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To: The On-Site Cooperating Teacher

From: Sharon Brennan and Julie Cleary

Re: Program Introduction

Many thanks for agreeing to work with a student teacher from the University of Kentucky. We want to take this opportunity to express our appreciation for your efforts and provide a brief introduction to the program. This is meant to augment the orientation we have asked the student teacher to facilitate during the first few days you are together.

Student teachers at the University of Kentucky are required to work in classrooms under the supervision of master teachers (known as cooperating teachers) for a period of 70 instructional days. In some cases, we augment an international placement with a placement in a Kentucky school to meet this requirement. During the time he/she is with you, the student teacher assigned to your classroom should gradually ease into the teaching role through various co-teaching experiences. These experiences should culminate in a one week solo teaching experience when, under your careful supervision, he/she should carry-out all teaching responsibilities with you serving in an observational role.

Your student teacher should submit written plans for various lessons throughout the placement period using the lesson plan template included in the course syllabus. Each plan should include a description of objectives, materials, procedures and assessment measures prior to teaching the lesson and a written analysis of the outcomes after the lesson has been taught. The student teacher will explain this and all other requirements during the orientation. He/she will review policies and procedures and introduce you to resource material including: the course syllabus and the online system which is used to record your evaluations of his/her progress. We ask that you submit several reports through this online system, which is called Open Tools for Instructional Support or OTIS, including performance evaluation forms at the mid-point and end-point of the placement as well as written reports of observations which should be conducted on a regular and frequent basis. If you have not worked with us before, you will need to complete a two-part supervisory training with the student teacher as your guide.

As a cooperating teacher, you play a critical role in the professional growth of the student teacher through your guidance, evaluation and support. We are very grateful for the time and effort you are giving to this endeavor. We trust that our candidate will be a good teaching partner and ambassador of our teacher education program. We hope you will find your time together to be satisfying and productive.

Please feel free to contact either of us if, at any time you have any questions or concerns about the placement. We can be reached by email at: Sharon.brennan@uky.edu or Julie.cleary@uky.edu; or you may contact us by phone at: (859) 257-7974. Please know we are delighted that our candidate has this opportunity to work in you!