



Inter American University
Metropolitan Campus
Student Teaching Program

August 23, 2019

Dear Cooperating Teacher:

We are grateful for your disposition to work with our student teacher. We are enclosing:

1. Student Teaching Calendar. The dates for the Cooperating Teacher evaluations are:
 - a) First formative evaluation from September 23-27th
 - b) Second formative evaluation from October 28- November 1st
 - c) Third evaluation, summative, from November 25 to 29th

In the calendar, there are three Fridays when the student teachers (candidates) have professional development workshops.

2. We include the three evaluation instruments. On the last page, please indicate the corresponding evaluation number that is, #1, #2, or #3.
3. The student will provide you with an Information Sheet that must be filled out in order to complete the contract between the school and the university.
4. I include the Student Dispositions Instrument, which must be completed at the end of the practicum.
5. The minimum amount of hours for student teaching is 3 hours. The schedule is approximately from 8:00 to 11:00 am. You may coordinate with the student teacher adjustments to this schedule, as necessary.
6. The student has been oriented about the professional aspects of responsibility, punctuality and dress code.
7. During the first days (one to two weeks, a maximum of three if you deem it necessary), the student must carry out observations, familiarize herself with the curriculum and school program, the group's routine and the resources of the school community. After this period, she should begin planning and carrying out lessons for a specific class or group. (The Preschool level has particular characteristics, which the supervisor can clarify if necessary).
8. As part of this practicum, the student teacher must complete an action research project; attend school activities and professional development activities.

The supervisors will be visiting the schools soon. In case you have any questions, do not hesitate to ask them. My email is mmdavila@intermetro.edu, and my personal number is (787) 647-1092. I am in the best disposition of collaborating with you and with our students.

Mayra M. Dávila, Ed. D.
Student Teaching Coordinator