ESSENTIAL INFORMATION FOR COOPERATING TEACHERS

Over their final two semesters in our Early Childhood Development and Care A.A.S. program, students have field placements in two different sites. In each placement students are required to spend a minimum of six (6) hours per week, 90 hours per semester at their Field Site. Any absences must be made up, with your approval.

NEVER leave a student alone in a supervisory role. Also never use the student as a substitute during field placement. If appropriate, a student may be hired as a substitute AFTER completing both Field Experiences.

Please contact the student’s College Supervisor if you have any questions, concerns, or suggestions. Elizabeth Tarvin can be reached at elizabeth.tarvin@sunyorange.edu or 341-4482 and Jennifer Mirecki can be reached at jennifer.mirecki@sunyorange.edu or 341-4367.

The College Supervisor will visit the classroom three (3) times during the semester to observe the Field Student “in action”. These visits will be set up in advance upon your approval.

Over the course of the semester students MUST:

- lead 5 small group activities (ex. facilitating a classroom center); these **do not** include the small group lesson observed by the College Supervisor
- lead 5 transition times (ex. leading a finger-play song before sending them to lunch)
- lead 5 whole group activities (ex. reading a book to the whole class)

You will be asked to sign off on the Hours Verification sheet when each one has been completed.

Following is an outline week-by-week and semester-by-semester, of your responsibilities as the cooperating teacher. In the very few spare moments you have during the day, please feel free to share your expertise with the student. Help the student to understand your thinking in the many decisions you make in creating your physical layout, curriculum, and management technique. Please also provide regular verbal feedback. Reinforcement of appropriate practice, as well as constructive criticism, will help students get the most from their Field Placement experience.