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| **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](mailto: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:\Users\loaner.CSCGYMVPN2\Downloads\step.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.** |