

MEMORANDUM OF UNDERSTANDING FOR COOPERATING TEACHER ASSIGNMENT

Between Undersigned Teacher Candidate, Cooperating Teacher, Principal and

Educate-WI (hereafter: Educate)

1482 St. Croix Ave. Suite 2
New Richmond, WI 54017
EIN #81-3279932

The basis for the formation of this agreement is instructional service offered as Educate-WI, a program for college graduates seeking teacher licensure authorized by the Wisconsin Department of Public Instruction under PI 34.08.

The Cooperating Teacher and Educate-WI will carry out the Pre-Student Teaching and/or Student Teaching phase of the teaching practicum as stipulated by PI 34.15 (5)(b)(1-3) and summarized as follows:

1. The program shall require student teaching experiences that are developmental in scope and sequence, occur in school settings, and meet the statutory requirements identified in s. 118.19 (3)(a), Stats.
2. As a result of the student teaching experience, students shall demonstrate increased knowledge and understanding of the Wisconsin Teacher Standards through assessments of Communication Skills, Human Relations and Professional Dispositions, Content Knowledge, Pedagogical Knowledge, and Teaching Practice as incorporated in the Educate-WI evaluation rubric.
3. Successful performance shall be measured using all the following, with the **Student Teaching Cooperating Teacher** performing those evaluations underlined:
 - a) A minimum of three classroom observations of at least one hour in length and three evaluations made by the Educate-WI Supervisor during each semester placement (initial license student teacher). At least one of the observations must be in person and all must be in “real time”. If the cooperating district follows a trimester schedule, the placement will be for a total duration of 18 weeks. A minimum of one classroom observation and one evaluation by the Educate-WI Supervisor within a 9-week time frame (additional license student teacher).
 - b) After two classroom observation(s) a minimum of two evaluations will be completed by the Student Teaching Cooperating Teacher for each semester placement (initial license student teacher) using the Cooperating Teacher Evaluation rubric provided by Educate-WI. If the cooperating district follows a trimester schedule, the semester placement will be a total duration of 18 weeks. A minimum of one classroom observation and one evaluation will be completed by the Cooperating Teacher within a 9-week timeframe.
 - c) Evaluation procedures shall include a conference involving the Student Teacher, the Cooperating Teacher, and the Educate-WI Supervisor, or documentation that input was garnered from each, for each placement. There shall be three conferences for semester placements (initial license student teacher) and one conference for additional license student teacher completed within a 9-week time frame.
 - d) A review of the candidate’s cumulative materials, by the Educate-WI Certifying Officer as required under s. PI 34.13 (3)(b).

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- e) Evaluation procedures shall include a conference involving the Student Teacher, the Cooperating Teacher, and the eduCATE-WI Supervisor, or documentation that input was garnered from each, for each placement. There shall be three conferences for semester placements (initial license student teacher) and one conference for additional license student teacher completed within a 9-week timeframe.
 - f) A review of the candidate's cumulative materials, by the eduCATE-WI Certifying Officer as required under s. PI 34.13 (3)(b).
4. Successful performance shall be measured using all the following, with the **Pre-Student Teaching Cooperating Teacher** performing those evaluations underlined:
- a) After one classroom observation a minimum of one evaluation will be completed by the Pre-Student Teaching Cooperating Teacher for each pre-student teaching placement (initial license pre-student teacher) using the Cooperating Teacher Evaluation rubric provided by Educate-WI.
 - b) Evaluation procedures shall include a conference involving the Pre-Student Teacher and the Cooperating Teacher, or documentation that input was garnered from each, for each placement. There shall be one conference per pre-student teaching placement (initial licensure teacher).
 - c) A review of the candidate's cumulative materials, by the Educate-WI Certifying Officer as required under s. PI 34. 13 (3)(b).

Classes taught by student teachers shall conform to rules and regulations in effect at the time, including, but not limited to, all applicable school rules (codes of conduct, school board policies, handbooks, Master Contracts, etc.) applicable local, state, and federal laws; and all other legal and proper classroom rules established by the Cooperating Teacher.

Classes taught by student teachers shall conform to curriculum in effect at the time, including, but not limited to, Wisconsin Model Academic Standards; approved District, School, Department, and/or Grade Level Curriculum; approved Textbook or other Published Curriculum Units, Lesson Plans, and all other school curriculum identified by the Cooperating Teacher.

At the conclusion of the placement, the Cooperating Teacher shall recommend a performance score based on our ten standards rubric as part of the final evaluation. For the purposes of this agreement, the Educate-WI Supervisor shall be designated by Educate-WI.

*Please see next page for required verification and signatures.

Pre-Student Teacher or Student Teacher subject area: _____

The Cooperating Teacher is certified in the following subject area(s): _____

Cooperating Teacher Verification
Please respond to the questions below on your knowledge and understanding of the Cooperating Teacher requirements:
(To be completed by the cooperating teacher)

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. I have at least 3 years of teaching experience in the student teacher's certification area (see above).
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. I have been employed in the district of the student teaching placement for at least one year.
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. I volunteered to serve as a cooperating teacher.
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. I participated in the cooperating teacher training provided through the Educate-WI Cooperating Teacher Training Module I Date of Training: _____ / _____ / _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. I participated in the cooperating teacher training provided through the Educate-WI Cooperating Teacher Training Module II Date of Training: _____ / _____ / _____
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. For Project Teaching Pre-Student Teaching Placements (general education certification areas only): Select Yes if the general education cooperating teacher holds a master's degree or higher. Select No if the general education cooperating teacher does not hold a degree higher than a bachelor's degree. Select N/A if the student teaching placement is NOT in general education (I.e., special education placement). <i>*Pre-Student Teaching Cooperating Teachers for students in the Project Teaching Program must hold a master's degree or higher.</i>

My signature below verifies the above statements are true and accurate.

Teacher Candidate (print name) _____ Signature _____ Date _____

Cooperating Teacher (print name) _____ Signature _____ Date _____

Cooperating Teacher (print name) _____ Signature _____ Date _____

Principal (print name) _____ Signature _____ Date _____

Linda S. Maitrejean
CEO, Educate-WI