

January 13, 2023

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 January 23rd. The supervisor will be reaching out to you by the following week. 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 January 23rd. Thus, depending on their program, teacher candidates may begin on different dates. The student will be in touch regarding the exact start date.

We are happy to let you know that edTPA is no longer a certification requirement in New Jersey. Teacher candidates will have assignments or other assessments required as part of their capstone course. They should provide information on those in the first few weeks of the semester.

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 semester calendar and assessment due dates can be found on [our website](#). Four weeks into the semester, you will receive an email with the instructions for this process, along with a link to a form to complete for your stipend. 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. That form is attached. We suggest setting aside a specific time to discuss expectations, policies and procedures with your teacher candidate.

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 | Activities that Require 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-both signatures must be on the agreement (attached below).</li> <li>• Students are to email the signed form to our office at <a href="mailto:step@tcnj.edu">step@tcnj.edu</a> and copy you on that email.</li> <li>• All agreements are due within the first week of the start of the placement.<br/><b>15-week agreements are due January 30, 2023</b><br/><b>7-week agreements are due January 30 and March 20, 2023</b></li> </ul> |
|           | <p><b>Performance Assessments (completed online):</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 four 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>• Midterm assessments are due March 10<sup>th</sup> for full semester placements and February 7<sup>th</sup> (first half) and April 5<sup>th</sup> (second half) for half semester placements.</li> </ul>                                     |
|           | <p><b>Final assessments:</b></p> <ul style="list-style-type: none"> <li>• Due on <u>or before</u> May 5<sup>th</sup>.</li> <li>• Assessments are to be submitted electronically through the LiveText Field Experience Module (FEM).</li> <li>• A separate form will need to be completed for each student you host.</li> </ul>  |
|           | <p><b>Stipend Application:</b></p> <ul style="list-style-type: none"> <li>• Apply for your stipend on or before May 15th</li> <li>• The link and password will be sent 4 weeks after the semester starts.</li> <li>• <b>Complete, sign and save a copy of your <u>W9 form before</u></b> you start the stipend application.</li> <li>• Attach the completed W9 to the online stipend application before you submit.</li> <li>• Troubleshooting issues for stipend applications can be found on <a href="#">our website</a>.</li> </ul> <p><b>Note: <u>We are not able to pay stipends received after May 15, 2023</u></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 **email it to [STEP@tcnj.edu](mailto:STEP@tcnj.edu)**. One agreement should be turned in for each cooperating teacher working a student. Keep a copy for your records. This information will help you complete your stipend application.

### **To be completed by the Cooperating Teacher responsible for evaluating the student's performance**

Full (proper) Name: \_\_\_\_\_

Work Email: \_\_\_\_\_

School 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: \_\_\_\_\_

#### **Is this placement:**

- Full semester (January 23-May 5)
- Half semester placement (GST, Art, Music, Special Education-Dual Certification):
  - First placement (January 23-March 10)
  - Second placement (March 13- May 5)

#### **Dual Certification Students Only:**

Is this an Inclusion Class? Yes No

If this is not an Inclusion Class, is the placement?  General Education Only  Special Education Only

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

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