

**Cooperating Teacher Guide
Lower Division (EDF1005 and EDF2085)
Field Experience**

The Teacher Education Program (TEP) at Broward College appreciates your willingness to serve as a cooperating teacher for a student enrolled in EDF1005 (Introduction to the Teaching Profession) and/or EDF2085 (Introduction to Diversity and Exceptionalities for Educators). 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 **15 hours**.

The objective of the early field experience is primarily observation. Classroom assisting is encouraged but not required. 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. Initial the **Field Experience Reaction Form** after **EACH** visit.
6. On the FES's final visit, please complete the bottom section of the Field Experience 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:

The Office of Field Placement and Student Teaching

edufieldplacement@broward.edu

Broward College, North Campus

Website: www.broward.edu/education