



Cooperating Teacher Guide Educator Preparation Institute (EPI) Student 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 EPI student. In order to arrange the first meeting, the EPI student will contact you by email or leave a message on your school voicemail. Please respond as soon as possible so that the EPI student 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 EPI student 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 EPI student 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 EPI student during your initial meeting:

1. Meet with the EPI student on the first day of early field experience and develop a mutually acceptable schedule.
2. Share all expectations of the EPI student while in your classroom setting. The EPI student 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 EPI student 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. The EPI student will spend a total of 15 hours in your classroom and will plan and teach a lesson. The EPI student will provide you with the appropriate forms so that you are able to evaluate the delivered lesson to students.
6. Initial the **Field Experience Log Report** after **EACH** visit.
7. When the field experience concludes, the EPI student will submit the **Field Experience Log Report** and **EPI Evaluation Tool** 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:

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