

August 23, 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 and we hope you are looking forward to this experience. As an instructor, role model, coach, and assessor, your role is invaluable to our profession.

This letter will provide some general information but you can find more information regarding our programs, including assessments and important dates, on our [website](#). In the [Clinical II 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 August 29th. The supervisor will be reaching out to you by the following week. Teacher candidates should attend any in-service days prior to the opening of school, unless they have class on campus. Please be advised that some programs, including Elementary, Early Childhood and Secondary Education, will begin the semester with two days of classes during the week of August 29th. Thus, depending on their program, your teacher candidate may not begin when teachers report back to school in your district. The student will be in touch regarding the exact start date.

As part of the NJ certification requirements, all teacher candidates applying for initial certification still 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. Last spring and over the summer, there was an effort in the New Jersey Legislature to eliminate edTPA as a requirement for certification. That bill has not been finalized and the assessment remains a requirement.

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 assessment due dates can be found on this [page](#) of our website. The instructions for this process will be sent along with your stipend link within 3-4 weeks. Finally, we require our students to meet with you to discuss mutual expectations and sign the internship agreement indicating that this conversation has taken place.

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.

Eileen Heddy, Director
heddy@tcnj.edu

Cynthia Fulford, Assistant Director
fulfordc@tcnj.edu

Completed	Activities that Require Action
	<p>Internship Agreement:</p> <ul style="list-style-type: none"> • 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
	<p>Performance Assessments (completed online):</p> <ul style="list-style-type: none"> • Assessments are submitted through LiveText Field Experience Module (FEM). Login information is sent 3-4 weeks after the semester starts. • Refer to the assessment calendar on the STEP Office website for due dates under <i>Forms for Cooperating Teachers</i>. • Midterm assessments are due October 19th for full semester placements and September 28th (first half) and November 16th (second half) for half semester placements.
	<p>Final assessments:</p> <ul style="list-style-type: none"> • 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.
	<p>Stipend Application:</p> <ul style="list-style-type: none"> • Apply for your stipend on or before December 15st. • The link and password will be sent after the semester starts. • Complete your <u>signed W9</u> before completing your online application and attach it at the same time. • Further instructions for stipend applications can be found on our website. <p>Note: We are not able to pay stipends for the fall semester after December 15th.</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.** 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 (August 30, 2022 – December 9, 2022)

Half semester placement:

First placement (August 30, 2022 – October 18, 2022)

Second placement (October 19, 2022 – December 9, 2022)

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

Student Teacher/Intern Signature: _____