the semester. Please review, complete and return **this form to the STEP Office via email at** **STEP@tcnj.edu**. One form should be turned in for **each** cooperating teacher working with the student. We encourage you to keep a copy for your records and use the information to complete your stipend application.

**To be completed by the Cooperating/Mentor Teacher**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level(s) and Content Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have met with my Student Teacher/Clinical Intern and discussed my expectations

Cooperating Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Student Teacher/Clinical Intern**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major/Course Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student’s TCNJ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this placement a (check all that apply): □ HPE □ Art □ Music

□ Special Education Only □ Special Education Inclusion Class

□ Full (February 1- May 7)

□ Placement #1 (February 1-March 19)

□ Placement # 2 (March 22-May 7)

Student Teacher/Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_