1. Help the student teacher make connections between the theoretical foundations and practical application of the education knowledge base.

2. Assist the student teacher in reflecting on his/her students teaching experience.

3. Establish and maintain a collaborative relationship with the Student Teaching Center Schools.

4. Communicate with the cooperating teacher and principal frequently.

5. Keep appointments! Be prompt!

6. Provide support for the cooperating teacher in his/her role.

7. Conduct conferences with the student teacher and cooperating teacher at the midpoint and conclusion of the experience and other times when needed.

8. Share resource materials and ideas with the student teacher.

9. Communicate with the cooperating teacher and the student teacher prior to the beginning of student teaching.

10. Spend quality time with the student teacher. Listen carefully. Do not appear in a hurry.

11. Focus on the student teacher’s strengths as well as weaknesses. Look for the positive areas to reinforce. Success will lead to further success.

12. Be specific when providing feedback to the student teacher. Avoid speaking in generalities.

13. Make the student teacher feel important!

Adapted from Augsburg College Student Teaching Manual