

To: Cooperating Teacher

From: Barbara Owens
Director of Clinical Experiences

RE: Clinical Experience/Education 2202 Human Growth and Development

Please accept my thanks in advance for agreeing to host a Fairmont State University clinical student. The student whom you will be working with is enrolled in Education 2202, Human Growth and Development. This student is to complete a total of 30 hours in your classroom setting. **If you are currently hosting a student teacher, this Clinical One student will not be at your school until after your student teacher has completed his/her teaching.**

The student is required to work out a schedule with you during his/her initial visit. The student is expected to adhere to that day/time unless they notify you in advance of a change in schedule. The student will have an attendance log which is to be signed and dated at each visit. The student will bring a Clinical Evaluation Form, which should be reviewed by the two of you at the beginning of the clinical experience. The pre-service teacher will return the evaluation form to their Fairmont State University instructor for review. The student will not earn credit for the experience until all course requirements have been met, including the evaluation form.

While this student working in your classroom is not ready to assume full teaching duties,, he/she may assist you in many daily classroom tasks, such as: work with a student one-on-one or in small groups, assist in lab settings, assist students with make-up work due to absence(s), read tests aloud, assist with a computer lab, assemble materials for a lesson, game, etc., assist with supervising lunch rooms, recess, etc., put up or assemble bulletin boards, provide small group enrichment, etc. **Please be advised that he/she is not just there to observe.**

Fairmont State university prospective teachers are also developing a Teacher Education Portfolio, which will document the development of their teaching competencies throughout their college experience. We ask your cooperation in allowing students to collect items such as: samples of student work, (if the student has initiated the assignment), photographs of our student's work in your classroom (bulletin board for example etc.), projects our students have prepared and used while working in your classroom. We understand that confidentiality issues must be considered. Please let this university student know and adhere to your county's policy in regards to these issues.

Once again, thank you for your willingness to work with one of our future teachers. Should you desire additional information or have questions concerning this placement, please do not hesitate to contact me at 367-4886 or email me at: bowens@fairmontstate.edu.