



## Cooperating Teacher Guide Field Experience

The Teacher Education Program (TEP) at Broward College appreciates your willingness to serve as a cooperating teacher. The Field Experience Contact (FEC) at your school has provided your contact information to the Field Experience Student (FES). In order to arrange the first meeting, the FES will contact you by email or leave a message on your school voicemail. Please respond as soon as possible so that the FES may begin to complete the required field experience hours.

The objectives of the field experience are observation and interaction in small and whole group instruction. The FES will learn and grow as a pre-service professional when they experience consistent coaching and communication, including inquiry and feedback for reflective purposes concerning effective teaching practices. Please develop an appropriate schedule with the FES so that fulfillment of the required hours can be easily met without disrupting your daily classroom environment.

Your cooperation in providing the following opportunities will ensure a meaningful early field experience. Please review the following guidelines for basic procedures and expectations of the FES during your initial meeting:

1. Meet with the FES on the first day of early field experience and develop a mutually acceptable schedule.
2. Share all expectations of the FES while in your classroom setting. The FES will observe the rules of your classroom in a professional and appropriate manner. This includes appropriate behavior, attire and overall disposition while present during their field experience.
3. Discuss the procedures of checking in and out of the school's front office and provide the name of an office contact person and phone number.
4. Help ensure the FES meets the expected outcomes for his/her specific education class by explaining your:
  - Lesson plans and teaching strategies (share any learning strategies you will be utilizing during the lesson).
  - Classroom management techniques (discuss classroom behavior patterns of students).
  - Student evaluation system of daily classroom operations.
  - Record keeping.
5. Depending on the student's course requirements, you may be asked to complete an evaluation while this student teaches a lesson.
6. TEP faculty may arrange a visit to your classroom to complete a formal evaluation of the student teaching a lesson.
7. Initial the **Cooperating Teacher Reaction Form** after **EACH** visit.
8. On the FES's final visit, please complete the bottom section of the Cooperating Teacher Reaction Form in order to provide a brief evaluation of the student's experience. After completing this section, please sign the form. The FES will be submitting this form to the TEP office. **If the TEP office has any questions regarding this documentation, we may contact you for additional information or verification.**

If you have any questions, please contact:

Teacher Education Program  
Broward College  
North Campus, Building 51  
Coconut Creek, FL 33066  
Phone: 954-201-2500  
Website: [www.broward.edu/education](http://www.broward.edu/education)