

**Cal State East Bay
Commission on Teacher Credentialing (CTC)
Professional Education Unit**

**Cooperating Teachers, Multiple Subject and Single Subject:
Orientation, Training, and Communication**

Monday, April 30, 2018

1. Overview: Multi-Faceted Approach

- a. Handbooks
- b. The Checklist
- c. Videos
- d. Contact with University Supervisors
- e. Contact with Placement Coordinator
- f. If necessary, contact with Placement Coordinator, Program Coordinator, Department Chair

2. Relevant Items in the *Common Standards Addendum* with Annotations (Accreditation Website)

a. How to get there

- 1. Go to the Accreditation Website
- 2. The Unit
- 3. Go to #5, CTC Common Standards Addendum
- 4. Standard 3, 3.1 Fieldwork
- 5. Scroll to either “Multiple Subject Teaching” or “Single Subject Teaching”

b. Multiple Subject Teaching

1.2 *Multiple Subject Teaching Credential Program Handbook, 2017-2018, pp 16-26*

NOTE: This *Handbook* is distributed to Cooperating Teachers as a link in an email from the Placement Coordinator. The link to the *Handbook* is also provided to University Supervisors at their orientation and to the Candidates at the Student teaching Orientation. The *Handbook* provides details on student teaching schedules, candidate expectations, candidate evaluation, response to failing candidate performance; and roles of University Supervisors, Cooperating Teaching, Placement Coordinators, Credential Program Coordinators, and Site Administrators.

1.4 *Department of Teacher Education Supervisor Handbook, 2017-2018*

NOTE: Among our University personnel, our University Supervisors have the closest relationship with our Cooperating Teachers. The *Supervisor Handbook* provides our University Supervisors with even greater detail than the *Program Handbook* and

provides University Supervisors with information they will need to respond to Cooperating Teacher Inquiries.

2.2 Video Overview for School-Based Supervisors

NOTE: Of importance here is the video on “Role of Master Teacher, Multiple Subject Credential Program.”

2.3 *Student Teacher/Cooperating Teacher/University Supervisor Checklist*

NOTE: The *Checklist* is an important, additional item that guarantees that the Candidate, the Cooperating Teacher, and the University Supervisor are “all on the same page” in regards to schedules, evaluation, and lesson/unit planning. The Checklist must be signed by all three parties. The *Checklist* was developed because some Cooperating Teachers wanted more concise information than that provided in *Program Handbook*. Candidates receive a link to the *Checklist* at the Student Teaching Orientation and bring a hardcopy with them to their placement.

NOTE: The following three items are part of our ongoing professional development for our University Supervisors. Again, this information will empower our Supervisors to share essential information and processes with our Cooperating Teachers.

2.5 *Multiple Subject and Single Subject University Supervisor Meeting PowerPoint, May 3, 2017*

2.6 *Multiple Subject and Single Subject University Supervisor Meeting PowerPoint, September 13 & 19, 2017*

2.7 *Multiple Subject and Single Subject University Supervisors 2017 General Information PowerPoint*

c. Subject Teaching Credential

NOTE: See corresponding Multiple Subject annotations above for the Single Subject items.

1.2 *Single Subject Teaching Credential Program Handbook, 2017-2018, pp 14-24*

1.4 *Department of Teacher Education Supervisor Handbook, 2017-2018*

2.1 Video Overview for School-Based Supervisors

NOTE: This time, the relevant video is “Role of Master Teacher, Single Subject Credential”

2.2 *Student Teacher/Cooperating Teacher/University Supervisor Checklist*

2.4 *Multiple Subject and Single Subject University Supervisor Meeting PowerPoint, May 3, 2017*

2.5 *Multiple Subject and Single Subject University Supervisor Meeting PowerPoint, September 13 & 19, 2017*

2.6 *Multiple Subject and Single Subject University Supervisors 2017 General Information PowerPoint*

3. Information Provided to Candidates at the Student Teaching Orientation

NOTE: Each Fall, the Multiple Subject and Single Subject Credential Program Coordinators hold a student teaching orientation for our candidates. The Orientation provides candidates with links to the *Program Handbook* and the *Checklist*. Also, candidates receive *Overviews* of their first and second placements. All these documents can then be shared with Cooperating Teachers. We did not include these items on the Accreditation website.

To access the relevant items:

(1) Go to <http://www.csueastbay.edu/cssc/admitted-enrolled-student/index.html>, click on the drop down menu for "Teaching." Then, scroll to "Fieldwork."

(2) Go to the Cal State East Bay homepage. Enter into the search box, "Credential Student Service Center." Click on that website. Click on "Admitted/Enrolled Students." Go to "Teaching" and click on the drop down menu. Then, scroll to "Fieldwork."

The following items are relevant:

- * Student Teaching Orientation PowerPoint
- * Student Teaching Checklist
- * 1st Placement Overview
- * 2nd Placement Overview

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