

University of Illinois at Urbana-Champaign (UIUC)
Early Childhood Cooperating Teacher Request Form 2012-2013
Infant/Toddler EDPR 250 & Preschool EDPR 438/420
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 students during the 2012-2013 academic year. Return this form by **June 1, 2012**, by: 1) mailing to 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. 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, content, or grade level at any time, please contact our office so we can update our records: 333-2561 or jeri@illinois.edu.** Thank you for your interest and partnership with our program!

Placement in EDPR 250 must be in a classroom with Birth – 2 year olds.

Placement in EDPR 438 must be in a classroom with 3-5 year olds. [Pre-K]

PROCEDURE:

1. This form is to be used for early field placements in the Early Childhood program.
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

(OVER)

Did you know?

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

Check all options that you are willing to consider.

		Yes	No	Principal Approval
Fall 2012	EDPR 250 School & Community Experiences <i>Early Field Experience (Birth to 2 Year Old)</i> 24 hours total, in 2-3 hour blocks September-December 2 students for tuition/service fee waiver			
Fall 2012	EDPR 438 Ed Practice in Special Fields in Elem Ed <i>Early Field Experience (Pre-School; 3-5 Year Old)</i> Monday-Thursday, 8:00a-12:00p, August-October Monday-Friday, 8:00a-12:00p, October-December 1 student for tuition/service fee waiver			

EDPR 250 Placement Information:

Students in EDPR 250 must complete 24 hours of birth-2yr experience. These hours are arranged between the student and the cooperating teacher. Students should be given opportunities to interact with children. The cooperating teacher signs a timecard and evaluates the student at the completion of the semester.

EDPR 438 Placement Information:

Student observers will begin in their assigned classroom the week of August 27, 2012 and attend Monday-Thursday from 8:00-12:00 through mid-October and then also on Fridays, 8:00-12:00, until December. The last day of attendance is December 12, 2012.

Student observers are expected to write and teach a project-based unit during the practicum as well as assist with daily teaching and implementation. Cooperating teachers are asked to complete weekly written feedback and a midterm and final evaluation conference conducted by the supervisor.

Director/Principal's Signature: _____ **Date:** _____