

**Shepherd University**  
**EDUC 353/354**  
**Facilitating Teacher Information**

**What We Ask of Facilitating Teachers:**

- Email the university supervisor at your convenience to have your questions answered or if you would like to have a face-to-face meeting
- Welcome **two PED II students** into your classroom for 70 or more hours during the semester (Two and a half hours per day on the FIELD days specified on the accompanying calendar).
- Model and share best practices in elementary classroom strategies and management
- Discuss your decision-making as you deem helpful to the PED II students
- Provide varied opportunities (as appropriate) for the PED II students to participate in the job of a teacher. **The students should be active participants in the classroom**; they are not there to only observe.
- Help each PED II student identify a topic and schedule days/times for teaching a two-lesson Integrated Unit that includes Reading/Language Arts, Social Studies, Science, and Math.
- Provide constructive feedback on all activities undertaken by PED II students in your classroom
- Select one **reader who needs help in comprehension** for each PED II student to tutor.
- Select one **math student who needs help in mathematics** for each PED II student to tutor.
- Sign Attendance forms and Activity Checklists twice during the semester
- Complete and **email** the Facilitating Teacher's **Commentary on Practicum** (suggestions for program improvement) to the field supervisor by the last day of the field placement.
- Complete and **email** the PED II student evaluation to the field supervisor by the last day of the field placement.

**What We Expect from the PED II Students:**

- Complete all field requirements for working with students in the classroom
- Assist the Facilitating Teacher in a variety of ways
- Demonstrate professional dress, demeanor, and behavior at all times
- Be punctual and consistent in attendance as scheduled; make up missed time
- Notify the Facilitating Teacher, school office, and university supervisor **prior to** the scheduled day in class if illness or other unavoidable circumstance makes it impossible to go to school
- Keep strict confidentiality regarding information about students
- Abide by all school rules and procedures for professional personnel as deemed appropriate by the principal.

NOTE: **Any unacceptable behavior may be grounds for withdrawing an unsatisfactory student from the field placement based on the Facilitating Teacher's or Principal's judgment.**

PLEASE NOTIFY THE SUPERVISOR AS SOON AS ANY QUESTIONABLE BEHAVIOR  
EMERGES SO WE CAN COUNSEL THE STUDENT FOR SUCCESS

**Please return all required forms via email to the field supervisor.**