

Shepherd University
EDUC 351/352
Facilitating Teacher Information

Please submit STOT (student evaluation forms) and *Commentary on the Practicum*
by email to the field supervisor

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 I students** into your classroom for 50 or more hours during the semester (Minimum 2.5 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 I students
- Provide varied opportunities (as appropriate) for the PED I 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 I student identify topics, co-plan and co-teach one whole-group math lesson..
- Help each PED I student identify topics and schedule days/times for teaching two integrated lessons. **Ask them for details of their requirements.**
- Provide constructive feedback on all activities undertaken by PED I students in your classroom
- Sign Attendance form before the last day of field. Your PED students should provide you with this form.
- Complete and return the Facilitating Teacher's **Commentary on Practicum** (suggestions for program improvement) via email to the university supervisor by the last day of the field placement.
- Complete and send (via email) the PED I student's STOT to the university supervisor by the last day of the field placement.

What We Expect from the PED I Students:

- **Communicate with the Facilitating Teacher** about all field requirements
- **Complete all field requirements** for working with students in the classroom
- **Take initiative** to 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 field 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