Being a Cooperating Teacher:

**What To Expect:**

*Thank you for committing to a semester of mentoring an SFA Student Teacher!*

The Texas Higher Education Coordinating Board, the National Council for Accreditation of Teacher Educators, and the Southern Association of Schools and Colleges require SFA to collect data for each teacher candidate. A component of being a cooperating teacher requires you to complete and submit requested forms through LiveText.

The SFA Field Supervisor should ask you to complete the following forms in LiveText:
- Final Dispositions Checklist
- Cooperating Teacher Program Evaluation by Cooperating Teacher
- Addendum dependent on program

The SFA Field Supervisor will formally observe the Student Teacher, and ask for your assistance in completion of the following forms:
- Field Experience/Clinical Evaluation
- Professionalism Assessment Instruction

Please immediately report any concerns or possible issues with your Student Teachers to their assigned Field Supervisor. Field Supervisors serve as a liaison to the Student Teaching Offices at SFA.

**Responsibilities:**

You, the Cooperating Teacher, are one of the most important and influential people in the preparation of professional teachers. This influence is critical to the teaching profession. Cooperating Teachers are selected because of their personal experiences within the classroom and their willingness to mentor our future educators and complete the required documents.

**Cooperating Teacher Responsibilities Include:**
- Sharing information and guiding the student teacher.
- Mentoring the students in developing strategies to independently and effectively develop lesson plans.
- Allowing the student teacher to observe, analyze, question, plan, and teach lessons during the student teaching experience.
- Remaining in the classroom to monitor the student teacher.
- Guiding the student teacher to think reflectively about lessons taught.
- Providing specific, constructive feedback for the purpose of professional growth.
- Completing the required forms for SFA.
- Taking students seriously. A question of problem that seems trivial to you is new ground for student teachers.
- Nurture self-sufficiency. Utilize your personal teaching experiences to encourage confidence and independent thinking.
- Help students develop professionalism by providing specific praise as well as constructive feedback.

**Legal Issues:**

**ABSENCES:** Student Teachers must call the school prior to an absence. All absences beyond two must be made up. Arriving early/staying late does not accrue nor can the time be used in place of an absence.

**ATTENDANCE:** Student teachers are required to maintain the same daily schedule as the Cooperating Teacher (which includes professional assignments that extend beyond the normal school day). Please note: Approval for the release of a student teacher from attendance is the responsibility of the Cooperating Teacher, the Field Supervisor, and may involve the Student Teaching Coordinator. It is **NOT** at the discretion of the SFA Student Teacher to determine Attendance policies.

**CORPORAL PUNISHMENT:** Student teachers will not administer corporal punishment. If school personnel determine corporal punishment is necessary, it must be administered by a district employee, **NOT** the student teacher.

**PROFESSIONALISM:** Student teachers adhere to ethical standards of the teaching profession, to SFA policies for university students, and to the policies of the school where they are assigned.

**SUBSTITUTING:** Student teachers may serve as substitute teachers only after successfully completing six weeks of student teaching. Student teachers may substitute for a maximum of five days: 2 days unpaid followed by 3 days paid, as approved by the district.