

*ENGAGED TO*  
**learn**

*EQUIPPED TO*  
**teach**

Teachers Prepared  
at Grand View

*EMPOWERED TO*  
**lead**

**Grand View**  
**Student Teachers**

# GV EDUCATION DEPARTMENT VISION:

GRAND VIEW'S TEACHER EDUCATION PROGRAM

**EMPOWERS** TEACHERS, THROUGH VIBRANT LEARNING

COMMUNITIES AND SELF-REFLECTION, TO BE

**INNOVATIVE, CULTURALLY RESPONSIVE, AND**

**RESOURCEFUL LEADERS**

WHO ARE EMPOWERED TO RESPOND TO THE

DYNAMIC NEEDS OF LEARNERS FOR A GLOBAL SOCIETY.

# STUDENT TEACHER RESPONSIBILITIES

- READ THE SYLLABUS AND HANDBOOK (PURCHASE AT BOOKSTORE... DISCUSSED IN SEMINAR)
- READ/CHECK YOUR **GRAND VIEW EMAIL DAILY**!! WE KEEP YOU POSTED ABOUT LICENSURE DEADLINES, ASSIGNMENTS, EVENTS YOU NEED TO ATTEND, AND FORMS YOU NEED TO FILL OUT.
- STUDENT TEACHING WORK AGREEMENT/STUDENT TEACHING EXPECTATIONS (MAIL TO KAITLYN BRUNS)

# IMPORTANT TO REMEMBER

- YOU ARE ASSIGNED TO A SCHOOL AND THEIR CALENDAR.
- FOLLOW THEIR TIME SCHEDULE AND DAYS
- ALL ABSENCES MUST BE REPORTED IMMEDIATELY!
  1. CONTACT COOPERATING TEACHER AND SUPERVISOR
  2. COMPLETE THE ABSENCE FORM AND ELECTRONICALLY SEND IT TO LEAH COLE WITHIN 24 HOURS.
  3. UPON THE 4<sup>TH</sup> ABSENCE, YOU WILL NEED TO EXTEND YOUR PLACEMENT ONE WEEK.
- YOU ARE A PROFESSIONAL EDUCATOR-PLEASE MAKE SURE YOU ARE POSITIVELY REPRESENTING YOUR SCHOOL, YOURSELF, AND GRAND VIEW UNIVERSITY
- COMMUNICATE, COMMUNICATE, COMMUNICATE!



# DATES/SCHEDULE



- ✓ START ON THE DAY YOUR COOPERATING TEACHER STARTS
- ✓ FOLLOW HOLIDAY/ VACATION BREAKS OF THE SCHOOL YOU ARE PLACED IN.



**SEMINARS** ARE HELD ON MONDAYS AT VARYING  
TIMES

***ATTENDANCE IS  
REQUIRED.***



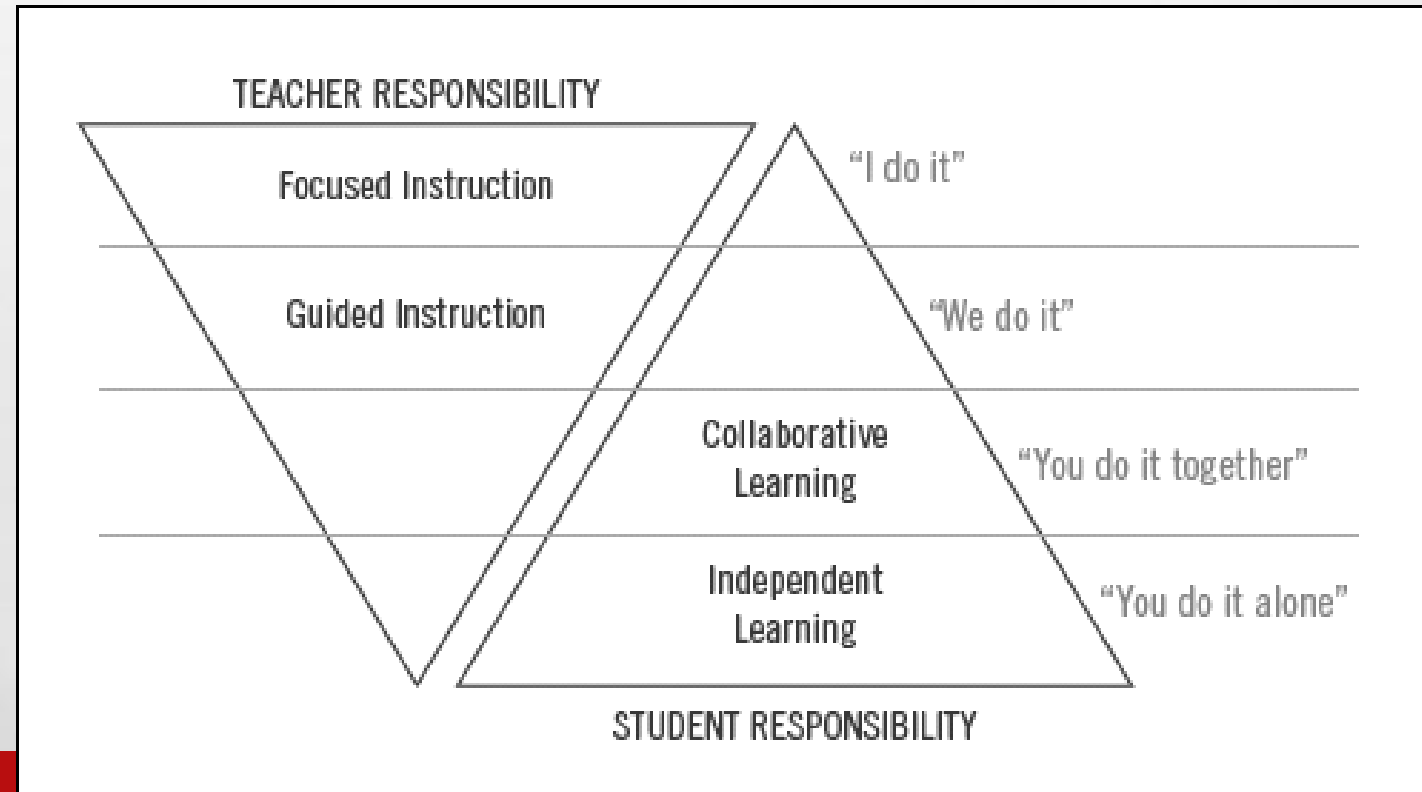
# WHAT'S NEXT:

- HAVE AN IN PERSON MEETING WITH YOUR COOPERATING TEACHER AS SOON AS POSSIBLE.
- WE RECOMMEND A QUICK VISIT TO THE SCHOOL.
- CONFIRM SCHOOL LOCATION AND TIMES.
- ENSURE YOU HAVE COOPERATING TEACHER'S AND THE SCHOOL'S CONTACT NUMBERS IN CASE YOU NEED TO CALL IN AN EMERGENCY.

# THE ROLES AND RESPONSIBILITIES

- WE PATTERN OUR EXPERIENCES AFTER DOUG FISHER'S GRADUAL RELEASE OF RESPONSIBILITY-

(PEARSON AND GALLAGHER, 1983).





# MENTORING

- **"IN GENERAL, AN EFFECTIVE MENTORING RELATIONSHIP IS CHARACTERIZED BY MUTUAL RESPECT, TRUST, UNDERSTANDING, AND EMPATHY. GOOD MENTORS ARE ABLE TO SHARE LIFE EXPERIENCES AND WISDOM, AS WELL AS TECHNICAL EXPERTISE. THEY ARE *GOOD LISTENERS, GOOD OBSERVERS, AND GOOD PROBLEM-SOLVERS*. THEY MAKE AN EFFORT TO KNOW, ACCEPT, AND RESPECT THE GOALS AND INTERESTS OF A STUDENT. IN THE END, THEY ESTABLISH AN ENVIRONMENT IN WHICH THE STUDENT'S ACCOMPLISHMENT IS LIMITED ONLY BY THE EXTENT OF HIS OR HER TALENT."**

**NATIONAL ACADEMY OF SCIENCES. (1997). *ADVISOR, TEACHER, ROLE MODEL, FRIEND: ON BEING A MENTOR TO STUDENTS IN SCIENCE AND ENGINEERING*. NATIONAL ACADEMY PRESS.**

# TIPS FOR COOPERATING TEACHERS

- GIVE VOICE TO YOUR THOUGHT PROCESS (REMEMBER THE HOW AND THE WHY)
- DON'T ASSUME PRIOR KNOWLEDGE
- MODEL THE HUMILITY NEEDED AS AN EDUCATOR

MINKEL, J. (2018, DECEMBER 11), *HOW TO BE A BETTER MENTOR TO YOUR STUDENT TEACHERS*. EDWEEK. [HTTPS://WWW.EDWEEK.ORG/TM/ARTICLES/2018/12/11/HOW-TO-BE-A-BETTER-MENTOR-TO.HTML?CMP=SOC-SHR-FB&FBCLID=IWAR2OICYCASKKIZ7U\\_XERRAVUGJYRWXFYOFXGWNMQJVNJZOZLLVVBTHSVBSK](https://www.edweek.org/tm/articles/2018/12/11/how-to-be-a-better-mentor-to.html?cmp=soc-shr-fb&fbclid=iwar2oiycaskkiz7u_xerravugjyrwxfyofxgwnmqjvnjzozllvrbthsvbsk)

## A FEW FROM LEAH:

- GIVE HONEST FEEDBACK AND ENCOURAGE STUDENT TEACHER REFLECTION
- COLLABORATE FROM THE VERY BEGINNING
- DON'T BE AFRAID TO ASK FOR HELP

# COMMUNICATION

- COMMUNICATION BETWEEN YOU AND THE STUDENT TEACHER – **FREQUENT, ONGOING, HONEST AND POSITIVE**
- COMMUNICATION BETWEEN YOU AND THE SUPERVISOR – **DURING THEIR 4 VISITS (MIDTERM AND FINAL EVAL CONVERSATIONS) AND ANYTIME YOU NEED THEIR INPUT OR HAVE QUESTIONS**
- COMMUNICATION BETWEEN YOU AND GRAND VIEW – **CONTACT KAITLYN BRUNS ABOUT PAPERWORK, ELECTRONIC EVALUATIONS, ETC. CONTACT LEAH ABOUT ANYTHING.**
- PLEASE EMAIL BOTH OF US ASAP TO ENSURE YOUR COMPUTER WILL IDENTIFY US AND EMAILS HOPEFULLY WON'T GO INTO SPAM.

**[LCOLE@GRANDVIEW.EDU](mailto:LCOLE@GRANDVIEW.EDU)**, 515-263-2972 (OFFICE), 515-867-8016 (CELL)

**[KBRUNS@GRANDVIEW.EDU](mailto:KBRUNS@GRANDVIEW.EDU)**, 515-263-2844 (OFFICE)

# CT RESPONSIBILITIES AND EXPECTATIONS

- SEE HANDOUT AND HANDBOOK
- WHEN YOU COMPLETE THE **MID-TERM** AND **FINAL** (WILL BE SENT AS A GOOGLE FORM VIA EMAIL), PLEASE PRINT A COPY TO DISCUSS WITH THE SUPERVISOR AND STUDENT (ALL 3 TOGETHER) **BEFORE YOU CLICK SUBMIT**.
- **DISPOSITIONS** WILL BE SENT AT THE END NEAR THE TIME OF THE FINAL.

# **EXPECTATIONS - CALENDAR**

- **ATTENDANCE – VERY IMPORTANT, USE FORMS FOR ABSENCES**
- **DAILY HOURS FOR STUDENT TEACHERS/WORK OUTSIDE OF SCHOOL**
- **STUDENT ATHLETES**



# FAQ'S

- HOW OFTEN CAN I EXPECT GUV SUPERVISOR TO OBSERVE? **MINIMUM OF 4 TIMES WHICH CAN INCLUDE THE MIDTERM AND FINAL DISCUSSIONS.**
- CAN I LEAVE THE ROOM WHILE THEY ARE TEACHING? **THIS DEPENDS ON HOW COMFORTABLE YOU FEEL WITH THE STUDENT TEACHER'S CAPABILITIES AT ANY GIVEN TIME.**
- HOW OFTEN DO I PROVIDE FEEDBACK? **FEEDBACK SHOULD BE PROVIDED DAILY AT A MINIMUM...POSITIVES AND SUGGESTIONS.**
- WHEN SHOULD I CONTACT THE UNIVERSITY SUPERVISOR WITH CONCERNS? **DON'T WAIT!**

# FAQ'S

- DO THEY NEED TO VIDEO A LESSON AND SHOULD WE CONTACT PARENTS? **A VIDEO LESSON IS REQUIRED DURING THE 1<sup>ST</sup> PLACEMENT. FOLLOW YOUR SCHOOL'S GUIDELINES. HOWEVER, THE TAPING CAN HAPPEN WITHOUT THE STUDENTS FACES BEING SHOWN.**
- SHOULD THE BUILDING PRINCIPAL OBSERVE THE STUDENT TEACHER? **ABSOLUTELY! IT IS ANOTHER SET OF EYES AND FEEDBACK FOR THE STUDENT!**
- WHAT ARE THE EXPECTATIONS OF DETAILS IN LESSON PLANNING? **THIS IS A GREAT DISCUSSION TO HAVE WITH THE SUPERVISOR.**

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**Grand View University  
Says THANK YOU for your  
outstanding commitment  
to education!**