

**University of Illinois at Urbana-Champaign**  
**Early Childhood Cooperating Teacher Request Form 2015-2016**  
*Infant/Toddler EDPR 250 & Preschool EDPR 438*  
**I-TEACH I-LEAD – School and Community Experiences**

Thank you for your interest in our program! Your partnership is vital to the success of our future teachers and the University of Illinois Education Program.

**PROCEDURE:**

1. Review the information on the following pages, and complete the final page for submission to your principal\*.
2. Return the second page of this form to School and Community Experiences by **April 30, 2015** by (1) mail to School and Community Experiences, 120 Education, 1310 South Sixth Street, MC-708, Champaign, IL 61820, (2) fax 217-244-3647, or (3) scanning the signed form and e-mailing it to [jeri@illinois.edu](mailto:jeri@illinois.edu).
3. Inform School and Community Experiences about any changes in your teaching assignment over the summer.
4. Approval is valid for one school year.

\* Minimum required teaching experience: two (2) years for early field experience; three (3) years for student teaching

**Trying to decide if hosting a student teacher is right for you? Consider the following:**

- You have the option to co-teach with your student – even as needed during takeover – in order to stay connected to your students.
- You have the option to connect with a colleague in the same content area to share a student placement in order to stay connected to your students.
- You will create evidence for Domain 4 in Danielson Evaluations, specifically in the area of developing a professional community and growing and developing professionally (4d and 4e) by mentoring new teachers.
- You can earn a Tuition and Fee Waiver good for one semester, which must be used within the four semesters (including summer term) following the semester you mentored.
- You will offer significant, lifetime impact on a student through your mentorship.

<b>Fall 2015</b>	<b>EDPR 250: School &amp; Community Experiences – must be a Birth – 2 year old classroom</b> <i>250 Early Field Experience Guidelines:</i> <a href="http://education.illinois.edu/sites/default/files/ci/occe/Documents-new/EC_250_efe_guidelines_FA12.pdf">http://education.illinois.edu/sites/default/files/ci/occe/Documents-new/EC_250_efe_guidelines_FA12.pdf</a> September 21 - December 9; 24 hours total, in 2-3 hour blocks (dates and times arranged with students) 2 students for tuition/service fee waiver
<b>Fall 2015</b>	<b>ED PR 438: Educational Practice in Special Fields in Elem Ed – must be a 3-5 year old classroom</b> <i>438 Placement Guides I &amp; II:</i> <a href="http://courses.education.illinois.edu/ci421/">http://courses.education.illinois.edu/ci421/</a> (select from left side menu) August 24 - October 1; Monday - Thursday, 8:00a - 12:00p October 5 – December 9; Monday - Friday, 8:00a - 12:00p 1 student for tuition/service fee waiver

**EDPR 250 Placement Information:**

Students in EDPR 250 must complete 24 hours of birth-2yr experience. These hours are arranged between the student and the cooperating teacher between September 21-December 9. Students should be given opportunities to interact with children. The cooperating teacher completes a minimum of two open-ended observation forms, signs a timecard and evaluates the student at the completion of the semester through an online Danielson evaluation tool.

**EDPR 438 Placement Information:**

Student observers will begin in their assigned classroom the week of August 24, 2015 and attend Monday-Thursday from 8:00-12:00 through the start of October; and then Monday-Friday, 8:00-12:00, until December. The last day of attendance is December 9, 2015. Student observers are expected to write and teach a project-based unit during the practicum as well as assist with daily teaching and implementation. Cooperating teachers are asked to complete weekly written feedback and a midterm and final evaluation conference conducted by the supervisor and based on evidence collected and shared through an online Danielson evaluation tool.

<b>TENTATIVE NOTIFICATION DATES FOR COOPS TO RECEIVE PLACEMENT LETTERS</b>		
Fall 2015	ED PR 250	Late August 2015
Fall 2015	ED PR 438	Late March/Early April 2015

Note: We regret that we cannot place a student with every cooperating teacher who is available. Only cooperating personnel assigned a candidate will receive a letter from School and Community Experiences near the date listed above. If at any point you consider hosting a student from another university, please contact us so we may update our records and/or work with you to consider placement options with us.

Waiver Policy, should you be assigned students: A waiver may be used during any of the four consecutive academic terms (semesters and summer session) following the semester it was earned. For example, a waiver earned in the spring semester may be applied during the following summer, fall, spring, or the second summer. Follow this link for more information: <http://www.cote.illinois.edu/clinical/waiver.html>

**Please complete the following page in its entirety, submit to your principal for approval, and return to School and Community Experiences by the deadline listed. You may keep this first page for reference; return only the signed second page.**

*Thank you again for your interest in partnering with the University of Illinois at Urbana-Champaign and School and Community Experiences and for being an integral part of the professional development of these future teachers!*

*\* Return this page only \**

**University of Illinois at Urbana-Champaign**  
**Early Childhood Cooperating Teacher Request Form 2015-2016**  
*Infant/Toddler EDPR 250 & Preschool EDPR 438*  
**I-TEACH I -LEAD – School and Community Experiences**

Please return this form to School and Community Experiences by **February 19, 2015** by (1) mail to School and Community Experiences, 120 Education, 1310 South Sixth Street, MC-708, Champaign, IL 61820, (2) fax 217-244-3647, or (3) scanning the signed form and e-mailing it to [jeri@illinois.edu](mailto:jeri@illinois.edu). This principal-approved form must be on file in our office in order for us to assign students to work with you, and must be renewed each school year.

Date: \_\_\_\_\_ UIN: \_\_\_\_\_ (If you have a University Identification Number)

Name: \_\_\_\_\_

School: \_\_\_\_\_

Personal Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you requesting tuition and service fee waiver? **Yes No**  
 When do you anticipate using it? **Semester/Year:** \_\_\_\_\_

See *Waiver Policy* at the end of the first page of this document.

Content area(s)/Courses(s)/Grade Levels you anticipate teaching in 2015-2016: \_\_\_\_\_

Do you anticipate having English Language Learners in your class? **Yes No**

Are you ELL-certified? **Yes No**

Are you bilingual-certified? **Yes No**

Type of teaching certificate/license(s): \_\_\_\_\_ Years of teaching experience \* \_\_\_\_\_

Highest degree and Institution: \_\_\_\_\_

*\* Minimum required teaching experience: two (2) years for early field experience; three (3) years for student teaching*

		<b>YES</b>	<b>Principal Initials</b> (Initial each request you approve)
<b>Fall 2015</b>	<b>ED PR 250</b> (2 students) <i>(Birth to 2 Year Old)</i> September 21 – December 9, 24 hours total, in 2-3 hour blocks		
<b>Fall 2015</b>	<b>EDPR 438</b> (1 student) <i>(Pre-School; 3-5 Year Old)</i> August 24 – October 1, Monday - Thursday, 8:00a - 12:00p October 5 – December 9, Monday - Friday, 8:00a - 12:00p		

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: