Fall 2015

TO: Collaborating Teachers
FROM: Director of the Center for Education Placements and Partnerships
SUBJECT: Student Teachers

Thank you for agreeing to work with a Kennesaw State University student teacher. Research indicates that the two most important individuals in a student teacher’s development are the collaborating teacher and the university supervisor. We are very pleased that you have accepted this extremely important role, and we look forward to a successful collaborative relationship.

Each Kennesaw State University student who is eligible for student teaching has completed a rigorous preparation program in content, issues of the learner, pedagogy, and professionalism. Student teaching is the capstone experience in which the student teacher has the opportunity to merge theory and practice in a supervised environment.

Each student teacher has been assigned a university supervisor to serve as a liaison between Kennesaw State University and the collaborating teacher. The university supervisor will contact the school to set up an orientation meeting with the student teacher and the collaborating teacher during the first few days of the experience. At this meeting the university supervisor will address the requirements of student teaching and answer questions. The university supervisor will make periodic visits to observe the student teacher and to discuss the student teacher’s progress with the collaborating teacher. Additionally, the university supervisor will conduct four formal observations—two prior to midterm and two after midterm. Please keep the university supervisor informed about the student teacher’s progress throughout the semester.

If a serious problem occurs that might require removing the student teacher from the student teaching experience, please contact the university supervisor for assistance. While events may warrant that a candidate be removed from the field at any point, documentation to remove a candidate from a placement must be presented to the Center for Education Placements and Partnerships by the university supervisor prior to the last day to withdraw without academic penalty: October 7, 2015.

Student Teacher Calendar of Events for fall 2015 can be found at http://bagwell.kennesaw.edu/centers/cepp/field-experiences/student-teachingpracticum-3
Access Documents on

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**Observation Summary Forms**

Print from above address

The Observation Summary Form should be used regularly to record the observations of the student teacher. Please make multiple copies for your use. At least two of these forms should be completed prior to midterm and two prior to the end of student teaching. Please give these four forms plus any additional observation forms to the university supervisor a few days prior to the student teacher’s last day in the school. (Keep copies for your file.)

**Candidate Assessment of Performance Standards (CAPS)**

Print from above address

The CAPS should be used in addition to the Observation Summary Form to document the student teacher’s progress toward the attainment of conceptual framework proficiencies. Complete the CAPS just before midterm and again just before the end of the student teaching experience. Print a copy of the CAPS from the site above. Please give the Single hard copy containing the midterm and final evaluation to the University Supervisor a few days prior to the student teacher’s last day in the school. (Keep a copy for your file.)

**The Field Experiences Handbook**

The *Field Experiences Handbook* contains the current information about the student teaching experience and should be used as a reference by the student teacher and the collaborating teacher during orientation and throughout the student teaching experience. The collaborating Teacher information from the *Field Experiences Handbook* outlines the task of the collaborating teacher. Please read carefully and be ready to ask questions of the University Supervisor if any part is not clear. Of course, this is just an outline. Please add your creative touches.

**NOTE:** Collaborating teachers receive $50 for their services. Expect that local school systems will deduct FICA and taxes.

At KSU, we believe collaboration among many partners is necessary to fully support student teachers. Again, we appreciate your willingness to participate in this collaborative effort and your dedication to the teaching profession. Please e-mail fieldexp@kennesaw.edu or call 470-578-6734 for assistance.