



Early Childhood Education
ECE 232 Practicum Course

Cooperating Teacher Letter of Agreement

In accepting the role of a cooperating teacher to _____
Student Teacher's name

I agree to the following:

- _____ Orient the student teacher to all school child safety procedures, school policies, staff handbook, and other pertinent particulars concerning the operation of school or classroom.
- _____ Read all written materials and become acquainted with all facets of the student teaching situation including time lines, deadlines, training objectives and goals, tasks and responsibilities of both the student and myself.
- _____ Meet with the student teacher at least once a week at a regular time for consultation, progress evaluation, and planning.
- _____ Observe and offer clear, honest opinions of student's strengths and training needs to promote student's growth in teaching and human interaction skills and competency.
- _____ Be open to questions, provide a professional example and communicate directly to the student concerning daily problems, matters or concerns.
- _____ Sign the tally sheet as the student acquires practicum hours each day.
- _____ Complete the formal exit evaluation of the student that details student's level of competence and suggest future growth areas.

As a training model, you directly contribute to teaching excellence and professional recognition of our Early Childhood Career We Thank you!

Please sign below and return to the instructor via student teacher.

Cooperating Teacher signature: _____

School _____ Address _____

Telephone _____ Fax _____