

**TEACHER INTERNSHIP PROGRAM
COOPERATING TEACHER ROLE
FRESNO STATE
MEMORANDUM OF UNDERSTANDING (MOU)**

Thank you for agreeing to mentor a teacher intern from Fresno State.

The role played by the cooperating teacher with the intern in the teaching experience is a very important one. The cooperating teacher's willingness, ability, and opportunity to enhance the professional growth of the intern are among the strongest factors in determining the quality of teacher that will be produced. A high standard of personal and professional conduct should be set for the intern. Establishing trust with the intern is paramount. Maintaining confidentiality and discretion in matters pertaining to the intern is extremely important. Open communication should be maintained among the cooperating teacher, intern, and university supervisor to insure the greatest degree of success and support for the intern.

As a Cooperating Teacher we ask that you do the following:

1. Introduce and acquaint the intern with school and classroom management procedures, including the dress code, specialized programs, library resources, audiovisual equipment, state and/or district frameworks, disciplinary and emergency procedures.
2. Conduct at least *two classroom observations* of the intern each semester. Provide continuous, supportive feedback (both verbal and written) and maintain communication with the university supervisor and principal/school management team regarding the intern's progress.
3. Arrange a weekly planning/program review period with the intern. Review weekly lesson plans of the intern and provide suggestions as needed throughout the semester. Discuss problems or issues as requested by the intern.
4. Maintain communication with the intern, principal/school management team and university supervisor throughout the semester.
5. Meet with the university supervisor and intern when necessary to facilitate intern progress.
6. Participate in a mid-semester conference with the principal/school management team, university supervisor and intern.
7. Participate in a formal, final, conference with intern and university supervisor at the end of the semester. In cooperation with the university supervisor, complete any necessary forms. Final authority regarding the award of Credit/No Credit grade for intern teaching rests with the university supervisor.

Thank you again for your support of the Teacher Internship Program at California State University Fresno.

SEMESTER: _____

**California State University, Fresno
Kremen School of Education and Human Development
Teacher Internship Program**

Cooperating Teacher Memorandum of Understanding (MOU)

If you agree with the provisions of this Memorandum of Understanding, please sign below.

Cooperating Teacher's Name (Please Print) _____

Signature of Cooperating Teacher _____

Name of Intern _____

School _____

District _____

Date _____

Please indicate any specialized support provider training you may have participated in such as BTSA or
Literacy Training: _____

**PLEASE RETURN THIS PAGE TO YOUR TEACHER INTERN. HE/SHE WILL RETURN THE
FORM TO THE TEACHER INTERNSHIP PROGRAM OFFICE IN
ED 220D AS SOON AS IT HAS BEEN COMPLETED.**