

## RESPONSIBILITIES OF THE COORDINATOR OF STUDENT TEACHING

Time During the Semester	Responsibilities of Coordinator of Student Teaching
1 <sup>st</sup> week	<ol style="list-style-type: none"> <li>1. Set date and requisition room for Student Teaching Application Meeting; order announcement posters and have them displayed in LRC and GC (Fall meeting for traditional track only; Spring meeting for cohort and traditional track)</li> <li>2. Check with the Undergraduate Chair and the Dean to set dates and requisition room and food menu for Cooperating Teacher Orientations. <i><b>I believe these meetings are now set each year at the end of the spring semester for the upcoming school year. Student teachers now come and stay for the entire meeting. The Chair and Dean handle the actual orientation meeting along with the assistance from the coordinator of student teaching.</b></i></li> <li>3. Conduct the student teacher orientation for the <b>current</b> semester's student teachers the first Thursday of the semester and schedule Portfolio Seminar meetings for the student teachers for the rest of the semester. <b>Fingerprints and money orders to the OSBI are collected by the administrative assistant at the beginning of the fall semester, and the beginning of the spring semester.</b></li> <li>4. Prepare current semester's student teacher Intern Data Sheets, and place them in the University Supervisor's packets, along with performance evaluation forms. Distribute to the assigned University Supervisors.</li> </ol>
2 <sup>nd</sup> week	<ol style="list-style-type: none"> <li>1. Prepare application forms and other materials for application meeting for next semester's student teachers.</li> <li>2. Contact PED professors and advisors to announce the student teacher application meeting in class.</li> <li>3. Close out last semester's permanent student teaching files. Completed files should then be filed in the teacher candidates' permanent file.</li> </ol>
Within 2 <sup>nd</sup> or 3 <sup>rd</sup> week	<ol style="list-style-type: none"> <li>1. Copy and assemble needed materials for the Student Teacher Application Meeting.</li> <li>2. Assemble application materials into packets for the meeting.</li> </ol>
3 <sup>rd</sup> or 4 <sup>th</sup> week	<ul style="list-style-type: none"> <li>• Conduct Student Teacher Application Meeting – Monday, 11:00 a.m. or at another convenient time. The deadline for applications is usually after fall break and after spring break.</li> </ul>
3 <sup>rd</sup> – 16 <sup>th</sup> week	<ul style="list-style-type: none"> <li>• Review and file all evaluation forms and other student teaching documents for the current student teachers. This is an ongoing process throughout the semester. Approximately 14 documents are collected for each student teacher during their student teaching semester.</li> </ul>
4 <sup>th</sup> – 8 <sup>th</sup> week	<ol style="list-style-type: none"> <li>1. Continue monitoring placements and contacting schools to complete current intern placements.</li> <li>2. Plan the agendas for the Portfolio Seminar meetings.</li> <li>3. Check with Dr. Linda Dunham to confirm the date of the Senior Defense and Exit Interview meeting at the end of the spring semester. Communicate this information with student teachers.</li> <li>4. Make sure student teachers are aware of the university timelines and any meetings they need to attend on campus regarding graduation. Student teachers are given time off to attend meetings for seniors and graduation meetings.</li> </ol>
End of 6 <sup>th</sup> Week	<ul style="list-style-type: none"> <li>• Make sure all assessments are turned in so mid-term grades can be posted.</li> </ul>

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6 <sup>th</sup> week – rest of semester	<p><b><i>Begin the process for the next semester</i></b></p> <ol style="list-style-type: none"> <li>1. Check application folders, contacting students for corrections or additional information</li> <li>2. Set up files for coming semester's interns.</li> <li>3. As placement confirmations come in, notify students and place paperwork in student files.</li> <li>4. Create a placement roster and update as confirmations are received for the upcoming semester.</li> </ol>
9 <sup>th</sup> or 10 <sup>th</sup> week through the rest of the semester.	<ol style="list-style-type: none"> <li>1. Deadline for collecting applications for next semester's student teachers <b>(After fall break in the fall semester and after spring break in the spring semester.)</b></li> <li>2. Check application folders for corrections or additional information as applicants turn them in on the due date.</li> <li>3. Fax placement request forms for both placements of each traditional intern and for the fall or spring placement for the cohort intern. <b>Cohort fall placements include an "Early Experience Week" before the fall cohort classes begin.</b></li> <li>4. Call students for pick-up of application folders as placement requests are made.</li> <li>5. Set up files for coming semester's interns.</li> <li>6. As placement confirmations come in, notify students; add to the roster, and place in the intern's student teaching file.</li> <li>7. <b>Fingerprints and money orders to the OSBI are collected by the administrative assistant no later than the due date for student teaching applications.</b></li> </ol>
14 <sup>th</sup> -15 <sup>th</sup> weeks	<ol style="list-style-type: none"> <li>1. Submit to Undergrad Council the list of student teacher applicants. If approved, submit list to Faculty Senate for approval.</li> <li>2. Prepare Cooperating Teacher packets for next semester: revise and copy letters and handouts to building Administrators and Cooperating Teachers; revise and run evaluations forms.</li> <li>3. Review, revise, and copy <u>Student Teaching Handbook</u> for orientation during the spring semester for the following year.</li> <li>4. Review, revise, and run handouts for orientation.</li> </ol>
15 <sup>th</sup> week	<ol style="list-style-type: none"> <li>1. Collect all remaining evaluations of student teachers from the University Supervisors, including the Intern Data Sheet.</li> <li>2. Prepare grades for posting for student teaching and Portfolio Seminar.</li> </ol>
Final's week	<ol style="list-style-type: none"> <li>1. Post all grades and finalize student teacher files. Make sure everything is in place for the next semester's student teachers.</li> <li>2. Work on any outstanding student teacher placement requests.</li> <li>3. Send Chapel Excuse list to Dean of Students (Donna Ross, admin. Asst.) of all who will be doing internship the next semester along the sack lunch request.</li> </ol>
February through April	<ol style="list-style-type: none"> <li>1. Secure school calendars from area schools.</li> <li>2. Traditional track student teachers have seven weeks for each placement. Cohort student teachers have eight weeks for each placement. Regardless of school districts, the weeks are the same for each student teacher.</li> </ol>
March or April	<ul style="list-style-type: none"> <li>• Assist winner of Outstanding Senior Paper/Portfolio to set up display.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Calculate placement dates for Spring interns.</li> </ul>

Time During the Semester	Responsibilities of Coordinator of Student Teaching
Monday of first week of each semester	<ol style="list-style-type: none"> <li>1. Check GPAs on all interns.</li> <li>2. Notify any who are out of compliance and cancel their placements.</li> </ol>
Beginning of each semester	<ol style="list-style-type: none"> <li>1. Compile responses of Cooperating Teacher Survey.</li> <li>2. Compile responses of Student Teacher Program Evaluation.</li> <li>3. Place these reports in the master notebook kept by Coordinator of Student Teaching.</li> <li>4. Turn in report to undergraduate chair prior to leaving for the summer.</li> </ol>
Throughout May and December	<ol style="list-style-type: none"> <li>1. Call schools to confirm remaining placements for the coming semester.</li> <li>2. Update placement roster as confirmations are received.</li> </ol>
Throughout each semester	<ol style="list-style-type: none"> <li>1. Monitor student progress by reading all evaluation forms turned in.</li> <li>2. Communicate with University Supervisors as needed.</li> <li>3. Troubleshoot by communicating with Cooperating Teachers, making observation visits, holding conferences with them and their building administrators as needed.</li> <li>4. Communicate with, advise, and counsel student teachers as needed.</li> <li>5. Terminate placements as needed.</li> <li>6. Secure new placements as needed.</li> <li>7. Document all of these kinds of actions.</li> </ol> <p><i>These items vary from semester to semester. Sometimes this is a very time consuming group of duties. This depends on a variety of reasons and situations, and is very hard to predict from one semester to the next. The Coordinator of Student Teaching generally handles these items and often communicates with the Undergraduate Chair, who communicates with the Dean concerning specific matters.</i></p>

#### ADDITIONAL RESPONSIBILITIES:

- Work with student teachers who choose to complete one of their assignments at a distance (See the handbook for details).
- Work with the ORU eAcademy (the ORU online virtual schools for grades 3 through 12) administration and student teachers who choose to complete one of their assignments at eAcademy.
- Attend Undergraduate Council meeting once a month
- Attend Assessment Week activities each semester
- Attend Faculty Orientation at the beginning of the school year.