

**Middlebury College  
Education Studies Program  
Student Teaching Handbook**

Middlebury College Education Studies Faculty

*Jonathan Miller-Lane, Ph.D, University of Washington, Seattle.*  
Associate Professor & Director  
Phone: (802) 443-3459  
Email: jmillerl@middlebury.edu

*Claudia Cooper, Ed.D, Harvard University, Cambridge.*  
Senior Assistant Professor  
Phone: (802) 443-3408  
Email: ccooper@middlebury.edu

*Tara Affolter, Ph.D, University of Wisconsin, Madison.*  
Associate Professor  
Phone: (802) 443-5944  
Email: taffolter@middlebury.edu

*Tracy Weston, Ph.D, University of North Carolina, Chapel Hill.*  
Assistant Professor  
(802) 443-5846  
Email: tweston@middlebury.edu

*Stephen Hoffman, Ed.D, Harvard University, Cambridge.*  
Visiting Assistant Professor  
Phone: (802) 443-3409  
Email: hoffman@middlebury.edu

*Patricia Dougherty, BA, St Johns College, Annapolis MD.*  
Academic Coordinator  
Twilight Hall 202  
Phone: (802) 443-5013  
Email: pdougher@middlebury.edu

## Table of Contents

I	Middlebury College Education Studies Program.....	(p. 2)
	• Mission Statement	
II	Entering the Classroom .....	(p. 2)
	• Model Schedule for Elementary Student Teaching	(p. 5)
	• Model Schedule for Secondary Student Teaching	(p. 7)
III	Additional Responsibilities of the Student Teacher.....	(p. 10)
IV	Formal Evaluation and Assessment During the Professional Semester.....	(p. 12)
V	Responsibilities of the Cooperating Teacher.....	(p. 14)
VI	Responsibilities of the College Supervisor.....	(p. 20)
VII	Responsibilities of the Liberal Arts Mentor.....	(p. 21)

### Appendixes

Appendix A:	Sample Letter to Parents.....	(p. 22)
Appendix B:	Middlebury College Lesson Plan Format .....	(p. 23)
Appendix C:	Formal Observation Form.....	(p. 24)
Appendix D:	Mid-term Evaluation.....	(p. 25)
Appendix E:	Agenda for the final Professional Semester Review Meeting.....	(p. 27)
Appendix F:	Final Evaluation by the Cooperating Teacher.....	(p. 28)

## **Middlebury College Education Studies Program**

### Mission Statement (June 2015)

In the Education Studies Program, we believe that we must become a more inclusive and just society. We must honestly name and relentlessly address the educational inequities that we have created and that we sustain as individuals and members of multiple communities. In our formal settings, whether a Kindergarten class or senior seminar at Middlebury, and in our informal interactions with each other, we seek to embody the intellectual understandings, the humility, and empathy essential to this work.

The mission of the Education Studies Program is to prepare students to effectively contribute to a more just, compassionate, and equitable society by developing their self-awareness, critical lenses, analytical frameworks, and pedagogical content knowledge manifested in meaningful practices.

## **Entering the Classroom**

### Introduction

During your professional semester, you will make the transition from college student to professional teacher. The transition will challenge you in new ways as you become an integral part of a school classroom and you learn how to respond to the diverse academic and social needs of your students. During the first weeks at school and throughout your student teaching semester, be sure to learn the names and the interests of individual students. As you get to know them as whole, complex human beings the opportunities to foster deeper learning will multiply. Your relationships with your students are an important foundation for responding effectively to the numerous responsibilities that accompany one's life as a teacher - faculty meetings, parent conferences, student-support meetings, phone calls to parents, lunch duty, bus duty and the many, under-recognized facets of the job.

*Relationship with your cooperating teacher.* While the "success" of the semester depends on many factors, the most important of which is the learning and growth of your students, within the context of student teaching, the relationship that you develop with your cooperating teacher is of great importance. It takes time for you and your cooperating teacher to learn about each other and to for you to learn who you are as a full time teacher. Your cooperating teacher feels tremendous responsibility to the children in the class and the children's parents. Your cooperating teacher is willing to share teaching responsibility with you to the degree that he/she/they can trust you. As you know from your previous experiences in the classroom, we expect you to maintain the highest standards of personal and professional ethics throughout your teaching career.

Once the school year begins, the classroom becomes so busy that there are few opportunities for you and your cooperating teacher to meet without interruption. Finding time to plan lessons and units with your cooperating teacher is critical to the success of the semester. Be sure to schedule a regular planning time that can take place before school, or after school, or on weekends. The key is to secure a consistent time to plan and review the week together.

One essential part of earning the trust of your cooperating teacher and school colleagues, is by being present every day throughout the semester. Initially there will be stretches of time when your task is to carefully observe the dynamics in the classroom and to assist where needed. There are likely to be awkward moments when you are unsure of your role. This is a period of adjustment that cannot be hurried. You and your cooperating teacher will work together to determine the timetable for assuming full teaching responsibilities. It takes time to earn the authority and credibility that you need in order to assume the role of teacher.

*Support of your college supervisor:* In addition to your cooperating teacher, your college supervisor is also there to support your transition from student to teacher. There will be constant interactions in seminar, during observations at your school, in meetings with your cooperating teacher, and informally at your school and at the College. Your college supervisor and the Education Studies faculty are all a resource for planning lessons and units. Use them! Ask questions. We are here to support your development as a professional educator.

### Rules and Procedures

Acquaint yourself with the routine and academic scope of your grade level. Each classroom has its own rules and procedures that are established early in the school year, such as schedule and behavioral expectations, the storage of materials, etc. Careful observation of the students and your cooperating teacher will reveal the mechanics to you. Write out a schedule of the week in your plan book and memorize it. Classrooms are extraordinarily busy places, and the schedule may change from day to day. The sooner you know what is going on when and where, the better able you are to make effective decisions. Work on developing a dialogue with your cooperating teacher: ask questions about students, groupings, curriculum, expectations, rules, and procedures. Ultimately, your ability to make decisions depends on your knowledge of student interest and ability, the expectations of your cooperating teacher, the routine of the class, the rules (defined or assumed), and the curriculum. Work purposefully to gain these understandings by establishing regular communication with your cooperating teacher.

One of the most important responsibilities of a teacher is to ensure that the classroom is a space where all students can engage in genuine inquiry wherein students are free to disagree, take intellectual risks and never have their identity, or who they are, be at risk or under attack. This is what it means to have a 'safe' classroom. A safe classroom is not a place wherein one never feels challenged or uncomfortable, but rather, a 'safe' classroom is a space wherein every student's full humanity is explicitly honored and respected. As the semester proceeds, you will assume more and more responsibility for managing this critical aspect of effective teaching. In the beginning, when you may observe incidents that make

the classroom unsafe for a student, whether physically, emotionally or intellectually, always ask your cooperating teacher and college supervisor for assistance and advice regarding when and how to intervene appropriately. A teacher learns about consistency and fairness through experience and by exercising compassion, clarity, fairness, and assertiveness. There are few other professions that require the intimate management of such complex social relations. As the old saying goes, “There is an important distinction between being authoritative and authoritarian.” To be authoritative is to explicitly state the reasons for rules, expectations and procedures and to establish clear and fair processes for their revision. To be authoritarian is to rule by diktat and the threat of violence—such an approach must never be condoned.]

### Homework & Resources

It is typical that student teachers spend a minimum of three hours outside of the classroom each night for the preparation of lessons, evaluation of student work, journal writing, reading, and seminar assignments. In the beginning of the semester, before you have many teaching assignments, we advise you to use your time to read teacher manuals, write in your journal, gain familiarity with student books and instructional materials, and review and revise earlier assignments for your VT Licensure Portfolio. Manuals, textbooks, and activity books are available in your classroom, in the Teacher Resource Room in Twilight Hall, and in the library and/or storage closets of the schools. Middlebury College subscribes to many excellent, current, state-of-the-art journals that include teaching ideas for all grade levels and subjects. The Ilsley Library in Middlebury contains a wealth of books and other materials for K-12 student teachers. You are eligible for a library card to Ilsley at no cost.

### Model Schedule for Elementary Student Teaching

NOTE!! What follows is one way to consider organizing the progression to your “max time” during the semester. “Max time” for elementary student teachers is generally considered to be two weeks of full time teaching. Each student’s experience will likely vary from this model.

- Week One: Work in the classroom as an assistant and careful observer and as arranged with your cooperating teacher. We suggest you jump right into the flow of the classroom by actively participating with the class. Go to recess with the class. Go with the students to gym, music, or art. Take careful notes and begin journal entries. Send home your letter of introduction (see Appendix A) with informed consent to photograph, video, and use student images for your portfolio (provided by seminar professor). Read all IEP, EST and 504 plans for your students. Schedule a meeting with your college supervisor and cooperating teacher to review the flow of the semester and define responsibilities/roles. Ongoing portfolio work for 410 seminar.
- Week Two: Begin co-planning and co-teaching one area of the day (Morning Meeting or Read Aloud) with your cooperating teacher. See evidence requirement for VTLP Part 2; save student work samples and take pictures to show student development over time. Schedule your college supervisor to observe next week. Ongoing portfolio work for 410 seminar.
- Week Three: Write lesson plans and independently lead the area you began in week two (Morning Meeting or Read Aloud). Begin co-planning and co-teaching the other area (Morning Meeting or Read Aloud). Attend to ongoing assignments in the 410 seminar. Document your teaching with post-lesson reflections in your journal or lesson plan. College supervisor observation (#1). This is a good week to meet with your Liberal Arts Mentor (LAM) to discuss your teaching plans and schedule their observation.
- Week Four: Independently teach two lessons each day. Discuss your concept for your unit with your cooperating teacher, college supervisor and, ideally, your liberal arts mentor. College supervisor observation (#2). Attend to ongoing assignments in the 410 seminar.
- Week Five: Maintain two subjects a day and begin to co-teach another portion of the day, either small group work or another whole group lesson. Ask your cooperating teacher to complete a formal observation (#1). Participate in a unit-planning meeting with your cooperating teacher. College supervisor observation (#3). A mid-term meeting should occur during week six or seven, PRIOR to the start of full-time teaching. Ideally, the CS should have completed three observations prior to the mid-term meeting and the CT should have completed one. Complete the self-evaluation in advance of the meeting.
- Week Six: Teach three lessons each day. Mid-term conference. Schedule your liberal arts mentor for an observation. Attend to ongoing assignments in the 410 seminar.
- Week Seven: Maintain work with groups, co-teach another content area as appropriate. Continue researching and planning your unit. Schedule a peer observation. Attend to ongoing assignments in the 410 seminar.

- Week Eight: Teach or co-teach everything. College supervisor observation (#4). Finalize your unit. Schedule a time and figure out logistics for you to be videotaped teaching at least one lesson during max time. Attend to ongoing assignments in the 410 seminar.
- Week Nine: Teach or co-teach everything. Unit is due to cooperating teacher, supervisor, and seminar professor at least one week before you begin solo teaching. Attend to ongoing assignments in the 410 seminar.
- Week Ten: Possible week one of “max time.” Begin teaching your unit. Ensure you are being videotaped. Ask your cooperating teacher to complete a formal observation (#2). College supervisor observation (#4). Attend to ongoing assignments in the 410 seminar.
- Week Eleven: Possible week two of “max time.” Liberal arts mentor observation. Schedule the meeting of the Professional Semester Review Committee to occur during week twelve or thirteen depending on the availability and schedule of all parties involved. College supervisor observation (#5). Attend to ongoing assignments in the 410 seminar.
- Week Twelve: Last week in the Classroom. Portfolio is nearly finished. Hold the meeting of the Professional Semester Review Committee. Presentation evening held on campus, to Midd/ACSD community, family and friends.

Often, the last formal day of your teaching is the Tuesday before Thanksgiving. The last day of the student teaching seminar (EDST0410) is two weeks after Thanksgiving. The last day you are in the classroom is the last day of class for Middlebury College. HOWEVER, due to different calendars each year, always check with the professor teaching EDST0410 to be sure of the correct ending day for your student teaching semester.

Your actual teaching experience will likely vary from this model. The key point is to ensure, as much as possible, a smooth transition for both you and your CT as you exchange primary responsibility for leading teaching and learning in the classroom. The students in the classroom are the focus. As an elementary student teacher, you should assume full teaching responsibility for two weeks. Full teaching responsibility means that you are responsible for teaching all lessons, all day, just as your cooperating teacher would during that time. Your college supervisor generally completes a minimum of five and a maximum of six formal classroom observations.

### Model Schedule for Secondary Student Teaching

NOTE!! What follows is one way to consider organizing the progression to full-time-teaching (“max time”) during the semester. “Max time” for secondary student teaching is generally considered 4-6 weeks of full time teaching depending on the daily schedule of the school. Each student’s experience will likely vary from this model.

- Week One: Work in the classroom as an assistant and careful observer and as arranged with your cooperating teacher (CT). Either prior to the arrival of students, or during the first week of school, be sure that you have scheduled a meeting with your CT and college supervisor (CS) to preview your teaching schedule for the semester. Send home your letter of introduction with informed consent to photograph, video, and use student images for your portfolio (see Appendix A). Attend to the ongoing assignments in the 410 seminar.
- Week Two: Observe and assist as requested by CT. Develop a tentative plan, with your CT and CS, for assuming full teaching responsibilities later in the semester. Attend to ongoing assignments in the 410 seminar.
- Week Three: Observe, assist, and teach several lessons planned in cooperation with your CT. Schedule observation (#1) by the CS. This is a good week to meet with your Liberal Arts Mentor (LAM) to discuss your teaching plans and schedule their visit. Attend to ongoing assignments in the 410 seminar.
- Week Four: Observe, assist, and teach several lessons planned in cooperation with your CT. Schedule a formal, written observation by your CT during week four. This formal, written observation is in addition to the more informal daily observations and evaluations that occur. Attend to ongoing assignments in the 410 seminar. Discuss emerging unit plans with your liberal arts mentor and schedule the mid-term meeting with your CT and CS. Attend to ongoing assignments in the 410 seminar. A mid-term meeting should occur PRIOR to the start of full-time teaching
- Week Five: Depending on the daily schedule of your school, you may begin your ‘max time; during week five. Schedule observation by your CS (#2).
- Week Six: Continue full time teaching responsibilities or begin teaching one or two lessons in other sections. Schedule an observation by your CS (#3). A mid-term meeting should occur PRIOR to the start of full-time teaching. The CS should have completed a minimum of two observations prior to the mid-term meeting. Complete the self-evaluation in advance of the meeting. Attend to ongoing assignments in the 410 seminar.
- Week Seven: Full time teaching responsibilities. Attend to ongoing assignments in the 410 seminar.
- Week Eight: Continue full-time teaching responsibilities. Schedule an observation by your CS (#4). Attend to ongoing assignments in the 410 seminar.
- Week Nine: Continue full-time teaching responsibilities. Schedule an observation by your CS (#5) and LAM. Attend to ongoing assignments in the 410 seminar.
- Week Ten: Complete full-time teaching responsibilities and begin returning responsibility for instruction back to CT. Schedule an observation by your CS (#6). Attend to ongoing assignments in the 410 seminar.

Week Eleven: Continue transition to CT's full responsibility. Observe, assist, complete make-up assignments with individual students. Schedule the meeting of the Professional Semester Review Committee to occur during week twelve or thirteen depending on the availability and schedule of all parties involved. Attend to ongoing assignments in the 410 seminar.

Week Twelve: Continue transition to CT's full responsibility. Observe, assist, complete make-up assignments with individual students. Complete all final assessments and grading of student work. Hold the meeting of the Professional Semester Review Committee. Presentation evening held on campus, to Midd/ACSD community, family and friends.

The last day of the student teaching seminar (EDST0410) is the last week of class for Middlebury College.. HOWEVER, the last day of your classroom teaching responsibilities will vary due to different calendars each year. Always check in with the professor teaching EDST0410 to be sure of the correct ending day for your student teaching semester.

Your actual teaching experience will likely vary from this model. The key point is to ensure, as much as possible, a smooth transition for both you and your CT as you exchange primary responsibility for leading teaching and learning in the classroom. The students in the classroom are the focus. As a secondary student teacher, you should assume full teaching responsibility for a complete unit of study, normally four-six weeks. Exactly when and how this unit of study will occur varies. Full teaching responsibility means that you are responsible for teaching the full course load of your cooperating teacher during that time. Your college supervisor generally completes a minimum of five and a maximum of six formal classroom observations.

If you were assigned to do your student teaching at Middlebury Union High School, your student teaching schedule might look something like the chart below. Remember, Middlebury Union Middle School, Mount Abraham High School in Bristol, and Vergennes High School have different daily schedules. Hence, if you are assigned to one of those schools your teaching schedule will be different. This is offered simply as a model to help illustrate the nature of assuming, and then relinquishing, teaching responsibilities. Every student teacher's experience will vary somewhat from the model.

Secondary example for student teaching

	Period 1	Period 2	Period 3	Period 4
Week #:	Depending on your content area, assigned classes might include: World History 1 Physics Algebra 1 French 1 Grade 9 English	Depending on your content area, assigned classes might include: World History 1 Physics Algebra 1 French 1 Grade 9 English	PLANNING PERIOD	Depending on your content area, assigned classes might include: World History 2 General Science Geometry French 2 Grade 9 English
1	<i>Observe/Assist</i>	<i>Observe/Assist</i>		<i>Observe/Assist</i>
2	<i>Observe/Assist</i>	<i>Observe/Assist</i>		<i>Observe/Assist</i>
3	<i>Teach 1 lessos</i>	<i>Teach 1 lesson</i>		<i>Teach 2 lessons</i>
4	<i>Teach 2 lessons</i>	<i>Teach 2 lessons</i>		<i>Teach 2 lessons</i>
5	<i>All lessons</i>	<i>All lessons</i>		<i>All lessons</i>
6	<i>All lessons</i>	<i>All lessons</i>		<i>All lessons</i>
7	<i>All lessons</i>	<i>All lessons</i>		<i>All lessons</i>
8	<i>All lessons</i>	<i>All lessons</i>		<i>All lessons</i>
9	<i>All lessons</i>	<i>All lessons</i>		<i>All lessons</i>
10	<i>All lessons</i>	<i>All lessons</i>		<i>All lessons</i>
11	<i>Observe/Assist Finish Grading</i>	<i>Observe/Assist Finish Grading</i>		<i>Observe/Assist Finish Grading</i>
12	<i>Observe/Assist Finish Grading</i>	<i>Observe/Assist Finish Grading</i>		<i>Observe/Assist Finish Grading</i>

## **Additional Responsibilities of the Student Teacher**

### *Selecting a Liberal Arts Mentor (LAM)*

Once accepted for the professional semester, you may want to select a Liberal Arts Mentor. In most cases, this is a faculty member from your other major, who may or may not be your primary advisor. Sometimes, depending on the grade level and content of the student teaching placement, student teachers have found it very helpful to have another faculty member to provide support and counsel regarding teaching and learning and thinking through the content of lesson plans.

If you choose to have a Liberal Arts mentor, it is your responsibility to meet with your liberal arts mentor and discuss how they might be of support to you during the professional semester. Ideally, the liberal arts mentor will schedule one visit during the max time of your student teaching (see Responsibilities of the Liberal Arts Mentor, below).

### *Attendance and Meeting Deadlines*

Student teachers are expected to be present and on time every day at their teaching assignments, as well as at seminars, teachers' meetings, conferences, etc. Should illness require absence, the student teacher is expected to inform the cooperating teacher and the college supervisor immediately. **An unexcused or unreported absence may result in immediate termination of the placement. Excused absences must be made up at the end of the semester.**

Throughout the semester, student teachers will be required to complete a number of different tasks, some specifically related to their classroom teaching assignments, others related to their concurrent seminar and portfolio. In all cases, assignments must be submitted on the date due. Should an exception to a deadline become necessary, a student teacher is expected to receive prior permission, either from the cooperating teacher or the college supervisor, or both.

### *Observation and Preparation*

An important way of getting feedback on one's teaching practice is through direct observation by experienced teachers, college supervisors, liberal arts mentors, and peer student teachers. Such observations can be informal, as when the cooperating teacher and student teacher share reactions to small-group sessions, or more structured, as when the college supervisor makes his or her scheduled visit. *For scheduled observations, the student teacher is expected to have prepared in advance a detailed lesson plan for the lesson to be observed (See Appendix B). In addition to a copy of this lesson plan, the student teacher should have available for the college supervisor copies of all texts or materials that will be used by the students during the lesson being observed.* Observations are followed by a discussion and/or written report from the supervisor.

In addition to lesson plans, the student teacher is expected to keep a plan book outlining daily, weekly, and monthly teaching blocks, as well as time schedules and responsibilities for each day.

### *Other Invited Observers*

Student teachers are urged to consider inviting other educators to observe their practice and to reflect afterwards. Peers, building principals and grade level or department colleagues are examples of such invited guest observers.

### *Weekly Seminars*

Concurrent with student teaching, all elementary and secondary student teachers participate in a weekly seminar together. The seminar is designed to provide guidance in curriculum development and its implementation in the elementary and secondary classrooms, and to explore issues related to the teaching process and the profession. Students will construct a Licensure Portfolio, as well as exchange ideas about their student teaching experiences.

Technical support will be given in the use of technology to support both portfolio development and effective teaching. Use of a personal laptop computer is highly recommended.

## Formal Evaluation and Assessment During the Professional Semester

Your development as a teacher is formally assessed in five ways throughout the professional semester.

1. *Weekly Seminar:* The one credit weekly seminar (EDST 410) at Middlebury College includes readings and assignments that are assessed on a regular basis. In order to receive a positive recommendation for licensure, students must earn a grade of B or better in EDST 0410. The grade for EDST 0410 represents participation, the quality of reflective collaboration, and timely completion of assignments in seminar.
2. *School Placement:* EDST 0405-0407 and EDST 0415-0417 are the course numbers that refer to the three credits students receive for their student teaching experience. Students are evaluated based on their performance with the students at their particular school. The extent to which students have shown initiative in using resources made available through methods courses, libraries, the cooperating teacher, college supervisor, Education Studies faculty and Liberal Arts Mentor are taken under consideration. As with all programs committed to the development of one's teaching ability, growth over time is also a criterion.
3. *Observations:* Throughout the semester, the college supervisor and others will complete regular, formal observations. Many of these observations will be summarized in writing and given to the student teacher for review. The purpose of these observations is to foster best practice through regular feedback and critique. Observations and reflections by the student teacher on these observations are possible entries for the licensure portfolio.
4. *Midterm and Final Meetings:* During the student teaching experience, there are two formal assessments that occur:
  - a. *Mid-term Meeting:* The cooperating teacher, the college supervisor, and the student teacher complete a written midterm evaluation. Charlotte Danielson's Components of Professional Practice (see Appendix D) is currently used as a framework for the evaluation. However, as ACSD complete the transition to the International Baccalaureate curriculum that framework may change. The mid-term evaluation provides the opportunity to note progress and make suggestions for the remainder of the student teaching placement.
  - b. *Professional Semester Review Meeting:* The professional semester review meeting is attended by the student teacher, the cooperating teacher and the college supervisor. Prior to the meeting, the cooperating teacher completes a written, final evaluation of the student teacher's practices during the professional semester. The cooperating teacher will provide the student teacher and the college supervisor a copy of the evaluation prior to the final meeting. The final evaluation provides the opportunity to note successes achieved during the student teaching and to highlight focus areas for professional development (see Appendix E).

NOTE: The formal evaluations described above are in addition to the regular, informal feedback and assessment that occurs throughout the semester by the cooperating teacher, college supervisor, and liberal arts mentor.

#### *5. Level I Licensure Portfolio: Evaluation*

**The final draft of the Portfolio is due at the end of the professional semester on the date specified in the syllabus for EDST0410.** EDST faculty evaluate the portfolio. The student teacher, the college supervisor, and the designated second reader determine the dates of portfolio submission and evaluation. A minimum of two-three weeks between the date of portfolio submission and notification of the results of the evaluation should be expected. Keep in mind that no one may apply for state licensure without having successfully completed the portfolio requirement. Plan accordingly.

**The requirements for the VT Licensure Portfolio as well as the criteria for successful evaluation can be found at:**

<https://sites.google.com/site/vermontslicensureportfolio/home>.

EDST faculty will read and evaluate the portfolio and make one of three recommendations:

- 1) Approve the portfolio and recommend the prospective teacher for licensure,
- 2) Approve the portfolio and licensure recommendation conditionally—meaning that some sections require minor revision prior to overall approval, or
- 3) Deny the recommendation for licensure.

When a student receives a conditional recommendation, they are required to revise the portfolio accordingly. EDST faculty then evaluate the revised sections of the portfolio to determine whether the portfolio has met the standard and the student can be recommended for licensure. A student may be denied the recommendation for licensure when his or her portfolio does not meet a majority of the state standards and EDST faculty believe extensive revision is necessary.

#### Appeals Process

A student teacher may appeal denial of licensure. The Appeals Committee is composed as follows: a faculty member from the Education Studies Program (other than the college supervisor) and at least one experienced cooperating teacher (other than the cooperating teacher who supervised the student teacher for the semester under review). The appeals committee will review the student teacher's portfolio, consult with EDST faculty, and discuss the points of disagreement with the student teacher before making its decision.

## **Responsibilities of the Cooperating Teacher**

The role of the cooperating teacher is unquestionably one of the most demanding and important components of a “successful” student teaching experience in which K-12 students have learned what the curriculum expects and a student teacher has transitioned to an emerging professional educator. The task of mentoring a student teacher is complex and requires collaboration between the Middlebury College EDST faculty and the cooperating teacher. It is a team effort. Together, the cooperating teacher, student teacher, and college supervisor, a) shape and plan the student teacher’s teaching schedule, b) schedule constructive observations of the student teacher and c) formally evaluate the student teacher's performance.

**During the professional semester, the cooperating teacher performs the following supervisory duties, described in the chronological order in which they arise over the course of the student teaching semester.**

*Before/Upon the arrival of the student teacher*

- Provide a dedicated space for the student teacher, such as a desk or table, where the student teacher can store materials for the duration of the semester.
- Schedule a regular, semi-formal meeting time with the student teacher to review/preview the work in progress. This meeting should occur a minimum of once every week.
- Exchange contact information, including home/cell phone numbers in case of emergency. Be sure that the student teacher has been added to the faculty ‘phone tree’ that is used to share essential information.
- Establish the daily arrival time for the student teacher and orient h/h/t to building procedures including parking and entering the building.
- Ensure that the student teacher has the necessary name-tag or badge required for your school.
- Provide feedback on the student teacher’s “Letter to Parents” modeled on the example provided in Appendix A.

#### *Weeks 1-4:*

- Even to a careful observer, much of the work of teaching remains unseen because planning happens ahead of time, and even real-time decisions remain invisible because they are made in the teacher's head as a lesson unfolds. As much as possible share your planning, thinking, and rationale for your decisions with your student teacher. It may be helpful to follow a 'brief-teach-debrief' framework in which you provide your student teacher with an preview and/or lesson plan for a lesson, then teach the lesson while the student teacher observes and takes notes or participates with the class, and then debrief what happened in the lesson. Provide your rationale and reflection, and allow the student teacher to ask questions.
- Orient your student teacher to the curricular materials you use. Teach student teachers how the information is organized in the "teacher guides" and other resources you use, and explain how you use these in your planning.
- Student teachers should also have access to and read all IEPs, EST, 504, and any other educational plans in place for all students with whom they will work during the student teaching semester.
- Develop a plan with your student teacher for steadily assuming a greater instructional role in the class leading them to "max time." For elementary student teachers "max time" is considered two weeks of full time teaching. For secondary teachers, "max time" is considered to be 4-6 weeks of full-time teaching depending on the daily schedule of the school. This plan should include explicit dates for which areas will be co-taught and when.
- Lesson planning: Student teachers must write lesson plans using the Middlebury College Education Studies template (Appendix B) for all lessons taught. In the early weeks of the semester (weeks 1-4), this applies to all segments of the day. For elementary teachers, this includes leading Morning Meeting, Number Corner, or small group work. Student teachers should turn in a lesson plan several days before the lesson to ensure that the cooperating teacher has time to provide feedback and suggest modifications *in advance* of the lesson being taught. Cooperating teachers should, in collaboration with the student teacher, develop a system for the student teacher to submit lesson plans (electronic or hardcopy) and for the cooperating teacher to provide feedback (email or hardcopy). The cooperating teacher may request all lesson plans to be turned in on a set day for the subsequent week or establish another routine that meets these criteria.
- More on lesson planning: An area of particular importance and difficulty for novice teachers is anticipating the complexity of the content they are trying to teach and identifying what students will likely find challenging. This is extremely difficult for novices to do without having taught the given concept to the given age level before, and so it is an area to which we call your

attention and ask you to share your expertise. Although there may be some aspects regarding behavioral or logistical challenges (for example, when asking students to work in a group for the first time), the focus in this section of the lesson plan should be on what is inherently difficult given the merging of the content area with the developmental level of your students.

*Weeks 1-4 continued:*

- Questions to talk through with your student teacher in advance of their lesson planning might include:
  - What are common errors or misconceptions within this concept?
  - What are students likely to find challenging?

Discussing this in advance of lesson planning will allow student teachers to think through their content/concept carefully before writing out the steps of the lesson. These are the habits of mind we are trying to develop—habits of mind that keep their focus on student understanding rather than teacher activity.

- Review and provide feedback on all the student teacher's lesson plans in advance of the lesson being taught.
- Observe and provide feedback on the student teacher's classroom teaching. Develop a system for de-briefing following a lesson, which should include time for the student teacher to engage in self-reflection as well as the cooperating teacher to provide feedback.
- Provide weekly assessments of the student teacher's strengths as a developing teacher and areas of targeted improvement for the subsequent week; these assessments are usually conveyed orally to the student teacher and should take place weekly for the duration of the semester.
- Your student teacher will ask you to take pictures and/or video record lessons for use in their licensure portfolio. We ask that you facilitate that process in whatever manner you deem appropriate.

*Weeks 4-5:*

- Provide at least two formal observations prior to the midterm. These first two observations would be part of the mid-term evaluation discussion. For a formal observation, the cooperating teacher should use the form in Appendix C or something similar. While there will be many possible areas on which to comment, we ask that cooperating teachers carefully select the *two or three areas* that you feel will most contribute to your student teacher's growth as a teacher. We also ask that, while your feedback will no doubt address "classroom management," you spend ample time providing feedback and debriefing about the *teaching of the content* within the lesson. A question to consider is, what will help your student teacher improve h/h/t teaching of

social studies? math? literacy? science? **These two guidelines, to 1) focus on two or three aspects of the student teacher’s practices and 2) focus on teaching the content apply to debriefing informal teaching observations, as well.**

- Determine, along with the supervisor, the concept(s) that will be covered in the student teacher’s unit, which will be taught during full-time teaching or “max time.” The concept should be responsive to the classroom curriculum, the individual students, and the expertise and interest of the cooperating teacher and student teacher. The unit concept(s) needs to be determined in consultation with and approved by the supervisor and seminar professor.
- Unit Planning: Approximately four weeks prior to the beginning of ‘max time’—the period of time during which the student teacher assumes full responsibility for the class, the cooperating teacher should schedule an extensive planning meeting (2-3 hours) with the student teacher to review plans and expectations. This meeting may take place in one of two ways:
  - 1) off site and on school time if permission for this meeting is granted by the building administrator, in which case the Education Studies Program will cover the cost of the substitute teacher.
  - 2) on a non-school day or after the school day.

The intention of this meeting is to begin the process of unit planning. During the planning, we ask that the cooperating teacher make freely available any materials and ideas that have been demonstrated to be effective in helping students learn the essential content and to also remain open to (but not require) the student teacher compiling an original unit. The goal is to ensure that the unit of study is both responsive to the developmental and curricular needs of the classroom, aligned with District curriculum, and challenges the student teacher to integrate previous coursework, knowledge and interests. To be clear, if an original unit of study is appropriate that is fine. However, it is not necessary that a student teacher invent an original unit that has never before been taught by any teacher anywhere—while this is sometimes ‘the norm’ in the United States of America, no other industrialized nation expects such things from novice teachers. Learning how to utilize existing, well-vetted lessons is a valuable skill for novice teachers to learn—max time is a valuable opportunity to learn such a skill.

- During the planning for the unit, topics to consider discussing with your student teacher include:
  - Identifying extended learning goals
  - Organizing the introduction to the unit
  - Clarifying how individual lessons are used to support the extended learning goals and provide a trajectory of experiences to foster student learning

- Discussing formative and summative assessment
- Developing a culminating experience for the unit.

*Weeks 6-8:*

- Following the unit-planning meeting, there will still be a substantial amount of work for the student teacher to do. The cooperating teacher and student teacher should continue to check in about the student teacher's progress. Each daily lesson in the unit should be written in advance of beginning the unit. The full unit should be completed and submitted (hard copy or electronically) at least one week before the unit begins so that the cooperating teacher and supervisor have time to provide feedback and suggest modifications.
- Prepare for the mid-semester, three-way conference by completing Appendix D prior to the conference. At the conference, the cooperating teacher, supervisor, and student teacher meet to assess the student teacher's progress based on each person's mid-term evaluation. At this time, all participants review the status of the student teacher with regard to the competencies required for teacher licensure in Vermont and check progress toward the completion of the portfolio.

*Weeks 9-11:*

- *'Max time' and the role of the Cooperating teacher.* We believe that solo teaching during "max time" does not necessarily result in improved teaching. Rather, the professional growth of the student-teacher depends on the thoughtful, reflective interaction among the student-teacher, the cooperating teacher, the college supervisor and other professionals. As a result, during "max time" cooperating teachers are welcome to remain in the classroom in a supporting role. Max time is the student teacher's most substantial amount of time actually teaching, and provides an excellent opportunity to receive feedback from you. At the same time, there are also time periods and, perhaps, full days, when it might be best to allow the student-teacher to 'fly solo.' As always, ongoing formative assessment regarding the student teacher's performance is key to determine the best use of the cooperating teacher's time and presence during max time. [Max time is also a good time to have someone running the video camera.]
- Once the unit begins, the student teacher will likely need to modify lesson plans based on the student teacher's formative assessment of students' learning. The lesson plan modifications should be done in consultation with the cooperating teacher at least one day ahead of time. At the conclusion of each day, the subsequent day's lesson plans should be reviewed and any adjustments discussed. If minor, these can be noted with annotations to the

lesson plans.

- During max time it is appropriate for the student teacher to ask the cooperating teacher to teach a small group of students (for example as a “center” activity or as a literature circle) to take advantage of having two teachers in the room. These should be included in the student teacher’s lesson plans.

### *Week 12*

- At the conclusion of the professional semester, the cooperating teacher participates in the final evaluation meeting for which meeting he or she provides a written assessment of the student teacher’s classroom practices (Appendix F). The parties involved determine the location, place and time of the final meeting meeting.
  - Finally, after the final review meeting, and often during the actual exam week of the Middlebury College academic calendar, the Education Studies Program organizes an afternoon/evening of summative presentations during which the student teachers present a sample of their work and learning. Cooperating teachers, Liberal Arts Mentors, friends and family are all invited. The Education Studies Program hosts a dinner following the presentations to which all attendees are also invited.
-

## **Responsibilities of the College Supervisor**

The college supervisor serves as a resource person for the student teacher and helps the student teacher integrate his or her past course experiences and learning with student teaching. In addition, the college supervisor makes regular formal observations of the student teacher's practice in order to provide feedback completing 5-6 formal observations over the course of the semester. Before each observation, the student teacher will provide a written lesson plan to the supervisor using the format in Appendix B. The supervisor will establish a routine for how and when lesson plans should be submitted, which at a minimum should be turned in one day before the lesson.

After each formal observation, which will include a written evaluation in the format shown in Appendix C, the college supervisor will discuss with the student teacher the areas of strength and areas for targeted improvement of the lesson observed, encouraging the student to self-evaluate. Through these conferences the student teacher and college supervisor can work together toward planning subsequent teaching experiences.

The college supervisor also works with the student teacher and cooperating teacher to determine and approve the concept of the student teacher's full-time unit.

At mid-semester, the college supervisor, the student teacher, and cooperating teacher meet to discuss the mid-term evaluation (see Appendix D).

Along with on-going written and oral feedback, the college supervisor reviews portfolio entries throughout the semester and facilitates both the mid-term evaluation and the final meeting. In collaboration with a designated second reader, the college supervisor also evaluates the Level I Educator Licensure Portfolio.

## **Responsibilities of the Liberal Arts Mentor**

Historically, when meaningful and helpful, members of the Middlebury College liberal arts faculty have served in the role of a “Liberal Arts Mentor.” In this capacity, the faculty member serves as an additional resource for the student teacher. The decision to have a Liberal Arts Mentor belongs to the student teacher and, if and when that selection is made, EDST faculty work closely with the student teacher and LAM to schedule classroom visits and discussions about the work of the student teacher so that the student teacher may benefit from such advice and counsel.

## APPENDIX A

### Sample Letter to Parents

DATE

Dear Parents of Cornwall's 3<sup>rd</sup> and 4<sup>th</sup> graders,

Welcome back to another exciting school year at Bingham Elementary School! For the next four months it will be my pleasure to be student teaching in your child's classroom. My name is Heather Harken and I am a senior at Middlebury College. Over the past three years here, I have been studying to become an elementary school teacher. I have spent time working with teachers in grades 1-5 at Bridport Central School, Mary Hogan School, and St. Mary's School. Beyond the school year, I have spent the past four summers working with children as well. My love for swimming led me to coach a summer swim team in my hometown on Long Island for the three summers right after high school. This past summer I was ready for a new experience, and I was lucky enough to teach at a summer program for international students hoping to improve their English speaking abilities.

Now, after those wonderful teaching experiences, I will complete a semester of student teaching in hopes of becoming a certified teacher. This semester, I will spend every day in the classroom learning from the fine examples set by your child's teacher, Janne Giles. After gaining experience by teaching some lessons myself, I will pull together a portfolio demonstrating my teaching abilities and experiences. In preparation for this portfolio, I may take some pictures or videos of the students partaking in various lessons. If you have any questions about this process, please feel free to ask!

I will be at back to school night next week and hope to be able to introduce myself to you in person! I am very excited to get to know your child over the next four months!

Sincerely,

*Heather Harken*  
*Middlebury College Student Teacher*

## APPENDIX B

### Middlebury College Lesson Plan Format

Student Teacher	Date
Course	Lesson _____ of _____
Unit	Today's focus

<b>Procedures</b>	<b>Rationale</b>
The central question you are working on today is:	Specific rationale for your question and the relevant Standards:
Today's instructional goal:	Anticipation of complexity: What do you anticipate will be intellectually or academically challenging for your students?
What are your students going to do to demonstrate understanding of your goal?	
Beginning/Introduction  Middle  End	Given the anticipated complexity what sequencing/scaffolding have you done?
What students need for the lesson:	What steps did you take to ensure that all students were able to access the materials and demonstrate their understanding? (What considerations regarding specific learning needs, group work, or physical movement in the classroom had to be addressed?)
Assessment: Formative and Summative	
<i>Self Assessment and reflection:</i> Simple, all-inclusive question: "How did it go?" From here there are many avenues of exploration. For example, What do you mean by 'it'? What did your students learn? Was the 'standard' met? Was your lesson too ambitious, not sufficiently challenging, just right? Based on what evidence? Were there hidden objectives that, now that the lesson is over, you realize you cared about more than the explicit objectives you wrote about above? How so and why did those hidden objectives matter to you? What would you differently next time and why? What would you do exactly the same way and why?... What else?!	

## APPENDIX C

### Formal Observation Form

[To be clear: This is simply the suggested format, not the actual form on which to write.]

Student Teacher:

School & Grade:

Lesson content area/concept:

(Note: Attach lesson plan)

Observation by:

Date:

Description of lesson: *(Observational notes. What the teacher and students said and did)*

Feedback<sup>1</sup>:

Areas of Strength: *(Select 2 or a maximum of 3 areas of focus)*

Things to consider: *(Targeted areas for improvement: Carefully select the two or three areas that you feel will most contribute to your student teacher's growth as a teacher)*

---

<sup>1</sup> While some of your feedback may be about classroom management, spend ample time providing feedback and debriefing about the *teaching of the content* within the lesson. A question to consider is, what will help your student teacher improve h/h teaching of social studies? math? literacy? science?

## APPENDIX D

### Mid-term Evaluation

The purpose of the midterm conference is to discuss the progress of the student teacher in the professional semester, and to develop goals based on strengths and areas for growth in each of the four domains of professional practice. Please use these “Components of Professional Practice” to guide your writing of a brief narrative. The three completed evaluations (one from the student teacher, the cooperating teacher, and the college supervisor) will provide the basis for the midterm conference discussion. (Enhancing Professional Practice: A Framework for Teaching, by Charlotte Danielson, ASCD 1996, pp. 3-4.). This is intended to serve as a guide to prompt careful analysis of the student teacher’s progress, not to serve as a prescriptive limit to what might be discussed.

Domain 1: Planning and Preparation	Domain 2: The Classroom Environment
Component 1a: Demonstrating knowledge of content and pedagogy; Knowledge of Content and content-related pedagogy.	Component 2a: Creating an Environment of Respect and Rapport; Teacher interaction with students Student Interaction.
Component 1b: Demonstrating Knowledge of Students  Knowledge of characteristics of age group; students' varied approaches to learning; students' skills and knowledge; students' interests and cultural heritage.	Component 2b: Establishing a Culture for Learning  Importance of the content Student pride in work Expectations for learning and achievement
Component 1c: Selecting Instructional Goals  Value; Clarity Suitability for diverse students	Component 2c: Managing Classroom Procedures  Management of instructional groups; transitions; materials and supplies Performance of non-instructional duties Supervision of volunteers and paraprofessionals
Component 1d: Demonstrating Knowledge of Resources  Resources for teaching; Resources for students	Component 2d: Managing Student Behavior  Expectations; Monitoring of student behavior Response to student misbehavior
Component 1e: Designing Coherent Instruction  Learning activities; Instructional materials and resources Instructional groups; Lesson and unit structure	Component 2e: Organizing Physical Space  Safety and arrangement of furniture Accessibility to learning and use of physical resources

Mid-term Evaluation (Appendix D) continued

Domain 3: Instruction	Domain 4: Professional Responsibilities
<p>Component 3a: Communicating Clearly and Accurately</p> <p>Directions and procedures</p> <p>Oral and written language</p>	<p>Component 4a: Reflecting on Teaching</p> <p>Accuracy</p> <p>Use in future teaching</p>
<p>Component 3b: Using Questioning and Discussion</p> <p>Techniques; Quality of questions; Discussion techniques</p> <p>Student participation</p>	<p>Component 4b: Maintaining Accurate Records</p> <p>Student completion of assignments; progress in learning</p> <p>Noninstructional records</p>
<p>Component 3c: Engaging Students in Learning</p> <p>Representation of content; Activities and assignments</p> <p>Grouping of students; Instructional materials and resources; Structuring and pacing</p>	<p>Component 4c: Communicating with Families</p> <p>Information about the instructional program; individual students; Engagement of families in the instructional program</p>
<p>Component 3d: Providing Feedback to Students</p> <p>Quality: accurate, substantive, constructive, and specific</p> <p>Timelines</p>	<p>Component 4d: Contributing to the School and District</p> <p>Relationships with colleagues; Service to the school</p> <p>Participation in school and district projects</p>
<p>Component 3e: Demonstrating Flexibility and Responsiveness; Lesson adjustment; Response to students</p> <p>Persistence</p>	<p>Component 4e: Growing and Development Professionally</p> <p>Enhancement of content knowledge and pedagogical skill</p> <p>Service to the profession</p>
	<p>Component 4f: Showing Professionalism</p> <p>Service to students</p> <p>Advocacy</p> <p>Decision-making</p>

## APPENDIX E

### **Agenda for the final Professional Semester Review meeting.**

The following format is offered as a guide for creating the conditions for a thoughtful, end-of-semester discussion of the work of the student teacher, not to serve as a prescriptive limit to what might be discussed. This meeting is scheduled after the conclusion of the 13 weeks of student teaching.

**Attendees:** Student Teacher, Cooperating Teacher(s), EDST faculty and other professional personnel who may have been significantly involved in the student teaching semester.

#### **Part 1: Student Teacher Opening Reflection (15 minutes)**

The student is free to structure this presentation on the student teaching experience in any way that he/she/they would like. To help frame the presentation, the student may want to include responses to the following questions within the presentation:

- What do you now understand the role of a teacher to be and how is that understanding different from when you started student teaching? Re-read your application to student teaching. What still resonates and what would you revise now that you have been a teacher for a full semester?
- Were you different as a teacher than you thought you would be? How so?

#### **Part 2: Committee Questions for the Student Teacher (30 minutes)**

1. The committee will ask questions that are drawn from the expectations of the Vermont Licensure Portfolio.
2. Students should be prepared to respond to the following questions:
  - What are your strengths in the content area(s) of your endorsement level and how have they been reflected in your teaching practices this semester?
  - How has your content expertise enabled students to meet or exceed the grade level expectations?
  - After a semester of student teaching, what areas of your professional growth would you prioritize, and what are your plans to address those areas?
  - What are some examples of multiple assessment strategies that you have used to evaluate student growth and modify instruction?
3. Any other question or questions that a committee member would like to ask of the student teacher.

#### **Part 3: Review Committee Decision Discussion (15 minutes, without student teacher)**

The Committee reviews the total professional semester experience and the student's practices during this meeting and recommends to the Director of Education Studies either to (1) approve the licensure recommendation, pending satisfactory completion of the licensure portfolio or (2) deny the licensure recommendation.

## APPENDIX F

### Final Evaluation by the Cooperating Teacher

Please complete an evaluation of the student that covers the practices throughout the “professional semester.” There is no set form for this evaluation but here are some guidelines to consider:

Label the document: *Final Evaluation: Professional Semester*

Include: Your name and title (Supervising/Cooperating Teacher), school, grade level/dept.

Student's name

Date

We ask that you organize your remarks to include statements regarding the student-teacher's:

- Content expertise,
- Professional Knowledge/Competence (methods, practices, pedagogy, planning),
- Ability to successfully work with and engage a broad range of learners ,
- Ability to work with and engage the range of expertise of colleagues in the building,
- Advocacy of students—this might include discussion of things the student teacher might have done outside the normal classroom routine (clubs, sports, after school programs, theatre, etc.),
- His or her ability to maintain clear, ethical standards for him or herself as well as the students in the classroom; and
- Any areas of concern and/or targeted areas for future growth.

In the past, most of these evaluations have been 2-3 typed pages in length.

Please feel free to contact us should you have any questions.

---