Minutes

June 4, 2014, 9:30am

Committee for Cooperating Teacher Selection Policies

Members attending: Susan Allen [Director of Field Placements]; Dr. Barbara Armstrong, Human Resources Director, Thomasville City Schools; Ms. Wendy Klutz, Director of Human Resources, Davidson County Schools; Dr. Barbara Leonard, Associate Dean

Discussion of Qualifications for selecting Cooperating Teachers

**Possible policy statement:**

*Contact for placing HPU student interns for Internship I and Internship II begins with the Human Resource Department in the requested school systems. All approved placements will be sent to the University from the Human Resource Department upon the administrator’s endorsement.*

*The guidelines for selection of cooperating teachers as agreed between the Human Resource Officers and High Point University School of Education for Internship placements are as follows:*  

Cooperating teachers must

1. *Have been in the school district for a minimum of 2 years [Guilford Co. requires 5 years]*
2. *Have an SP II license or career status by the beginning of the Internships.*
3. *The license must be in the area the student intern is applying for a license.*
4. *Have approval of the appropriate administrator with the following qualifications:*  
   a. *Administrator recommendation based upon the teacher’s evaluation [checking if teacher is on an action plan]*
   b. *Nurturing and mentoring personality*
   c. *Teacher leader*

*The Human Resource officer, administrator or cooperating teacher may request a change in placement before Internship II begins. Notification of change should occur by November 15 if possible.*

Discussion continued about the use of value added data. The third year of the data is not due until the end of the next school year so the committee did not recommend its use at this time. There was also discussion about the use of a co-teaching model for student teaching that may allow for more placements with good teachers especially at the high school level.

The committee decided that the discussion about departmentalization at the K-5 level may need to occur with a different group composed of a principal and cooperating teachers. Thomasville and Davidson Co. do not departmentalize their elementary grades.