

TO: Cooperating Teachers and Principals

FROM: Barbara Owens  
Director of Clinical Experiences

RE: Student Teacher Placements

DATE:

Thank you for accepting the responsibility of working with a Fairmont State University student teacher. The calendar for the placements is included. Students will be using the county calendar for non-teaching days such as Thanksgiving Break, etc.

The teacher candidate will come to you prepared to discuss certain requirements that are expected of them during their placement. Students should also come to you with the necessary evaluation forms. These forms should be reviewed by you and the candidate at the beginning of the clinical and completed, signed and dated at the conclusion of the placement. Once completed, these forms may be given to the university supervisor or sent to them on campus. The student is required to sign the evaluation forms. Please use them as a discussion tool for conversations with the student. Additionally, each student is required to keep a journal during student teaching and he/she is asked to share this with you.

Further, it may be necessary to place a student/observer in your classroom for 30 hours during the six (6) week period when you **DO NOT** have a student teacher. The students are enrolled in courses such as **EDUCATION 2202, 3351, or 3352**, all of which are pre-student teaching courses. Should this be necessary, I will send you the appropriate information prior to this student coming to work with you.

Thank you for helping us prepare our future teachers. If you have concerns regarding the calendar or placements, please call me at your earliest convenience (367-4886) or e-mail me at [bowens@fairmontstate.edu](mailto:bowens@fairmontstate.edu).

Enclosures