

Welcome!

Student teaching is one of the most important hands on experiences the education candidate will have with young children. The goal of this experience is for the candidate to be able to transition from theory to practical application in a real world situation. It provides the teacher candidate the opportunity to acquire the knowledge, skills, and values of the teaching learning process where ideas can be performed and tested.

This is a time for the teacher candidate to continue self-evaluation and self improvement. It is hoped each candidate has a positive experience and they can take away a new appreciation and understanding of the teaching profession.

Lorain County Community College  
Early Childhood Program

## **Student Teaching Team Responsibilities**

The student teaching experiences consists of a team of individuals who work together to provide a unique experience for each teacher candidate. Following are the responsibilities for each:

### ***LCCC ECE Program Coordinator***

The role of the ECE program coordinator is the individual who has the responsibility for the overall planning, organizing, and coordinating the ECE curriculum and student teaching experience.

1. Maintain communication with the ECE centers. This may include but may not be limited to
  - a. Keeping the centers informed of college practices and procedures that relate to the Early Childhood Program and any changes that may occur.
  - b. Being available for consultation for matters relating to the teacher candidate
  - c. Orienting the student prior to student teaching with regard to expectations, and goals of the student teaching experience.
  - d. Preparing college supervisors for their roles and providing assistance when needed.
  - e. Send out letters to the teacher candidates informing them of course requirements and asking for days/times of availability.
  - f. Organize the cooperating teacher (CT) dinner each semester. (Secure room, plan menu, design agenda)

### ***ECE Student Teacher College Supervisor***

The college supervisor is an ECE faculty member currently employed in the Social Science Human Service Division. Her responsibility is to work directly with the teacher candidate and cooperating teacher in the supervised student teaching experience. The college supervisor does not have responsibility for the supervision of a center's regular staff. The college supervisor is to work closely with the ECE Program Coordinator to ensure practices and policies of the ECE program are adhered to.

1. Specific responsibilities of the college supervisor include but are not limited to:
  - a. Contact the ECE center and arrange for teacher candidate placement.
  - b. Participate in the Cooperating Teacher (CT) dinner each semester.
  - c. Plan weekly seminar topics for discussion.
  - d. Assist teacher candidate plan developmentally appropriate activities in accordance with the goals of each center when needed.

- e. Evaluate teacher candidate's lesson plans and other written assignments making sure they meet the quality and standards set forth by the ECE Program.
- f. Be available to meet with the cooperating teacher if necessary.
- g. Conduct 2 on-site visits conducting a midterm and final evaluation. (additional if necessary)
- h. Provide feedback to the teacher candidate about their progress.
- i. Maintain contact with the cooperating teacher with regards to the teacher candidate's progress or lack thereof.
- j. Keep record of mileage to be turned in for reimbursement.
- k. Turn in form for the cooperating teacher to be compensated.

### ***Cooperating Teacher***

**The cooperating teacher's first responsibility is to the care of the children under her guidance.**

Specific responsibilities of the Cooperating Teacher include:

- a. Attend the CT/Student dinner to meet the teacher candidate who will be working in their classroom. (Teacher candidates will have developed a list of questions to ask about the center, children and procedures)
- b. Orient the teacher candidate to the classroom. (including policies and practices)
- c. Discuss ways for the teacher candidate to get involved immediately whether it is to observe or assist.
- d. Review the course syllabus and information on this website to ensure there is a mutual understanding of course and classroom expectations.
- e. Create a friendly welcoming environment for the teacher candidate based upon mutual respect and trust.
- f. Review the teacher candidate's lesson plans prior to teaching making comments and offering suggestions.
- g. If possible set aside a cooperative planning time.
- h. Maintain close communication with the college supervisor and keep her informed of the teacher candidate's progress or any concerns that may arise.
- i. Provide feedback regarding the teacher candidate's evaluations whether in constructive criticism or written suggestions.
- j. Be a role model for the children and teacher candidate.

## *LCCC Early Childhood Teacher Candidate*

Responsibilities are:

- a. Be familiar with the course requirements, syllabus, and handbook
- b. Evaluate performance and growth continuously.
- c. Be enthusiastic, loyal and helpful member of the center.

### **Orientation:**

- a. Attend the Cooperating Teacher/Student dinner (Mandatory)
- b. Visit the center you are assigned and discuss mutual responsibilities and expectations.
- c. Become familiar with the children's names, environment, schedule and philosophy of the program.
- d. Attend all weekly seminars at the college ( 5 points deducted per absence)

### **Professional Responsibilities:**

- a. Be punctual and dependable
- b. Be organized and neat
- c. Dress appropriately (follow dress codes)
- d. Maintain confidentiality as ascribed in the signed statement

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## Checklist of Activities

It is important for the teacher candidate to experience as much of the classroom environment as possible. By agreeing to be a Cooperating Teacher you are acknowledging you will be a role model and provide the teacher candidate with as much experience and positive feedback as possible to guide them on the path to becoming a quality teacher. Below are a few of the classroom activities the LCCC ECE program would like the teacher candidate to engage in:

<u>Activity</u>	<u>Yes</u>	<u>No</u>
Observe Cooperating teacher		
Help with snack/lunch		
Assist with outdoor play		
Set up materials for lessons		
Take charge of a small group		
Make a bulletin board		
Attend planning sessions		
Attend Open House		
Attend parent/teacher conference as an observer		
Check inventory of classroom supplies available		
Review and be aware of safety procedures		
Go on field trips		

## Questions and answers:

1. *How many lessons must the teacher candidate plan and teach?*  
ECED 283 8 lessons  
ECED 284 10 lessons
2. *Is there a lesson plan format?*  
Yes, it is included on this website. Teacher candidates must use this format regardless of the format the center utilizes.
3. *What if the teacher candidate is going to be absent?*  
They must complete the absentee form (On this website) and have it signed by the CT and college supervisor.
4. *How many hours must the teacher candidate be at the center?*  
A minimum of 105 hours.
5. *I have been a CT before, must I attend the dinner?*  
It is mandatory for the teacher candidates to attend and it is the time you will meet the person who will be working with your children. It is hoped that every effort is made. It is included as one of the CT's responsibilities.
6. *I am going to be absent. Must my teacher candidate still come to the center?*  
If there is going to be a qualified teacher in the room, the teacher candidate can come and participate but not teach a lesson. It is required that the CT be in attendance for all lessons.

Teacher candidate's are not to be considered ratio and should NEVER be left alone with the children!!!!!!!!!!

7. *How many times will the college supervisor visit?*

Two scheduled visits, midway through the semester (midterm) and at the end for the final. Additional times if there is concern.

8. *What does the teacher candidate do with all of the paperwork?*

Each teacher candidate must submit a portfolio at the end of the semester that includes all lessons taught, evaluations, weekly journals, log sheets and any photos of activities.

9. *What about taking photos of the children?*

***Teacher candidate are provided a form they can send home to parents asking for permission and explaining why they need to take photos. If your center already has a policy or has a child(ren) that can not be photographed please discuss with the teacher candidate.***

Lorain County Community College  
ECE Lesson Format  
(This format must be used for all ECE lessons)

Name\_\_\_\_\_Date\_\_\_\_\_

Age of children\_\_\_\_\_ Location of the activity\_\_\_\_\_

I. Content area focus: (Circle one)

Art                      Math              Music              Language/Literature  
Movement              Science              Health              Social Studies  
                                 Classroom Management

II. Early Learning Content Standard\_\_\_\_\_

Indicator\_\_\_\_\_

III. Learning Objectives: (minimum three, do not have to be in different domain areas.)

Put an asterick \* by the primary objective.

The child (ren) will be able to:

- Social
- Physical
- Intellectual
- Creative
- Emotional

**IV. Assessment:** What method will you use to evaluate the objectives and child learning?  
(checklist, observation, open-ended question, event sampling, anecdotal record, other)  
Must show actual evidence of the assessment tool (e.g. if using checklist it must be attached)

**V. Equipment/Materials:** (Be specific with number of items)  
Student is responsible for supplying all materials needed for their lesson.

Preparation beforehand:

Materials needed:

**VI. Procedures for the Activity:**

A. **Introduction:** This must be a statement or question. Be creative to attract the children's attention.

**B. Main Activity:**

Teacher Will.....	The children will.....	Special need/gifted adaptations
Min.		
Min.		
Min.		
Min.		
Min.		

Include the open ended questions that are going to be asked during the lesson in the main activity. Also remember to include transitions if you will be moving children from one area to the next to complete the activity

**C. Closure:** (summarize the lesson, this should reflect the objectives.)

**D. Transition:** This is how you would transition the children from this activity to another. Be creative!

**VII. DAP Justification:**

A. Age appropriate: Justify that what you are doing with the children is appropriate for their age(s). Refer to S. Bredekamp’s DAP Text or a page in course textbook.

**VIII. Could this lesson be connected to other content areas?** Yes No

If yes, what \_\_\_\_\_

**IX. Self evaluation:** Write a brief paragraph discussing what the strengths of the lesson were. What would you change?



**Lorain County Community College  
Teacher Education Department  
Student Teaching Absentee Form**

**When a teacher candidate is going to be absent from their assigned center they must call the center and complete this form. It must be turned into the College supervisor within a week of the absence.**

**Teacher Candidate's name** \_\_\_\_\_

**ECE  
Center** \_\_\_\_\_ **City** \_\_\_\_\_

**Student was absent from** \_\_\_\_/\_\_\_\_/\_\_\_\_ **to**  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Total number of days absent** \_\_\_\_\_

**Reason for absence:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teacher candidate's  
signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Cooperating Teacher's  
Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

ECED 283 Student Teaching I  
Circle Time

Students are required to facilitate 3-5 circle time sessions during the required 105 hours.  
If possible document this with a photograph.

Name \_\_\_\_\_ Date \_\_\_\_\_

Number of children \_\_\_\_\_ Age of the children \_\_\_\_\_

Cooperating teacher signature \_\_\_\_\_

1. Briefly explain what activities you did for the circle time:

2. How did you transition the children to circle time and/or out of circle time?

3. Were there children who were not listening or participating? What did you do?

4. Discuss your confidence level.