# **Cooperating Professional Roles and Responsibilities**

**Professional Behaviors**

1. Provide the student with experience in as many components of the cooperating professional’s role as possible.
2. Share with the student rationales for different experiences required of them.
3. Vary requirements to meet the particular student’s needs and experience level.
4. Hold the student responsible for carrying out any task assigned.
5. Provide the student with time for structured observation of other professionals (e.g., teachers or related service providers).
6. Model behaviors and attitudes desired of the student.
7. Support the student’s completion of course and practicum assignments.
8. Encourage the student to think of university supervisor as a supporter of learning.
9. Encourage the student to examine their own behavior and development.
10. Focus feedback on the student’s strengths; give suggestions for professional growth.
11. Recognize and communicate own strengths and areas of need.
12. Help the student to evaluate the university supervisor’s feedback in terms of the classroom situation.

**Task Responsibilities**

1. Participate in the supervision in-service provided by the university for cooperating professionals and university supervisors.
2. Review all information provided about practicum procedures and guidelines.
3. Meet with the university supervisor(s) to discuss practicum procedures.
4. Develop written role description for adults in classroom; include responsibilities for student’s assumption of cooperating professional’s role at the end of the semester (i.e., “takeover”).
5. Introduce the student to the setting: facilities, services, personnel.
6. Discuss with the student the classroom population, your own background and philosophy, and the philosophy of program and classroom.
7. Share the written policies of the site.
8. Provide to the student and university supervisor any lesson/session plan, IEP/IFSP, or other forms used at the site.
9. With the university supervisor, structure for the student a 1- to 2-week initial observation schedule at beginning of the semester.
10. Hold an initial 3-way meeting with student and university supervisor to discuss, negotiate, and agree on goals for the semester, and to develop the *Semester Calendar* for the student, which should include: school/site calendar, course assignments, practicum assignments, and cooperating professional assignments.
11. Discuss with the student the written observations made during first week of practicum.
12. Review with the student all lesson/session plans developed during the first month or until plans consistently meet university supervisor and cooperating professional’s approval.
13. Regularly evaluate a sample of the lesson/session plans provided by the student.
14. Check with the student before each school day or home visit to be sure they are prepared and to give suggestions if necessary.
15. Allow time after each school day or home visit for informal discussion of the day.
16. Formally observe the student at least once per week, providing written feedback. Informally observe daily whenever possible.
17. Set aside a specific time each week for feedback, sharing, and reviewing the student’s semester calendar.
18. Provide copies of all written feedback to student, to be accessible to the student and to the university supervisor.
19. Encourage the student to keep notes on major topics, issues, and questions discussed during all feedback sessions with the university supervisor or cooperating professional.
20. Maintain the flow of information between the student, university supervisor, and cooperating professional.
21. Involve the student in weekly classroom team meetings to plan for the following week.
22. Inform the student immediately of any change of schedule which will influence their planning.
23. Provide the student opportunities to participate in 3-4 extra professional activities per semester.
24. Contact the university supervisor or program coordinator immediately if there is a problem with the student, assignments, or anything else.
25. Participate in three 3-way meetings and prepare required forms for those meetings.
26. Write a recommendation letter for employment if requested by the student.