

To: **Cooperating Teachers**  
From: Stephanie Holmes, Director of Field Experiences/Certification Officer

Thank you for serving as a cooperating teacher this semester. Your assistance and continued support are truly valued and appreciated. Our teacher candidates will gain countless benefits from your experience and expertise while preparing for their role in the profession. I look forward to working with you to make sure these teacher candidates are “classroom ready” by the end of the semester.

Important Information for Preparing to Mentor Student Teachers:

**1. Teacher Education Handbook**

[https://www.peru.edu/education/\\_documents/2020-2021-SOE-Handbook-1.pdf](https://www.peru.edu/education/_documents/2020-2021-SOE-Handbook-1.pdf)

**2. EDUC 420 Student Teaching Seminar Course for Teacher Candidates**

- a. As an accredited teacher education program, it is important for teacher candidates to demonstrate competencies in all areas for certification. To ensure they have met the requirements for InTASC standards 1-10, the Instructional Analysis Project (IAP) has been developed as a capstone project for program completion.
- b. The project is designed for teacher candidates to plan, carry-out, and **analyze a two-week instructional unit using a specific template**. The project will come with some challenges to the students, and we ask that you encourage them to use best practices in teaching by using data to drive instruction through being reflective decision makers. **The lesson plans and thereport itself will be written outside of student teaching hours.**

**3. Seminar (Call Back) Dates**

- a. Teacher candidates are required to come back to campus twice during the semester for professional development and will be absent from the classroom. These are considered professional development days and will count toward their required classroom time.
- b. The seminar dates have been scheduled on **Fridays, February 5 and March 19, 2021.**

**4. College Supervisor Role**

- a. The college supervisor serves as Peru State College’s representative during student teaching.
- b. The college supervisor will observe and assess teaching, monitor forms, conference with the teacher candidate, conference with you, and review the teacher candidate’s reflective journal.

**5. LiveText by Watermark direction sheet included on the jump drive**

- a. All assessments will be completed and submitted electronically on [www.livetext.com](http://www.livetext.com).

**6. Formative Observation Form**

- a. The cooperating teacher and college supervisor will observe the teacher candidate teaching a lesson at the same time twice throughout placement.
- b. The observation form is in LiveText and is aligned with the InTASC standards.

**7. Nebraska Clinical Practice Evaluation (Midterm/Final)**

- a. The teacher candidate, college supervisor, and cooperating teacher complete both midterm and final evaluations.
- b. All parties may meet to discuss the data and share specific, constructive feedback prior to and/or upon completion.
- c. Evaluation forms are the primary indicators of performance during student teaching.
- d. Student teaching grades are “Credit” or “No Credit.”

**8. Educator Disposition Assessment (EDA)**

- a. Complete at the end of the student teaching placement.
- b. Professional dispositions of our teacher candidates.
- c. Guide for any remediation notices and/or plans.

**9. Demographics Form**

- a. Teacher candidates complete this form in LiveText for each placement.

**10. Surveys**

- a. Ms. Holmes sends a survey link at the end of each placement to evaluate the teacher candidate and Peru State College program.
- b. Teacher candidates will evaluate cooperating supervisor(s) and their overall experience.

**11. Online graduate tuition-free course to cooperating teachers**

- a. Graduate Programs Office will send out information to you at a later date.

Thank you! Your assistance and continued support of teacher education are truly valued.  
I can be reached at 402-872-2399 or [sholmes@peru.edu](mailto:sholmes@peru.edu).