Dear Cooperating Teacher and School Administrator,

Thank you for agreeing to mentor a Hamline University additional licensure student as they complete their advanced practicum. This document provides our basic Guidelines for Advanced Practicum.

You will also find here an evaluation form for you to complete after the practicum is finished. At the end of the semester, upon receipt of your evaluation of the practicum student/teacher, we will send you a modest honorarium of $50 in thanks for the mentoring you have done. To receive your honorarium, please be sure to include your social security number on the evaluation form when you send it.

The advanced practicum is designed for students who are already licensed teachers, and who are now attempting to add another field of licensure. The purpose is to provide them with intensive practice teaching in their additional licensure area, employing the most effective methods for the new content and grade levels of the students they are teaching, with your guidance as a cooperating teacher and mentor.

A Hamline supervisor will visit twice during the practicum to observe and evaluate your student teacher’s progress and overall experience. If you have any serious concerns about the practicum student’s performance before that time, or if you have questions of any other kind, please call us at 651-523-2568.

Again, thank you for your willingness to share your time, energy, and expertise with one of Hamline University’s additional licensure students.

Sincerely,

The Placement Coordinator

Placement Office
Hamline University Teacher Education Department
1536 Hewitt Avenue MS-A1720
Saint Paul, MN 55104
Office: 651.523.2568 / Fax: 651 523.2489
Additional Licensure Program
Guidelines for Advanced Practicum (GED 7790) Students

The advanced practicum is designed for those who already hold an initial teaching license, whether in Minnesota or another state, and have earned candidacy for an additional license. The practicum’s purpose is to provide these candidates with an intensive teaching experience during which they can apply what they have learned through their additional licensure coursework and previous experiences, while also exploring with their cooperating teacher methods best suited to the content and students their additional license will qualify them to teach.

The advanced practicum is shorter than the initial student teaching experience, ranging from 50 to 100 classroom hours. As experienced teachers, we encourage everyone involved to work together to ensure a strong practicum.

The following guidelines are organized into two categories. Category One is for those who will be teaching in their own classroom during their practicum. Category Two is for those who will complete their practicum in the classroom of their cooperating teacher. Please follow the guidelines that best match your situation.

**CATEGORY ONE**

1. Eligibility and registration for your practicum must be approved through the Hamline University Teacher Education Department. Please contact your Additional Licensure Coordinator or the Placement Office at 651-523-2568 to finalize arrangements for your practicum.

2. The advanced practicum is set in your own classroom.

3. A faculty supervisor will be assigned to visit your classroom and observe your teaching. The number of visits is determined at the time of registration. Your supervisor will contact you to arrange the observation dates.

4. Your supervisor should observe your teaching for approximately 45 to 60 minutes per visit. You are required to submit to the supervisor written lesson plans for the classes to be observed. These will be kept in your university file.

5. Schedule time during each supervisor visit for a 30-45 conference with your supervisor after s/he observes you.

6. Other assignments for your practicum are specified in your personalized letter. A guide sheet of Written Assignments is included with this these Guidelines. Examples of written assignments include a written paper, and/or a curriculum project. Written assignments must be turned in to your faculty supervisor for review but will be returned to you.

7. Contact your faculty supervisor about any difficulties you may be having meeting the practicum requirements.

All components of the practicum should be completed within 2 weeks after the end of the practicum so your grade can be submitted. After all of your advanced practicum requirements are completed, a pass/fail grade is assigned.
1. Your advanced practicum will take place in the classroom of a cooperating teacher. Schedule some time to observe the cooperating teacher and orient yourself to the students and curriculum. A good guideline for apportioning your time in the practicum setting is as follows: observe during the first 25% of the time, teach for the next 50% of the time, and observe/reflect during the last 25% of the time.

2. Registration and payment for your practicum should be completed before making arrangements with your faculty supervisor regarding the observation/visit schedule.

3. Practicum Preparation.
   After you receive your practicum assignment, contact your cooperating teacher to discuss your teaching responsibilities and to learn about other procedures in your cooperating teacher's classroom and building. Discussion items include:
   * Deciding how long you will observe before you start to teach.
   * The amount of teaching you will do.
   * The lessons/unit you will teach.
   * The materials that you will be expected to use.
   * The amount of freedom that you have to choose and develop lessons.
   * Other duties you may have.

   a. Keep the lines of communication open with your cooperating teacher. Discuss with her/him the form you want your observations and feedback to take.
   b. A faculty supervisor will be assigned to visit your classroom and complete observations of your teaching. The number of visits is determined at the time of practicum registration. The faculty supervisor and the advanced practicum student will jointly set up the observation dates.

5. The faculty supervisor should observe your teaching for approximately 45 to 60 minutes per visit. You are required to submit written plans for the observed lessons to the supervisor. These will be kept in your university file.

6. Schedule time during each supervisor visit for a 30-45 conference with your supervisor after s/he observes you.

7. Other assignments for your practicum are specified in your personalized letter. A guide sheet of Written Assignments is included with this these Guidelines. Examples of written assignments include a written paper, and/or a curriculum project. Written assignments must be turned in to your faculty supervisor for review but will be returned to you.

8. Contact your faculty supervisor about any difficulties you may be having meeting the practicum requirements.

All components of the practicum should be completed within 2 weeks after the end of the practicum so your grade can be submitted. After all of your advanced practicum requirements are completed, a pass/fail grade is assigned.
The student will contact the cooperating teacher to:

1. Verify the exact dates and times the student will be in the teacher's classroom and relay this information to the Placement Office.

2. Determine teaching responsibilities. This includes:
   - deciding how long you will observe your cooperating teacher before you start to teach (The attached observation task forms can be used to focus the observations).
   - the amount of teaching
   - the lessons/unit the student will teach
   - the materials that the student will be expected to use
   - the amount of freedom that the student have to choose and develop lessons

*If the student completes the Advanced Practicum in summer school, the student will most likely teach fewer days per week and fewer hours per day than during the regular school year. If that is the case, plan your the length of the practicum in terms of hours. One week = 25 hrs; two weeks = 50 hrs, etc. It is the actual hours that are counted.*

**During the Practicum**

1. Keep the lines of communication open between the student and the cooperating teacher.
2. The student will contact the supervisor at Hamline to set times and dates for observations. The supervisor will observe two classes; each class should be between 45 to 60 minutes long. When s/he comes to observe, provide him/her with written lesson plans for the classes s/he will observe. Schedule the visit so that she can talk to you for 30-45 minutes after each observation.
3. Contact the Hamline supervisor about any difficulties you may be having meeting the practicum requirements.

The cooperating teacher should complete the evaluation form on the next page as soon as possible after the practicum ends and send it to:

Hamline University, School of Education
Additional License Evaluation
1536 Hewitt Avenue, MS-A1720
St. Paul, MN 55104
(Or Fax to Attn: Placement Office at 651-523-2489)

As soon as student teachers have completed all of their requirements for the advanced practicum, their Hamline practicum supervisor will turn in a grade of P or N. Students who are in danger of not passing the practicum will be notified after their first observation by the supervisor. If there are any serious concerns about the abilities of a student teacher to successfully complete his or her practicum experience, please contact the Placement Office (651-523-2568) with the Hamline Teacher Education Department at the earliest possible moment.
Hamline University
School of Education

Additional Licensure Program
Advanced Practicum (GED 7790)
Cooperating Teacher’s Evaluation of Student Teacher

Date: ______  School: ____________________________  Student Teacher: _______________________
Cooperating Teacher __________________________  Phone: ________________________________

**Evaluation Scale:**

4 **Distinguished**  Teachers at this level are of exceptional quality and make a contribution to the field, both in and outside their school. Their classrooms operate at a qualitatively different level, consisting of a community of learners, with highly engaged and assuming considerable responsibility for their own learning.

3 **Proficient**  The teacher clearly understands the concepts underlying the standard and implements it well. Capable teachers will regard themselves and be regarded by others as performing at this level.

2 **Basic**  The teacher appears to understand the concepts underlying the standard and attempts to implement its elements. However, implementation is intermittent, or not entirely successful.

1 **Unacceptable**  The teacher does not yet appear to understand the concepts underlying the standard.

N/O  Not Observed

Circle the statement that most closely corresponds to your judgment about the levels of competency and performance of the Practicum student.

**Planning:**

1. The objectives of the lessons are clear and appropriate.  
   Distinguished | Proficient | Basic | Unacceptable | N/O

2. The teacher plans adequately for lessons.  
   Distinguished | Proficient | Basic | Unacceptable | N/O

3. Lesson content is consistent with curricular goals.  
   Distinguished | Proficient | Basic | Unacceptable | N/O

**Implementation:**

1. The teacher uses materials/media appropriate to the interests, skill level and cultural background of students.  
   Distinguished | Proficient | Basic | Unacceptable | N/O

2. The teacher demonstrates flexibility.  
   Distinguished | Proficient | Basic | Unacceptable | N/O

3. The level of teacher control is appropriate.  
   Distinguished | Proficient | Basic | Unacceptable | N/O

4. Teaching techniques and strategies demonstrate a knowledge of the methodology appropriate for the level taught.  
   Distinguished | Proficient | Basic | Unacceptable | N/O
**Post Instruction:**
1. The teacher assesses student performance formally or informally.
   - Distinguished | Proficient | Basic | Unacceptable | N/O
2. The teacher uses what she/he has learned from teaching a lesson in planning and executing the next lesson.
   - Distinguished | Proficient | Basic | Unacceptable | N/O
3. The teacher is capable of evaluating the strengths and of a lesson after having taught it.
   - Distinguished | Proficient | Basic | Unacceptable | N/O

**Human Relations:**
The teacher:
1. Communicates clearly with supervisors, staff members, parents and students.
   - Distinguished | Proficient | Basic | Unacceptable | N/O
2. Exhibits warmth towards students and is aware of their personal feelings.
   - Distinguished | Proficient | Basic | Unacceptable | N/O
3. Respects the personal and legal rights of students.
   - Distinguished | Proficient | Basic | Unacceptable | N/O
4. Recognizes the racial, cultural, and economic diversity in a classroom and addresses its implications for the teaching-learning situation.
   - Distinguished | Proficient | Basic | Unacceptable | N/O

**Written Evaluation/Comments:**
Please supplement ratings on the previous pages with special comments concerning the practicum student’s particular strong points. Please comment on any weaknesses that may require additional work. Briefly describe the context in which the practicum student taught (e.g. suburb, city, inner-city), the types of students being taught and information regarding specific units of instruction and lessons prepared by the student.

**Overall Rating of Competency (circle one):**
- Distinguished | Proficient | Basic | Unacceptable | N/O

Since some of the categories in the performance area may not be employed in every lesson due to the nature of the class activities, please check the appropriate square below.

- Rating based on observation of a specific lesson.
- Rating based on several observations at different periods of time.
- Rating based on competencies usually shown during many observations over an extended period of time.

Cooperating Teacher’s signature: ________________________________
Dear Cooperating Teacher,

Thank you for hosting a Hamline University additional licensure student. We very much appreciate the time you’ve given and would like to send you a modest honorarium of $50. Please fill out the following information and return with the completed Cooperating Teacher Evaluation form. *These completed forms are required in order to be paid.*

Name ___________________________ Phone ___________________________

Address __________________________________________________________________________

Email ________________________________________________________________

Please fill out the W-9 form on page 10. Include your social security number on the form*  
*Required for payment. If you prefer to send your SSN by phone, please call Caroline O’Hagan at 651-523-2631

School ____________________________ District ____________________________

Hamline Student ____________________________ Placement Dates ____________________________

Next semester, another group of Hamline Graduate students will be beginning their practicums. Let us know if you’d like to continue your generous contribution of mentoring a Hamline licensure student.

Would you consider hosting another Hamline Graduate School of Education student teacher?  

Yes _____ No _____ If so, which semesters? ____________________________

Thank you again for hosting a Hamline University licensure student. We hope to work with you in the future.  

**PLEASE MAIL THIS FORM, THE W-9 AND THE FINAL EVALUATION FORM TO:**  
Placement Office  
Hamline University School of Education  
1536 Hewitt Ave. MS- A1720  
St. Paul, MN 55104  
(Or Fax to Attn: Placement Office at 651-523-2489)
Please send in this W-9 form with your honorarium request.*

*Completed form with SSN required for payment.

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### W-9 Request for Taxpayer Identification Number and Certification

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (as shown on your income tax return)</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Business name, if different from above</td>
<td></td>
</tr>
<tr>
<td>Check appropriate box:</td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td>Corporation</td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)</td>
<td>Requestor’s name and address (optional)</td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
</tr>
<tr>
<td>List account number(s) here (optional)</td>
<td></td>
</tr>
</tbody>
</table>

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#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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#### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

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#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,