

ESSENTIAL INFORMATION FOR COOPERATING TEACHERS



Over their final two semesters in our Early Childhood and Development A.A.S. program, students have field placements in two different sites. In each placement students are required to spend a minimum of six (6) hours per week, 90 hours at their Field Site. Any absences must be made up, with your approval.

NEVER leave a student alone in a supervisory role. Also never use the student as a substitute during field placement. If appropriate, a student may be hired as a substitute **AFTER** completing both Field Experiences.

Please contact the student's College Supervisor if you have any questions, concerns, or suggestions. Jennifer Mirecki can be reached at 341-4367 or jennifer.mirecki@sunyorange.edu and Elizabeth Tarvin can be reached at 341-4482 or elizabeth.tarvin@sunyorange.edu.

The College Supervisor will visit the classroom 3 times during the semester to observe the Field Student "in action". These visits will be set up in advance upon your approval.

Over the course of the Spring semester students **MUST**:

- Plan and present a "Math Activity"
- Plan and present a "Science Activity"
- Plan and present an "Art Activity"
- Lead "Circle Time" (before lead day)
- Plan and present two additional activities agreed upon by both student and cooperating teacher.
- Plan and present "Lead Teaching Day"

On that day, the student must:

- Produce detailed plans for one week's activities.
- With your help, integrate the week around your thematic plans.
- Assume full supervisory responsibility for that one session of that week.
- Assign roles to you and other classroom staff for that session.

****You will be asked to sign off and give feedback on the Lesson Plan sheet when each one has been completed.***



SPRING SEMESTER EXPERIENCE

Following is an outline week-by-week, of your responsibilities as the cooperating teacher. In the very few spare moments you have during the day, please share your expertise with the student. Help the student to understand your thinking in the many decisions you make in creating your physical layout, curriculum, and management technique. Please also provide regular verbal feedback. Reinforcement of appropriate practice, as well as constructive criticism, will help students get the most from their Field Placement experience.

Each day At the start of each session please discuss the day's plan and assign specific work or areas.

At the end of their session, recommend possibilities for improvement, and review upcoming activities.

Weeks 1-2

Help the student understand your:

- ☐ goals
- ☐ expectations
- ☐ management techniques
- ☐ classroom schedule

Provide opportunities for the students to get to know the children.

Weeks 1-5

Keeping in mind this is the student's second field experience, assign participation in routine tasks.

Students can assist with:

- ☐ snack
- ☐ centers
- ☐ transitions
- ☐ other classroom activities which involve student interaction

Student will be responsible for:

- ☐ planning and presenting a "Math Activity"

College Supervisor's 1st visit (video taped)

Week 5

- ☐ Complete February Monthly Report

Please return it to the college in the envelope provided.

If time allows, please conference with the student to discuss the evaluation.

Weeks 5-10

Assign specific areas and/or activities **increasing the level of supervision and responsibility every week.**

- ☐ calendar, weather chart, classroom jobs, circle time
- ☐ whole group read alouds
- ☐ gross motor

Students will be responsible for:

- ☐ planning and presenting a science activity
- ☐ planning and presenting an art activity
- ☐ leading circle time
- ☐ beginning stages of lead day plans

College Supervisor will make a second visit.

Week 10

- ☐ Complete March Monthly Report

Please return it to the college in the envelope provided.

If time allows, please conference with the student to discuss the evaluation.

Weeks 11-15

Continually help the student prepare for his or her *Lead Teaching Day*.

Students should be leading/in charge of at least one activity/routine/area each visit.

- ☐ read aloud
- ☐ circle time
- ☐ centers
- ☐ music and movement
- ☐ arrival
- ☐ dismissal

Students will be responsible for:

- ☐ planning and presenting "1st Choice Activity"
- ☐ planning and presenting "2nd Choice Activity"
- ☐ "Lead Teaching Day"

College Supervisor will make a third visit on the student's *Lead Teaching Day*.

Week 15

- ☐ Complete April Monthly Report

Please return it to the college in the envelope provided.

If time allows, please conference with the student to discuss the evaluation.

THANK YOU!