|  |  |
| --- | --- |
| **Completed** | **Cooperating Teacher Checklist****Activities that Require Action****Fall 2022** |
|  | **Internship Agreement**: * Meet with your student to discuss mutual expectations.
* Complete the Student Teacher and Cooperating Teacher Agreement with your student (attached below).
* The student should email the form to you and our office at step@tcnj.edu.

 **Full semester agreements are due on or before September 16, 2022** **Half semester agreements are due on or before October 28, 2022** |
|  | **Performance Assessments (completed online):** * Assessments are submitted through [LiveText Field Experience Module (FEM)](http://www.livetext.com). Login information is sent 3-4 weeks after the semester starts.
* Refer to the assessment calendar on the [STEP Office website](file:///C%3A%5CUsers%5Cloaner.CSCGYMVPN2%5CDownloads%5Cstep.tcnj.edu) for due dates under *Forms for Cooperating Teachers*.
* Midterm assessments are due October 19th for full semester placements and September 28th (first half) and November 16th (second half) for half semester placements.
 |
|  | **Final assessments:** * Due on or before December 9th.
* The assessments are also submitted electronically through the LiveText Field Experience Module (FEM).
* Be sure to fill out a separate form for each student that you host.
 |
|  | **Stipend Application**: * Apply for your stipend on or before December 15st.
* The link and password will be sent after the semester starts.
* **Complete your signed W9 before completing your online application and attach it at the same time.**
* Further instructions for stipend applications can be found on our website.

**Note: We are not able to pay stipends for the fall semester after December 15th.** |