



FAQs from Cooperating Teachers

What is required of teachers to serve as a cooperating teacher?

WI DPI rule, PI 34.15(6)(c), requires cooperating teacher to meet these criteria:

- Hold a Wisconsin license, or an equivalent license where the clinical program occurs, and have volunteered for assignment as a cooperating teacher or practicum supervisor.
- Have at least three years of teaching experience with at least one year of teaching experience in the school or school system of current employment.
- Have completed training in both the supervision of clinical students and in the applicable WI Educator Standards.

[To clarify, this training may be provided by institutions other than UWSP and need not have been a credited course. Contact Field.Experiences@uwsp.edu to learn more about options for training.]

What are cooperating teacher evaluation reports?

Cooperating teacher evaluation reports are documents that verify satisfactory completion of student/intern teaching. They are based on the 2011 InTASC Model Teaching Standards (see page 50 of the Handbook for Student Teaching) and must include evidence written by a cooperating teacher.

What forms are used for cooperating teacher evaluation reports?

The protocol required by UWSP's Professional Education Program is online at the Office of Field Experiences: [Cooperating Teachers](#) page.

Look for 'Teacher Candidate Evaluations.' Instructions and a Word document version of the evaluation form are located there. Please complete the evaluation in a digital format.

When are cooperating teacher evaluation reports due?

A cooperating teacher evaluation report for each student teaching placement of a teacher candidate must be part of that candidate's licensing file.

Within one week of the end of the cooperating school placement, final versions of all evaluation reports must be on file in the Office of Field Experiences (OFE), signed by the cooperating teacher(s) and the teacher candidate.

How many cooperating teachers must write and submit evaluation reports?

There must be at least one evaluation report for each placement approved for license endorsement. Two or more cooperating teachers may jointly write and co-sign one report addressing two or more endorsements, but each endorsement must be clearly indicated and supported by comments.

How many supervisor and cooperating teacher evaluation reports must be in licensing file?

According to DPI Rule PI34.15 (5) 3 (b), "The cooperating teacher's evaluation of the student teacher shall become part of the student's portfolio." At least one cooperating teacher evaluation report and at least four supervisor evaluation reports, completed by the university supervisor(s), must be included in each licensing file by the completion of the student teaching semester. All evaluation reports must be on file, in the Office of Field Experiences by the end of the cooperating school semester.