

Members of the teaching staff who are tenured or who have achieved permanent civil service status who wish to indicate their willingness to accept a student teacher or student intern for the upcoming school year must submit this application to their building principal, who will then forward it to the department coordinator (if applicable). Only staff members who file this application will be considered to serve as cooperating teachers during the upcoming school year, however filing this form does not guarantee placement of a student teacher/student intern. Filing this application indicates only an anticipated willingness on your part to accept a student teacher, however it does not obligate you to accept a student teacher should a placement be offered to you.

Name (last name, first name) _____

Job Title _____ **School(s)** _____

2019-20 Expected Teaching Assignment (grade level(s), subject(s), etc) _____

Circle Yes/No to indicate your availability for each placement period.
Only one placement will be made in any school year.

Early fall (September – October) Yes No Early spring (January – March) Yes No

Late fall (October – December) Yes No Late spring (March – May) Yes No

Have you ever served previously as a cooperating teacher? Yes No

If yes: How many times? _____ When did you most recently serve as a cooperating teacher? _____

Have you had any formal training on how to successfully serve as a cooperating teacher? Yes No

If yes, when and by whom was this training provided to you? _____

Why do you wish to serve as a cooperating teacher during the 2019-20 school year? _____

Signature _____ **Date** _____

FOR HR USE ONLY:

STUDENT: _____ **COLLEGE:** _____ **DATES:** _____

To indicate your willingness to accept a student teacher/intern during the upcoming school year, forward this completed application to your building principal.

To the supervising administrator(s):

This form was forwarded to all members of the teaching staff in your department/building who are tenured or in permanent civil service status. If you concur that this staff member has the characteristics necessary to successfully serve as a cooperating teacher for a student teacher/teacher intern during, please sign below. For regular education K-6 teachers, principals who sign should then forward this form to the Office of Human Resources. For all other teachers, principals who sign should then forward this form to the appropriate department coordinator. If the department coordinator does not concur, the form should be returned to the principal. If the department coordinator concurs, the department coordinator should sign and forward the form to the Office of Human Resources.

The following characteristics should be considered essential for potential cooperating teachers:

- A demonstrated enthusiasm for teaching
- A professional attitude and respect for ethical principles of teaching and scholarship
- Good rapport with parents, students, and colleagues
- A thorough knowledge of the subject matter
- Knowledge of current teaching methods in the academic field(s)
- A willingness to consider innovative methods of teaching
- Flexibility and a willingness to cooperate and share responsibilities with the student teacher/intern
- Good classroom management skills
- The ability to organize classroom activities to assure a smooth transition for the student teacher/intern without interruption of the learning process
- The ability to give direction and offer constructive, sometimes critical, suggestions to the student teacher/intern

Only staff members who file this application and whose supervising administrators concur by signing this form will be considered to serve as cooperating teachers during the upcoming school year. Filing this application indicates only an anticipated willingness on the part of the teacher and supervising administrator(s) to accept a student teacher. Your signature does not guarantee placement of a student teacher/student intern, nor does it obligate you to approve a placement should one be offered to this teacher. All placements are subject to individual acceptance by the teacher and approval by the administrator(s) before becoming final.

I concur this staff member possesses the essential characteristics necessary to serve as a successful cooperating teacher and I recommend this staff member be considered for a student teacher/intern placement for the upcoming school year.

Signature of building principal _____ Date _____

Signature of department coordinator _____ Date _____

For regular education K-6 teachers: After signing, the principal should forward this form to the Office of Human Resources. For all other teachers: After signing, the principal should forward this form to the appropriate department director. If the department director does not concur, the department director should return the form to the principal. If the department director concurs, the department director should sign and forward the form to the Office of Human Resources.