Guidelines for Field Experience Cooperating Teachers

ED/EL 220 Introduction to Teaching is the first professional education course for most of the students enrolled. For many of them, the field experience component of the course is their first experience in working with P-12 students. Their professional skills with children are not well developed, but they are anxious to learn under your guidance and supervision. Some will need more guidance and reinforcement than others, but you will find they can perform some of the suggested tasks or activities with minimal supervision. In order to make this experience meaningful to the student and helpful to the supervisor, suggestions for tasks which may be performed are listed.

**Suggested Tutoring Tasks:**

Here are some activities which will make learning more meaningful for the student but will require some communication, direction and supervision from the cooperating teacher. A teacher may include any of the following activities which seem appropriate:

1. Tutoring one student
2. Tutoring a small group
3. Reading or listening to stories
4. Hearing reports
5. Assisting with in-class assignments and projects (helping to interpret materials and solve problems)
6. Assisting with study periods
7. Library Activities (selecting books, etc.)

The student will complete a Tutor Manual as a personal record of participation. At the end of the tutoring experience, please review and sign the Tutor Manual. Note that the tutor should give you three to five days to review and sign the manual before returning it to them.

Students will need to make up missed time so that they can complete a minimum of 30 hours this semester. However, if a student is excessively absent or not responsible you can decide if the tutor is allowed to make up missed time. Thank you for your assistance and support.

Please contact me if you have any questions or concerns.

Sue Peterson, Director, OPES  
Emporia State University  
Visser Hall 208  
E-mail: speterso@emporia.edu  
(620) 341-5447
The student tutor:

1. Submitted the tutor log for me to review
   - Yes [ ] No [ ]
   - Allowed me adequate time to review the log
     - Yes [ ] No [ ]
   - Appeared attentive
     - Yes [ ] No [ ]

2. The student exhibited:
   - Punctuality
     - Yes [ ] No [ ]
   - Appropriate dress
     - Yes [ ] No [ ]
   - Positive attitude
     - Yes [ ] No [ ]
   - Consistent attendance
     - Yes [ ] No [ ]

3. The student completed the 30 required hours
   - Yes [ ] No [ ]

If you responded “no” to any of the above, please give a brief explanation.

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Teacher signature/date

School
September 2, 2009

Dear Cooperating Teacher,

Please find enclosed the ED/EL 220 tutor(s) assigned to you for the fall semester. The tutor is required to complete a minimum of 30 hours before the end of the semester and is required to complete a Tutoring Manual, which will need to be reviewed and signed by you to document the experience. The tutor has been instructed to allow you three to five days to review, sign, and return the manual to him or her.

The following information is enclosed for your convenience:

- A student information sheet
- Guidelines for Field Experience Cooperating Teachers – suggestions for tasks which may be performed by tutors
- A list of ED/EL 220 instructor E-mail addresses

You may contact Dr. Sue Peterson or me with any questions or concerns that you might have. You may also contact the course instructor if you prefer. Thank you for your continued support of our Teacher Education Program here at Emporia State University.

Sincerely,

Dr. Sue Peterson
OPES Director
208 Visser Hall
speterso@emporia.edu
(620) 341-5447

Enclosures
# Introduction to Teacher Education
## Instructor Contact Information
### Fall 2010

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Course #</th>
<th>Days</th>
<th>Times</th>
<th>E-mail</th>
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<tr>
<td>Fred Lemaster</td>
<td>EL 220 A</td>
<td>W</td>
<td>3:00-4:50</td>
<td><a href="mailto:flemaste@emporia.edu">flemaste@emporia.edu</a></td>
<td>341-5760</td>
</tr>
<tr>
<td>Fred Lemaster</td>
<td>EL 220 B</td>
<td>W</td>
<td>12:00-1:50</td>
<td><a href="mailto:flemaste@emporia.edu">flemaste@emporia.edu</a></td>
<td>341-5760</td>
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<tr>
<td>Nelda Epp</td>
<td>EL 220 C</td>
<td>T, R</td>
<td>11:00-11:50</td>
<td><a href="mailto:nepp@emporia.edu">nepp@emporia.edu</a></td>
<td>341-5495</td>
</tr>
<tr>
<td>Steven Neill</td>
<td>ED 220 F</td>
<td>M, W</td>
<td>1:00-1:50</td>
<td><a href="mailto:sneill@emporia.edu">sneill@emporia.edu</a></td>
<td>341-5215</td>
</tr>
<tr>
<td>Lindy Whetzel</td>
<td>ED 220 A</td>
<td>M, W</td>
<td>8:00-8:50</td>
<td><a href="mailto:lindywhetzel@yahoo.com">lindywhetzel@yahoo.com</a></td>
<td>342-6046</td>
</tr>
<tr>
<td>Lindy Whetzel</td>
<td>ED 220 B</td>
<td>M, W</td>
<td>9:00-9:50</td>
<td><a href="mailto:lindywhetzel@yahoo.com">lindywhetzel@yahoo.com</a></td>
<td>342-6046</td>
</tr>
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<td>Lindy Whetzel</td>
<td>ED 220 C</td>
<td>M, W</td>
<td>10:00-10:50</td>
<td><a href="mailto:lindywhetzel@yahoo.com">lindywhetzel@yahoo.com</a></td>
<td>342-6046</td>
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<td>Lindy Whetzel</td>
<td>ED 220 D</td>
<td>M, W</td>
<td>11:00-11:50</td>
<td><a href="mailto:lindywhetzel@yahoo.com">lindywhetzel@yahoo.com</a></td>
<td>342-6046</td>
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