

Completed	Activities that Require Action
	<p>Meet with your student to discuss each other's expectations. Complete the Student Teacher/Intern and Cooperating Teacher Agreement with your student. The student will email it to step@tcnj.edu. <i>Full semester agreements are due on or before September 10th; second half semester agreements are due on or before November 5th, 2021.</i></p>
	<p>Review the performance assessment evaluations for the student's program and refer to the assessment calendar for due dates under <i>Forms for Cooperating Teachers</i> on the STEP Office website. Midterm assessments will be submitted electronically through the LiveText Field Experience Module (FEM). Login information will be sent in a few weeks. <i>Midterm assessments are due October 22 for full semester placements and September 22 (first half) and November 17th (second half) for half semester placements.</i></p>
	<p>Final assessments are due December 10th. These are also submitted electronically through the LiveText Field Experience Module (FEM).</p>
	<p>Apply for your stipend on or before December 15th. The CPII link will be sent midway through the semester. Attach your W9 with your application. Further directions can be found on our website. Be sure to fill out a separate form for each student that you host. Stipend applications must be submitted by December 15th. We are not able to pay stipends in the next year.</p>