

**University of Illinois at Urbana-Champaign (UIUC)**  
**Early Childhood/Elementary Cooperating Teacher Request Form 2012-2013**  
*Early Childhood and/or Elementary Certification Students*  
**Department of Curriculum and Instruction - Office of Clinical Experiences**

**Cooperating Teacher:** Please complete this request form to express interest in serving as a cooperating teacher with UIUC early childhood and/or elementary students during the 2012-2013 academic year. Return this form by **June 1, 2012**, by: 1) mailing to the Office of Clinical Experiences, 260A Education, 1310 S. Sixth St, Champaign, IL 61820, 2) faxing 217/244-5632, or 3) scanning the signed form and e-mailing it to [jeri@illinois.edu](mailto:jeri@illinois.edu). This principal-approved form must be on file in our office in order for us to assign students to work with you. **If you have a change in school placement or content at any time, please contact our office so we can update our records: 333-2561 or [jeri@illinois.edu](mailto:jeri@illinois.edu).** Thank you for your interest and partnership with our program!

**PROCEDURE:**

1. This form is to be used for early field and student teaching placements in both the Early Childhood and Elementary programs. You may indicate your willingness to work with any and all experiences.
2. Return this form to the Office of Clinical Experiences by June 1, 2012.
3. Inform the Office of Clinical Experiences about any changes in your teaching assignment over the summer.

Date \_\_\_\_\_ UIN \_\_\_\_\_ (If you have a University Identification Number)

Name \_\_\_\_\_ Email address \_\_\_\_\_  
 (First Name) (Last Name)

School \_\_\_\_\_ School Phone \_\_\_\_\_  
 Summer Phone # \_\_\_\_\_

Are you requesting tuition and service fee waiver? **Yes No** When do you anticipate using it? Semester/Year: \_\_\_\_\_

Content area(s)/Courses(s)/Grade Levels you anticipate teaching in 2012-2013 \_\_\_\_\_

Do you anticipate having English Language Learners in your class? **Yes No**

If so, should the student be ELL-endorsed? **Yes No**

Is your class bilingual (class taught in both English and native language)? **Yes No**

Type of teaching certificate(s) \_\_\_\_\_ Years of teaching experience \_\_\_\_\_

Highest degree and Institution \_\_\_\_\_

*\* Minimum required teaching experience: two (2) years for early field experience; three (3) years for student teaching*

**Responsibilities of Cooperating Personnel to the Student Teacher**

- Work with your student teacher describing and modeling preparation and instruction
- Introduce your student teacher to school personnel, facilities, and services
- Allow student teacher to complete UIUC required teaching assignments in your classroom
- Offer constructive written and oral feedback to your student teacher on a regular basis
- Aid with instructional planning of both daily lesson plans and unit plans
- Keep OCE and/or supervisors informed about the progress of your student teacher
- Be candid with your student teacher and the university supervisor about the student's progress
- Allow UIUC to make classroom observations of your student teacher
- Keep in communication and attend orientation with your building representative
- Delegate increasing authority to your student teacher as skills and teacher presence develop
- Allow the student teacher to solve his/her own teaching problems, offering suggestions and guidance as needed
- Submit on-line evaluations

**(OVER)**

***Did you know?***

In addition to earning a tuition waiver for hosting students, you may also earn recertification credit. 30 CPDUs are earned for hosting a student teacher, and 12 more for hosting early field students. Both may be claimed once for each recertification cycle. Shared placements may be claimed twice, but at half the amount.

**Part I. Options for working with Early Childhood Students**  
**(Kindergarten – 3<sup>rd</sup> Grade)**

*Check all options that you are willing to consider.*

		<b>Yes</b>	<b>No</b>	<b>Principal Approval</b>
<b>Spring 2013</b>	<b>CI 420 Foundations of Early Childhood Education</b> <i>Early Field Experience, 8-12:00</i> Monday–Friday for 8 weeks February-April 1 student for tuition/service fee waiver			
<b>Spring 2013</b>	<b>EDPR 432 Educational Practice in Elementary Schools</b> <i>Student Teaching</i> Monday-Friday for 10 weeks all day Late February-May 1 student for tuition/service fee waiver [Note: Some form of weekly written feedback to the student is required.]			

**Part II. Options for working with Elementary Education Students**  
**(Kindergarten – 9<sup>th</sup> Grade)**

*Check all options that you are willing to consider.*

		<b>Yes</b>	<b>No</b>	<b>Principal Approval</b>
<b>Fall 2012</b>	<b>CI 405 School and Community Experiences</b> <i>Early Field Experience</i> 3 hours per week for 10 weeks-scheduled by coop/student September-December 2 students for tuition/service fee waiver			
<b>Fall 2012</b>	<b>CI 406 Thy and Practice in Elementary School Tching</b> <i>Early Field Experience</i> Tues. & Wed. all day August-December 1 student for tuition/service fee waiver			
<b>Spring 2013</b>	<b>CI 405 School and Community Experiences</b> <i>Early Field Experience</i> 3 hours per week for 10 weeks-scheduled by coop/student February-May 2 students for tuition/service fee waiver			
<b>Spring 2013</b>	<b>EDPR 432 Education Practice in Elementary Education</b> <i>Student Teaching</i> January-May 1 student for tuition/service fee waiver [Note: Some form of weekly written feedback to the student is required.]			

Comments:

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_