

Dear Cooperating Teacher,

Thank you for agreeing to take a teacher candidate into your classroom as s/he completes requirements for Minot State University's teaching methods class. Our teacher candidates have worked hard preparing for their opportunity to work with you. We are committed to ensuring that this experience is fulfilling for everyone involved, so welcome any questions or comments you may have.

Since this will be the teacher candidate's last practicum experience in their content area(s) before student teaching, it is particularly important that each teacher candidate has this opportunity to apply content and have a variety of experiences. We encourage you to give the teacher candidate ample opportunity to work interactively with your students.

The fundamental requirements for our methods clinical placement in all program-major areas are:

1. **Time Requirement:** The teacher candidates in methods classes are required to complete the hours during the semester (fall ends in early December and spring ends in early May). Teacher candidates will contact you to determine the start date of the practicum experience and to determine the specific schedule. It's ideal that the teacher candidate starts as early as possible. The teacher candidates are expected to demonstrate professional demeanor at all times and should communicate about when they are coming. If s/he is sick or has an emergency and cannot make it to a prearranged class, it is his/her responsibility to let you know well in advance.
2. **Evidence of Student Learning:** At some point in this methods clinical experience, we require students to lead at least one lesson, complete a pre- and post-assessment, and analyze and reflect on the evidence of student learning. Some practicum placements may require more teaching. Evidence of student learning is a requirement of our state and national standards for teacher preparation, designed to see that the teacher candidate can put into practice what they have learned in our methods course and in classroom observation.

Teacher candidates will consult you for an appropriate topic and develop lesson plans for the class(es). Once a date has been set for teaching that lesson, s/he will let the university supervisor know so he or she can come to observe.

3. **Hours Verification:** At the end of the methods clinical experience, you will confirm the teacher candidate's hours and complete the methods clinical rubric in Student Learning and Licensure (SLL), our online Teacher Education Assessment System. You can enter the SLL assessment system at: <https://sll.watermarkinsights.com/login#/> using the email address you have provided to our Field Placement Office.

MSU truly appreciates your willingness to open your classroom to our teacher candidates. Having the opportunity to work with real students in a school setting is so important to their success as future teachers. If any issues should arise or if you have any questions, please do not hesitate to contact us. If there are issues or questions we will want to address those immediately.