

University of Illinois at Urbana-Champaign
High School Cooperating Teacher Request Form 2012-2013
Secondary Teacher Certification Students in English, Mathematics, Science, and Social Studies
Department of Curriculum and Instruction - Office of Clinical Experiences

Thank you for your interest in our program! Your partnership is vital to the success of our University of Illinois Education Program. Please return this form by **June 1, 2012**, by (1) mail to the Office of Clinical Experiences, 260A Education, 1310 South Sixth Street, Champaign, IL 61820, (2) fax 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 or content at any time, please contact our office so we can update our records: 217-333-2561 or jeri@illinois.edu.**

Program Description: During the three semesters prior to student teaching, all secondary teacher education students are placed in early field experiences in middle and high schools to give students opportunities to work with teachers in a classroom setting as they fulfill the early field clock hours required prior to student teaching. Student teaching is completed during the spring semester of senior year. All student teaching placements are 14 weeks in length.

PROCEDURE:

1. This form is to be used to request fall early field and spring student teaching placements for secondary students in high school. *Student teaching is the only placement option for spring semester.* Have your principal approve each experience with which you are willing to work and sign or e-mail approval of the request.
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*

Fall 2012

CI 401: Introduction to Teaching in a Diverse Society (Early Field Experience)

Tentative Placement Dates: September 24 - December 5, Monday or Wednesday, 8-10:50

Note: 15 CPDUs earned for hosting an EFE student; claimed once per recertification cycle

401 Early Field Student Requirements - <http://education.illinois.edu/ci/oce/sec-coop.html>

- Teach part of a lesson planned by cooperating teacher
- Plan and teach or co-teach 2 lessons, whole class or small group
- Conduct administrative tasks as needed (taking attendance, grading, passing back or collecting papers)
- Observe team and/or individual planning session(s)

Number of 401 EFE students with whom you are willing to work (circle) 2 3 4

Note: We attempt to place only two students in a classroom but appreciate the flexibility to add more, as needed.

Minimum of 2 EFE students for tuition/service fee waiver

(OVER)

Fall 2012

CI 403: Teaching Diverse Senior High School Students (Early Field Experience) Grades 9-12 only

Tentative Placement Dates: October 2-November 1, Tuesday and Thursday, 8-10:50

Note: 15 CPDUs earned for hosting an EFE student; claimed once per recertification cycle

403 Early Field Student Requirements - <http://education.illinois.edu/ci/oce/sec-coop.html>

- Teach a lesson planned by the cooperating teacher
- Plan and teach at least 1 lesson, whole class, or small group
- Conduct administrative tasks as needed (taking attendance, grading, passing back or collecting papers)
- Observe team and/or individual planning session(s)

Number of 403 EFE students with whom you are willing to work (circle): 2 3 4

Note: We attempt to place only two students in a classroom but appreciate the flexibility to add more, as needed.

Minimum of 2 EFE students for tuition/service fee waiver

Spring 2013

ED PR 442: Educational Practice in Secondary Education (Student Teaching)

Tentative 14-Week Student Teaching Dates

Jan 22 - May 3

Trying to decide if hosting a student teacher is right for you? Consider the following:

- Ability to co-teach with your student – even as needed during takeover – in order to stay connected to your students.
- Ability to connect with a colleague in the same content area to share a student placement in order to stay connected to your students.
- 30 CPDUs earned for hosting a student teacher (and 12 more for an EFE); both may be claimed once for each recertification cycle. Shared placements may be claimed twice, but at half the amount.
- Significant, lifetime impact on a student through your mentorship.

Responsibilities of Cooperating Teacher - <http://education.illinois.edu/ci/oce/sec-coop.html>

- Work with your student teacher describing and modeling preparation and instruction
- Allow your student teacher to complete UIUC required teaching assignments in your classroom
- Offer constructive written and oral feedback to your student teacher as requested by the university
- Aid with instructional planning of lesson plans
- Be candid with your student teacher and/or 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 online evaluations

I am willing to work with a student teacher: **Yes** **No** [Note: Some form of weekly written feedback to the student is required.]

Principal's Approval (circle)		
Early Field Placements (CI 401, 403):	Yes	No
Student Teaching Placement (Ed PR 442):	Yes	No

Principal's Signature: _____ Date: _____

Comments: