Clinical Teacher Cooperating Teacher Application

If You Are Interested in Becoming a Mentor/Cooperating Teacher
For Clinical Teachers

Clinical teaching is the culminating experience in the teacher education program at Lamar University. It requires our teacher candidates to demonstrate the knowledge, skills, and attitudes about teaching and learning that have accrued through the undergraduate experience.

The mentor/cooperating teacher models the role of a professional educator and is influential in the development of pre-service teachers. Teacher candidates quickly absorb attitudes and philosophy from mentors; therefore, the work of the mentor is critical to the teaching profession. It is both the aim and expectation of Lamar University’s Teacher Preparation Program that all participants become reflective professional educators who facilitate successful student learning. The research shows that mentor teachers have a substantial impact on teacher candidates. The quality of the relationship developed between the experienced teacher and the teacher candidate is critical to an effective and meaningful mentoring experience. Mentors are chosen because they are seen as an exemplary person doing a great job in the classroom.

As of December 2016, Texas Administrative code (TAC)* provided specific requirements Educator Preparation Programs must collect and document regarding qualifications for clinical teacher mentors. In addition, mentors must now attend mentor training within the first three weeks of the candidate beginning their clinical teaching placement. The following are the current qualifications for mentor teachers:

1. Willing to complete the application process which includes
   a. a TAC required training session provided face to face or online by Lamar University. Once the mentors are identified training information will be sent by email, and
   b. Provide the Office of Field Experience with a resume.
   c. Principal assurance of mentor qualifications.
2. The mentor holds a valid Texas teaching certification in the certification area being pursued by the clinical teacher, and
3. has at least three years’ experience as a classroom teacher, and
4. is an accomplished educator as shown by student learning through evaluation, campus/district accountability, or letters of recommendations, and (please see the last page of this application for our principal recommendation)
5. will guide, assist, and support the candidate during the clinical teaching semester, and
6. will consistently report the clinical teacher’s progress to the assigned LU field supervisor,

Please complete the application below and have your supervisor complete the Assurance of Qualifications on the last page. Applications can be submitted at any time during the year. New schools and teams are encouraged. For additional information, please contact Office of Field Experience at 409-889-82107/ 409-880-2235 or email fieldexperience@lamar.edu. Please mail completed application packet to:
Office of Field Experience, P.O. Box 10034 Beaumont, Tx 77710

Terms of Agreement

- Complete the application information.
- Attend the mentor training session (on line or face to face) and provide the appropriate documentation of attendance.
- Provide guidance, assistance and support to the teacher candidate during the clinical teaching semester.
- Complete all clinical teacher evaluation on the Tk20 data gathering system.
- Consistently report the progress of the clinical teacher to the assigned Lu field supervisor.

Placement Process of Clinical Teachers for Each Semester:

- Each semester a Clinical Teacher Placement Committee will meet to determine appropriate placement for clinical teacher for the following semester. The Office of Field Experience will contact campus principals or district human resources as appropriate to request placements for the following semester. Letters of assurance are required from principals before teachers can be considered as mentors for clinical teachers.

- Teacher candidates and their mentor teachers will be notified by email. Fall placement will be notified middle to late spring of placements and spring placements will be notified middle to late fall of placements. Assigned teacher candidates are required to complete 15 hours observation with their mentor teaches the semester prior to the clinical teaching semester.

- The number of mentor teachers chosen each semester will be based on the number of teacher candidates who need to be placed in a clinical teaching assignment. There is a wide variation from semester to semester in the numbers and in the particular levels and/or content areas.

- Teacher candidates are allowed to request a district, and do our best to honor the district choice if at all possible. It is not appropriate for a teacher candidate to request a teacher or seek a placement for themselves.

- A clinical teacher is NOT assigned to a school where there are close social or family ties (i.e. family member teaching in, working in, or attending the school; or close friends in a position in the school that might cause undue influence of the clinical teaching experience). Other conditions may prevent clinical teachers to be placed in specific districts or on specific campuses.

- The Clinical Teacher Placement Committee will look closely at all mentor teachers and will attempt to place the students in the best possible assignments taking into consideration the following:
  - the students and their needs
  - the requested district
  - the ability to form a team on a campus
• Principals and administrators will be notified of tentative placements before placements are given to students.

• The committee will work hard to rotate placements so that as many schools as possible may participate. The Director of the Office of Field Experience will continue to communicate with area districts and involve as many mentor teachers as possible.
Clinical Teacher Mentor Application

**Please fax to 880-2132 ASAP or email to fieldexperience@lamar.edu. We will notify you by email that we have received your application and will expect the remainder of your information to follow. If you do not have an email, we will notify you by mail.**

Name: ____________________________________________________________

TEA #__________________________________________________________

Address: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Phone: __________________________ Email: __________________________

School: ____________________________ District: __________________________

School Phone: ______________________ Fax: __________________________

Grade: ____________________________ Subject: __________________________

Are you departmentalized? ___________ Yes ___________ No

Are you self-contained and teaching all subjects? ___________ Yes ___________ No

How many years have you taught? ____________________________

Have you previously supervised a clinical teacher? ___________ Yes ______ No

If yes, when and where? ____________________________

I have read through the above responsibilities of a Clinical Teacher Cooperating Teacher and will follow through these responsibilities to the best of my ability. ______ yes. ______ no

Thank you for your interest in becoming a mentor teacher for the LU clinical teachers!

* TITLE 19 PART 7 CHAPTER 228 RULE §228.2

mentor/cooperating teacher – For a clinical teacher candidate, an educator who is collaboratively assigned by the educator preparation program (EPP) and campus administrator; who has at least three years of teaching experience; who is an accomplished educator as shown by student learning; who has completed cooperating teacher training by the EPP within three weeks of being assigned to a clinical teacher; who is currently certified in the certification category for the clinical teaching assignment for which the clinical teacher candidate is seeking certification; who guides, assists, and supports the candidate during the candidate’s clinical teaching in areas such as planning, classroom management, instruction, assessments, working with parents, obtaining materials, district policies; and who reports the candidate’s progress to the candidate’s field supervisor.
Assurances of Qualification for Clinical Teacher Mentor Teachers

Please print:

I, _____________________________ (Name of recommending supervisor) will recommend ____________________________ (Name of Mentor Teacher) to serve as a mentor teacher for clinical and meets the following TAC requirements on the date this letter was signed.

Please check all that apply

☐ The mentor teacher holds a valid Texas teacher certificate in ____________________________.

☐ The mentor teacher has at least three years of experience as a classroom teacher.

☐ The mentor teacher is an accomplished educator as shown by student learning through evaluation, campus/district accountability.

☐ The mentor teacher is willing and able to guide, assist, and support the teacher candidate during the semester of clinical teaching.

☐ The mentor teacher will report the teacher candidates’ progress to the candidate’s assigned supervisor or the Office of Field Experience.

I certify that the above information is correct to the best of my knowledge and that I have authority to certify the above information.

__________________________________________________________________________  __________________________________________________________________
Name                                      Date Signed

__________________________________________________________________________  __________________________________________________________________
Job Title                                  Email

__________________________________________________________________________  __________________________________________________________________
School Address                           School Phone Number