Fall 2019 Cooperating Teachers

Many thanks for the guidance, support, and assistance you’ll be providing our student teacher this semester. Please read this important information regarding your supervisory role:

Co-teaching Training Requirement
If you have never completed the two-part state-mandated co-teaching training, you must do so ASAP!
- Part A (iDrive Digital) instructions on UK OFE website: https://tinyurl.com/PartA-iDrive
- Part B (video module) can be completed here: http://www.epsb.ky.gov/mod/page/view.php?id=476
- Part C consists of familiarizing yourself with UK’s performance evaluation rubric.

If you have questions about Part A or B, contact Mary Henderson: mary.henderson@uky.edu, 859-257-1961. If you have questions about Part C, contact your student teacher’s university supervisor.

Shaping Effective Teaching – Student Teaching Handbook
If you haven’t already, please read our 2019-20 handbook. It outlines expectations and guidelines for all members of the student teaching triad, and it also contains helpful resources: https://education.uky.edu/ocp/resources/ (click link in the 3rd bullet of the “All” section).

Performance Evaluation of Student Teacher
As a cooperating teacher, you are required to evaluate your student teacher’s progress in the classroom through OTIS Online: http://www.otisonline.org. A tutorial is enclosed in this orientation packet. If further assistance is needed, ask your student teacher for help or contact Dr. Gerry Swan: gerry.swan@uky.edu.

Perception Evaluation of University Supervisor
Please take just a couple of minutes at the end of each placement to honestly and objectively evaluate the supervisor who comes to visit the student teacher in your classroom. We compile the confidential results annually and consider the information in aggregate when making program decisions. A link will go live in OTIS Online near the end of the semester, at which time instructions and a reminder will be emailed to you.

Honorarium Payments
UK - As a token of gratitude for your contributions to our teacher education program, we offer a small honorarium to Kentucky teachers. To ensure timely payment, we need to receive your completed and signed paperwork by September 13, 2019. We are piloting form submission via email this fall. If you’re on UK’s payroll in any capacity, let us know! It affects how we process your payment. If your info in our vendor system is incomplete or out of date, you may be asked to create or update a PaymentWorks profile. If this affects you, we will be in touch.

EPSB – EPSB uses an online voucher system to pay stipends to Kentucky teachers.
1. Now: Update your name and contact information in the EPSB system by visiting their website http://www.kyepsb.net, and clicking the link at the top labeled “EPSB Account”. If you need an account, you can set one up from the page that opens. For assistance contact cathy.jackson@education.ky.gov.
2. After October 1st, verify accuracy of your electronic voucher(s): names of ST/CT/school/principal, and placement dates. If accurate, click to submit the voucher(s). If not accurate, alert mary.henderson@uky.edu so she can make changes BEFORE you submit.

Tuition Waiver
In addition to the two honoraria, Kentucky teachers may be eligible for tuition waivers at Kentucky’s state universities. If claiming the waiver at UK, visit https://education.uky.edu/adeanargs/ tuitionwaiver/. For claiming at other institutions, visit http://www.epsb.ky.gov/mod/page/view.php?id=142 or contact the specific university.
OTIS Online Portfolio
Instructions for Cooperating Teachers
Performance & Perception Evaluations

Video tutorial: http://tinyurl.com/OTIS-CT The screenshots look different but instructions are still helpful.

Accessing OTIS
1. Go to the website: otisonline.org
2. Click “UK College of Education” under the first column (“Open Portfolio”)
3. Log in.
   a. Enter userid = CT’s school email address
   b. Enter password = initial password for new users is usually CT’s last name (lower case).
   c. Click “SIGN IN”.
   d. If you haven’t already done so in the past, create a more secure password by clicking “Change Password” in the “Account and Profile”.

Submitting a student teacher performance evaluation -- at midpoint and end of ST’s placement.
1. Click the “Report Writer” link to go to the report summary page.
   a. “Reports In-Progress” are at the top.
   b. “Completed Reports” are on the bottom.
2. Click the “Create New Report” button and choose the selections for each category.
   Make sure you select values for these fields, too:
   a. Student teacher’s name
   b. Report type (e.g., midterm or final evaluation)
   c. Course (Your ST can tell you which course to choose)
   d. Semester and year
3. Click the “Create Report” button.
   a. This will take you back to the report summary page.
   b. You should see that a new record has been created in the “Reports In-Progress” section.
4. Click “edit report” next to the entry you just created.
5. Fill out the form and click the “Save Changes to Report” button near the top of the screen.
   a. This will take you back to the report summary screen.
6. Finally, you MUST click "Submit" and follow the on-screen prompts.
   a. The report should reappear in the “Completed Reports” section.
   b. You have 48 hours to “unsubmit” and then edit or delete the report. If you need to make changes after that, you must contact gerry.swan@uky.edu to re-open the report for editing.

Submitting a perception evaluation of your ST’s university supervisor – at end of semester
1. At the end of the semester, a link should appear in the “Forms/Evaluations” column.
2. Follow the instructions to submit your evaluation.
3. Confidentiality:
   a. Even though you must be logged in to submit, your personal info is not attached to your responses.
   b. Fall and spring data are combined and redacted before distribution to further ensure confidentiality.

If you have questions along the way, your student teacher may be able to help you. Alternatively, you may contact UK professor gerry.swan@uky.edu for assistance.
Cooperating Teacher Honorarium Form – FALL 2019

Thank you for mentoring UK student teacher(s) during the Fall 2019 semester!

In order to receive your honorarium:
1. Complete this form and return it by **September 13, 2019** to ensure payment.
2. **If you receive any other kinds of payments from UK, please let us know!**
   It can affect how we process your stipend. Write description here, if applicable:

3. Return via fax or email to 859-257-2734 | mary.henderson@uky.edu

Social Security #: XXX-XX-_______ (last 4 ONLY)   Birthdate: _____ _____ _____

Name: ____________________________________________________________
      Last                           First                           MI

Signature: ____________________________________________ Date: ______________

Home Address: ______________________________________________________
               Street                           City                           State          Zip Code

Home or Cell Phone #: ________________________________

Email Address: _______________________________________________________

Name of Your School: ____________________________________________

Student Teacher Name(s): __________________________________________

Contact Mary Henderson at p: 257-1961 / f: 257-2734 / mary.henderson@uky.edu if you have questions.

For internal use: Amount: $75  $150  $____  Internal #: __________________
                  8-wk   16-wk   other

Vendor#: ___________   Date Processed: ___________   PRD #: ____________________