Cooperating Teacher Expectation
Checklist for 12 week Placement

1. _____ Review the Professional Education Clinical Experience website with your teacher candidate and/or university supervisor.

2. _____ Formally observe your teacher candidate two times and write up each observation on the observation forms found on the BSU Clinical Experience website. Send an electronic copy to your teacher candidate and the university supervisor assigned to your teacher candidate. We recommend sitting down with your teacher candidate to review the feedback from the formative observation.

3. _____ Use the suggested weekly guideline for integrating your teacher candidate.

4. _____ Before the last day of student teaching, write a letter of recommendation on the form found on the BSU clinical experience website. This letter is of critical importance for the teacher candidate and must contain an original signature or an original electronic signature. The original letter of recommendation must be sent in PDF format to the following email address for the Clinical Office:
   Student-Teaching@bemidjistate.edu
   A copy may also be sent to your teacher candidate. Stipends for hosting teacher candidates will be sent to the school district office upon receipt of the letter of recommendation.

5. _____ Contact your university supervisor if your teacher candidate is absent for any reason.

   If there are any concerns with the teacher candidate’s performance, please contact the university supervisor immediately.
   
   • University Supervisor Name____________________________________________________
   • Email __________________________________________________________
   • Phone __________________________________________________________

Thank you for sharing your expertise as the teacher candidate begins his or her professional career.

Any questions, suggestions, challenges or strengths to be shared, please contact the Director of Clinical Experiences:

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