

January 11, 2022

Dear Cooperating Teacher:

Thank you for mentoring one of our students this semester. We are grateful for your willingness to support our teacher candidates, especially at such a challenging time. As an instructor, role model, coach, and assessor, your role is invaluable to our profession.

You can find specific information regarding our program, including assessments and important dates, on our [website](#). In the [handbook](#) you will find policies and a chart which provides a suggested timeline for the assumption of responsibilities (see pages 30-32). Students will meet with their faculty supervisor during the week of January 24th. The supervisor will be reaching out to you during that week as well.

TCNJ recently announced that the first week of classes for the spring semester will be held virtually. This change will not affect the start date for your teacher candidate. Students will still begin their placement the week of January 24th. Please be advised that some programs, including Elementary, Early Childhood and Secondary Education, begin the semester with two days of classes before students report to their assigned schools. Thus, your teacher candidate may not begin on Monday, January 24th. The student will be in touch regarding the exact start date.

We know the current situation provides a variety of challenges and uncertainties. While we are all hoping that instruction remains in person, we have attached a document that outlines roles and responsibilities for remote learning in case the mode of instruction in your classroom changes. We continue to stress flexibility with our students. We hope that regardless of the circumstances this semester, they will continue to grow professionally and work hard to meet the needs of students.

As part of the NJ certification requirements, all teacher candidates applying for initial certification need to complete edTPA, a teaching performance assessment. This portfolio involves the development of an instructional unit (3-5 lessons) and video recording of instruction. If your teacher candidate is required to complete this assessment, they will discuss it with you at the beginning of their placement. Copies of the TCNJ Video Permission Slip are available in multiple languages on the [Certification Office website](#). Should you have any questions or concerns regarding the edTPA process, please reach out to the student's faculty supervisor or Rachel Dawson, Performance Assessment Coordinator: [dawsonr@tcnj.edu](mailto:dawsonr@tcnj.edu)

As a cooperating teacher, we will need you to complete online assessments for your student by the due dates. Your assessment of the student is a critical part of their grade for the semester and more importantly, their development as a professional. The instructions for this process will be sent along with your stipend link within 3-4 weeks. Finally, we require students meet with you to discuss mutual expectations and sign the internship agreement indicating that this has occurred.

We look forward to working with you and we truly appreciate your dedication to the development of future teachers.

Please do not hesitate to reach out with any questions or concerns.

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Completed	Checklist of Activities that Require Your Action
	<p><b>Internship Agreement:</b></p> <ul style="list-style-type: none"> <li>• Meet with your student to discuss mutual expectations.</li> <li>• Complete the Student Teacher and Cooperating Teacher Agreement with your student (attached below).</li> <li>• The student will email the form to <a href="mailto:step@tcnj.edu">step@tcnj.edu</a>.</li> </ul> <p><b>Full semester agreements are due on or before January 31, 2022</b>  <b>Half semester agreements are due on or before March 21, 2022</b></p>
	<p><b>Performance Assessment Evaluations (online only):</b></p> <ul style="list-style-type: none"> <li>• Assessments are submitted through <a href="#">LiveText Field Experience Module (FEM)</a>. Login information is sent 3-4 weeks after the semester starts.</li> <li>• Refer to the assessment calendar on the <a href="#">STEP Office website</a> for due dates under <i>Forms for Cooperating Teachers</i>.</li> <li>• <b>Midterm assessments are due March 11<sup>th</sup> for full semester placements and February 18<sup>th</sup> (first half) and April 8<sup>th</sup> (second half) for half semester placements.</b></li> </ul>
	<p><b>Final assessments:</b> Due on or before May 6<sup>th</sup>. The assessments are submitted electronically through the LiveText Field Experience Module (FEM).</p> <ul style="list-style-type: none"> <li>• Be sure to fill out a separate form for each student that you host.</li> </ul>
	<p><b>Stipend Application:</b></p> <ul style="list-style-type: none"> <li>• <b>Apply for your stipend on or before May 1<sup>st</sup>.</b></li> <li>• <b>The password will be sent after the semester starts.</b></li> <li>• <b>Attach your <u>signed</u> W9 with your application.</b></li> <li>• <b>Further instructions for stipend applications can be found on our website.</b></li> </ul> <p><b>Note: We are not able to pay stipends for the spring semester after June 15<sup>th</sup>.</b></p>

## 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](mailto: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 Teacher Responsible for Evaluating the Student's Performance

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: \_\_\_\_\_

**Check all that apply: Is this placement:**      ☐ HPE      ☐ Art      ☐ Music      ☐ GST

☐ General Education Only      ☐ Special Education Only      ☐ Special Education Inclusion Class

☐ Full (January 24, 2022 - May 6, 2022)

☐ Placement #1 (January 24, 2022 - March 11, 2022)

☐ Placement # 2 (March 14, 2022 - May 6, 2022)

*I have met with my Cooperating Teacher and discussed my program requirements and my expectations.*

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