

Initial Responsibilities

- Complete blanket travel authorization.
- Attend teacher candidate orientation and, if applicable, clinical instructor training.
- Meet with Cooperating Teachers prior to the semester and provide the following:
 - Recommended timeline for internship (with co teaching models).
 - Attendance policies and procedures.
 - Cooperating teacher and teacher candidate checklists.
 - Teacher candidate workload and assignment information.
 - Best practices for observation, evaluation and debriefing.
 - Resources available and procedures in place for assisting candidates who require more development in a specific area.
 - Directions for navigating TK20.
 - Information on mentor modules.

Ongoing Responsibilities

- Participate in the School/University Partnership Team (SUPT).
- Facilitate seminar discussions that include reviewing expectations and requirements for internship, introducing seminar assignments, discussing topics impacting teacher candidates in the classroom and encouraging candidate self-evaluation and reflection as well as the sharing, evaluation and reflection on the experiences of their peers.
- Administer required seminar assignments.
- Maintain records and data on the progress of the teacher candidate throughout the semester.
- Participate in the annual WMU Educator Job Fair.
- Write reference letters and act as a telephone reference, when appropriate, upon the request of a teacher candidate.
- Consider participating in or facilitating additional opportunities for teacher candidate development.
- Familiarize teacher candidates with relevant community services.
- Provide a mock interview during the semester.
- Provide speakers to deal with issues related to students with special needs.
- Complete and offer feedback through formal observations.
- Communicate performance concerns with the candidate, cooperating teacher and/or the Office of Clinical Experiences as appropriate.

- Assist teacher candidate and cooperating teachers in the completion of midterm evaluations.
- Meet with cooperating teacher and teacher candidate to review evaluation and establish goals and objectives for the second half of the semester.
- Complete mid term evaluations for your teacher candidates, meet with them to review and address any areas of concern.
- Develop and initiate a plan for improvement for any teaching candidate who receives a rating of “ineffective” on the mid term evaluation.
- Meet with cooperating teachers, and, when possible, collaborate with the building cooperating teacher, to enhance knowledge and skills related to mentoring/coaching teacher candidates (see mentor modules).
- Submit mileage reimbursement requests at the end of the month.

Final Responsibilities

- Work with the cluster site’s building cooperating teacher, cooperating teachers, and appropriate administrator to coordinate placements for the upcoming semester’s candidates.
- Review next semester teacher candidate information, identify effective matches and arrange interviews as necessary to confirm placements.
- Ensure that next semester’s teacher candidates are in contact with their cooperating teachers.
- Recommend that the candidate arrange a time to visit the school and classroom and begin communicating with cooperating teachers prior to their internship.
- Notify candidates in writing of start date and schedule expectations for internship.
- Share copy of the handbook with teacher candidates and cooperating teachers.
- Send list of cooperating teacher and teacher candidate internship matches for next semester to the OCE specialist.
- Complete final evaluation via Tk20 and review with your teacher candidates.
- Verify with the Office of Clinical Experiences that your teacher candidates have completed the MDE survey.
- Record final grades on the designated University website by the appropriate due date.



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