

## **Guidelines and Material Checklist For International Student Teaching Placements\***

Student Teacher Responsibilities involve orienting the cooperating teacher to the university's procedures and requirements. These responsibilities include:

- Sharing and explaining material to cooperating teacher:
  - COST Information Guide --  
<http://education.uky.edu/OFE/sites/education.uky.edu.OFE/files/COST%20Participant%20Info%20Guide.pdf>
  - Course requirements – review syllabus and plan (sent electronically via email)
  - Performance assessment/evaluation form (available through OTIS online)
  
- Completing supervisors' training Parts A and B with the cooperating teacher:  
Part A is available through *Edmodo* at:  
<http://www.epsb.ky.gov/teacherprep/DirectionsForEdmodo.asp>  
Part B is available on our website at:  
<http://www.uky.edu/Education/CoTeachingTraining/coteaching-UK.htm>

Completing performance assessment/evaluation form with cooperating teacher at the mid-point and end of placement (available through OTIS). <https://otis.coe.uky.edu/openportfolioCI/password.php> \*\*

- Completing student teaching perception evaluation form and submit on our website online at:  
<https://www.coe.uky.edu/OFE/Online/ST/evaluations/stueval/>

Recording instructional days online through OTIS -  
<https://otis.coe.uky.edu/openportfolioCI/password.php> \*\*

- Completing all assignments outlined in syllabus  
*Note:* Syllabus will indicate which to be completed through OTIS and which through email.
  
- Applying for a teaching certificate --  
<http://education.uky.edu/AcadServ/content/certification-applications>
  
- Applying for a degree online in *MyUK* – (Note: December undergraduate degree by September 20)
  
- Accessing other resources as needed on our website including:
  - *Field Guide for Professional Partners* --  
<http://education.uky.edu/OFE/sites/education.uky.edu.OFE/files/documents/FieldGuide.pdf>
  - *Field Notes (newsletter for partners)* <http://education.uky.edu/OFE/content/field-notes>

***\*Correspondence related to program procedures and tasks should only be with Dr. Brennan, Mrs. Cleary or the course instructor unless otherwise agreed upon. Please check with one of us if you want to share with others.***

**\*\* Student teachers must contact Dr. Gerry Swan at [gswan@uky.edu](mailto:gswan@uky.edu) to obtain password for the cooperating teacher to have access to Otis.**