



Indiana University of Pennsylvania

COLLEGE OF EDUCATION AND EDUCATIONAL TECHNOLOGY

Office of Teacher Education
1175 Maple Street, Room 104
Indiana, PA 15705
724-357-2485 Fax: 724-357-3294

SUBJECT: Student Teaching Interview

TO: All IUP Student Teachers

FROM: Dr. Laurie Nicholson, Field Placement Director

1. After you have received the official notification of your student teaching assignment, you must make arrangements to visit your assigned school and cooperating teacher. This should be done before the end of the current semester but no later than two weeks prior to the time you will begin student teaching. If you have several assignments, you will need to contact each cooperating teacher.

You should do the following:

- a. Immediately, write a letter of introduction to your cooperating teacher. Remember, this letter will be the first impression you make. This is a requirement. Your cooperating teacher will expect to receive this letter;
 - b. Request permission to visit the school, giving a specific date(s) and a specific time(s) that you are available to visit.
 - c. Include a completed student teacher personal data form (enclosed).
 - d. File a copy of your letter to the cooperating teacher in the Teacher Education Office.
2. When arriving at the school, please stop at the main office to introduce yourself as a prospective student teacher of (name) of cooperating teacher. Your attire should be that of a professional teacher.
 3. During the meeting with your cooperating teacher you should discuss teaching assignments, mutual expectations, evaluation procedures, assigned school policy and procedures, and role expectations as outlined in the Student Teaching Handbook, "A Shared Responsibility."
 4. Please return the interview assignment signature portion to the Teacher Education Office immediately following the interview. If you should have any questions about any aspect of your assignment, please discuss it with the in your department and/or Field Placement Director.



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SUBJECT: Cooperating Teacher-Student Teacher Interview

TO: Cooperating Teacher

FROM: Dr. Laurie Nicholson, Field Placement Director

The last step in the process of finalizing the student teaching placement is for the prospective student teacher to set up an interview with the cooperating teacher. The purpose of the conference is to become acquainted with each other and to determine whether the placement will be a satisfactory one. It also enables you to discuss with the student teacher what they will be teaching, as well as giving them any books or materials they will need to prepare themselves for the first weeks of teaching.

If, as a result of the interview, you have any concerns about the placement, please contact the Office of Teacher Education at (724) 357-2485.

If the assignment meets with your approval, please sign on the appropriate line and return the letter in the enclosed envelope.

We appreciate your willingness to work with IUP students and look forward to working with you during the Fall/Spring Semester.

_____ Student Teacher (please print)

_____ Student Teacher (signature)

_____ Cooperating Teacher (please print)

_____ Cooperating Teacher (signature)

_____ Date

Please return this form to the Teacher Education Office. This will become part of your permanent file.