**SCHOOL PARTNER: COOPERATIVE AGREEMENT, STUDENT TEACHING**

**Keene State College - School Partnerships**

Our Educator Preparation Programs (EPP) faculty with support from our EPP Advisory Committee have established the following three guiding principles and values that we aspire to in our clinical field experiences with schools: (1) partnerships are centered on P-12 student learning and development; (2) partnerships foster a culture of professional learning; (3) partnerships are mutually beneficial and bidirectional. It is our hope that our partners also share in these principles and values and KSC EPPs seek ways to support these principles in our clinical experiences.

Partnerships are unique to each EPP at KSC and follow a range of forms, participants, and functions. The most common way school partnerships are expressed is through supporting clinical experiences for pre-service and in-service educators. Throughout the internship experience we will work together to co-develop activities for the intern and co-evaluate intern progress throughout the Internship I and II. We will look for ways to share resources and collaborate on technology where opportunities arise. During field-based experiences KSC faculty will seek opportunities to share resources, provide professional learning, and engage in research with you or the school district. We will also provide opportunities for you to take advantage of the Southwest Center for Educational Supports and Continuing Education through our regional newsletter highlighting opportunities through our offerings, campus events, graduate options, and regional administrator groups. For more information see the KSC - School Partnership Framework.

I. **STUDENT TEACHER:**

Name: ____________________________  Student ID#: ____________________________

School/Site Name: ____________________________  Placement Grade/Level: _______  Subject(s): ____________________________

Certification Major(s): ____________________________

Date Placement Begins: ____________________________  Date Placement Ends: ____________________________

Semester:

Fall (Yr.): _______  Qtr: 1st ( ) 2nd ( )  Summer (Yr.): _______  5th ( )

Spring (Yr.): _______  Qtr: 3rd ( ) 4th ( )

II. **A COOPERATING TEACHER:** Please complete sections II.A and II.B of this form and return it to Keene State College. Completion of the form signifies formal acceptance of this student teaching placement.**

Name: ____________________________  SS#: ____________________________

Signature: ____________________________  Date: ____________________________

Current Certification Area(s): ____________________________  Certification Date: ____________________________

Revision Date: 7/23/2020
Approx/Average Class Size:

Home Address (please provide current address to which compensation will be sent):
Street: ___________________________________________ Phone: __________________________
City: _______________ State: ___________ Zip: ___________ Email: _______________________

Is this a new address since you last served as a cooperating teacher?  No____  Yes, this is a new address ________

II. B Please select a Tuition Voucher or Honorarium to be issued to you upon receipt of the Final Evaluation Form.

ACKNOWLEDGEMENT SELECTION:
KSC Voucher (2 1-credit vouchers)/Per Quarter (   ) - or - $150 Honorarium/Per Quarter (   )

NOTE: If more than one teacher is involved, the acknowledgement is shared but separate agreement forms are required.

III. EDUCATOR PREPARATION OFFICE: This form must be received and acknowledged by the EPO prior to the official start of the student teaching semester.

EPO Staff Initials: ____________________ Date: __________________________

** Summary of Roles and Responsibilities of the role of Cooperating Teacher on reverse of this form.

Criteria for choosing a cooperating professional:

Per the New Hampshire Department of Education Administrative Rules:

Ed. 604.03 Requirements for Cooperating Practitioner.

Each PEPP Professional Educator Preparation Programs shall assess and ensure that cooperating practitioners:
   (a) Have a credential under Ed 507 in the content, specialist, or administrator area in which the practitioner mentors the candidate;
   (b) Have experience with at least 3 years as a certificate holder under Ed 507, or as a certified professional in another state, with experience in public schools, in the content, specialist, or administrator area in which the practitioner mentors the candidate;
   (c) Demonstrate the skill to mentor candidates;
   (d) Model high quality learning facilitation that results in student learning; and
   (e) Are recommended by their peers, administrators, or institution faculty and staff.

Roles

Cooperating Teachers

Revision Date: 7/23/2020
Cooperating teachers orient student teachers to the school, teachers, and policies/procedures and serve as a formal observer and evaluator for each student teacher assigned to him/her, offer advice and feedback, and model professional behavior for student teachers.

Cooperating professionals receive a binder with required programmatic evaluations through Tk20. These evaluations need to be reviewed with the student teacher and submitted through TK20 by the due date. The Educator Preparation Office will provide cooperating professionals with a schedule of important dates for student teaching. All required evaluations must be submitted in Tk20 before compensation will be processed.

School sites can also expect to hear from the Educator Preparation Office at the start of each semester when orientation emails and welcome letters/complementary IDs are sent, and at the end of the semester, asking for your feedback about our programs and how we can better facilitate quality field placements. This information is collated and sent back to programs for their reflection.