

**CONTACT INFORMATION**  
**FERRUM COLLEGE TEACHER EDUCATION PROGRAM**

Cooperating Teacher: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_ School: \_\_\_\_\_

Cooperating Teacher Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Best method and times for intern to contact cooperating teacher \_\_\_\_\_

Assigned Intern: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Education Course Segment: \_\_\_\_\_ Professor: \_\_\_\_\_

Clinical Faculty Location: \_\_\_\_\_

Initial Meeting Date: \_\_\_\_\_ Intern's E-mail Address: \_\_\_\_\_

Deadline for Completion of Hours: \_\_\_\_\_

Interns will submit their evaluation and log sheets to Clinical Faculty by the last day of the internship.

**Interns will make a copy of log sheet (s) and give to your professor upon completion of hours.**

**Thank you for agreeing to be a Cooperating Teacher for the field component of our Teacher Education Program.** Your role as a mentoring professional is essential to the growth of our students. You have an important role to play and we are delighted to have you aboard!

Expectations for interns at different levels are, of course, different. You should have a copy of specific field course requirements in your folder. Your intern should be wearing a badge identifying his or her current education class when s/he is in the school building.

When you meet with your student intern, please fill out and sign the **Field Placement Contract** that s/he brings to negotiate with you. Please forward the completed contract to the Clinical Faculty Supervisor.

The Clinical Faculty Supervisor for your school (see below) will be checking individually with all Cooperating Teachers at your school. It would be very helpful if you would provide a home number on the contact sheet to facilitate out-of-school communication. Your Clinical Faculty Supervisor will keep you informed of updates or changes in the internship program.

You will find instructions and guidance within the enclosed guide. If you have any questions, problems, comments, or suggestions, please do not hesitate to contact one of us:

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