

## Basics 101: UIUC Cooperating Teacher Responsibilities

1. Keep track of your cooperating teacher folder and use the forms provided. The handbook can be found on line at <http://www.education.illinois.edu/ci/occe> on the Secondary Page.
2. Set up your account for on-line submission of evaluations at:  
[http://www.cote.uiuc.edu/forms/documents/coop\\_portal\\_login\\_instructions.html](http://www.cote.uiuc.edu/forms/documents/coop_portal_login_instructions.html)
3. Familiarize yourself with the responsibilities of each member of the professional team (student teacher, cooperating teacher, supervisor, faculty, Office of Clinical Experiences).
4. **When student arrives, discuss plan for take-over with your student teacher.** Follow the chart outlining the suggested activities and timeline for take over for student teachers in the first placement and second placement. The take over should be more gradual in the first placement. Discuss your plan for take over with the student teacher. Take over is the full teaching load.
5. **Collect a copy of the student's Emergency Information Form** so you will know what to do with the student teacher in case of an emergency.
6. **Give students weekly feedback.** Use the triplicate observation forms (open-ended and/or structured) provided by the University of Illinois Supervisors to document the student teacher's progress **once a week** and give a copy of the form to the student and to the supervisor. These forms are on line at <http://www.education.illinois.edu/ci/occe> on the Secondary Page. You can print it and then make copies. If you provide written documentation by email or another form, make sure to provide copies for the supervisor.
7. Use the midterm/final evaluations in student teaching handbook as a guide, and then go on-line to complete the evaluation. The form will be on the Council on Teacher Education website <http://www.cote.illinois.edu>. **SUBMISSION MUST BE DONE ON-LINE FOR EACH STUDENT.** The student, cooperating teacher, and supervisor need to fill out this online evaluation and bring three copies of submitted evaluation to the midterm and final conference. Each member of the conference gets a copy of the other members' to have
8. At the midterm conference, a Recommendation to Continue form, provided by the supervisor, is completed for each student teacher. If a student is marked continue with remediation, a formal remediation plan must be created. Read the information concerning remediation plans on the website <http://www.education.illinois.edu/ci/occe>. If a student is having difficulties, document it.
9. Complete the midterm/final evaluation at the final conference. Refer to #7 for directions.
10. At the final conference, a Recommendation for Certification form is completed for each student teacher. The UIUC supervisor provides this form.
11. Complete a letter of recommendation for the student teacher. Be honest in your evaluation. It is an expectation that the cooperating teacher write a letter for the student accurately describing the student's professional dispositions and ability.

*Thank You Very Much for working with UIUC Student Teachers!*