

Triad Conference Suggestions

What do I put on the Triad Conference Agreement?

The purpose of the conference is to develop an agreement between the cooperating teacher, student teacher, and university supervisor. The items on the Triad Conference Agreement should be personalized for the teacher and student teacher. Basically, if each person on the Triad Agreement has 2-3 specific items or goals he/she wishes to have during student teaching, those items should be addressed during the conference. Following are some examples from both student teachers and cooperating teachers.

- *teach a unit on _____
- *teach reading from a _____ (basal reader/novel) accompanied by assessment
- *develop a behavior management program (may include a reward system)
- *create a writing unit
- *participate in a parent/teacher conference
- *communicate with parents
- *prepare lesson plans _____ ahead of time.
- *accept new and different challenges openly and cheerfully
- *attend faculty meeting
- *participate in ongoing student assessment (learn grading program and implement)
- *complete a 10 hour service project for scholarship requirement
- *provide daily feedback (informal – suggestions, ideas, etc)
- *assist with classroom management
- *provide materials (teacher's manuals, materials, etc.) to assist in developing lessons/units
- *expect that student teacher be self-motivated and assertive
- *video a lesson and complete a self-critique
- *start by team teaching subjects in first couple of weeks; add other subjects individually until solo-teaching for at least 2 full weeks.
- *be professional in manner and appearance

These are just examples to provide direction. Feel free to use these ideas or use them to generate other ideas that apply to you specifically.

The reverse side of this paper lists the responsibilities of all three people on the Triad Conference Agreement. These responsibilities might also spark an idea that may be listed on the Triad Agreement.

Student Teacher's Responsibilities:

- Daily lesson plans
- Daily journal
- Two letters to parents (beginning of student teaching letter of introduction; thank you letter at the end)
- Assist with bulletin boards, charts, duties, and monitoring of each child's progress
- Work with both large and small groups
- Co-teach and ultimately demonstrate ability to independently assume full classroom responsibilities
- Keep district contract hours
- Attend each day (should not miss more than three days total)
- Teach one unit per block
- Video tape herself/himself once and turn in critique
- Participate in student teaching seminars
- Complete professional teaching portfolio

Cooperating Teacher's Responsibilities:

- Prepare children for student teacher's arrival
- Prepare "space" for student teacher (desk, materials, etc)
- Seating chart
- Provide relevant experiences (observations, classroom activities, parent/teacher conferences, and faculty meetings)
- Observe and critique student teacher's performance on a frequent basis
- Complete observation forms to provide feedback
- Complete Interim Checklist
- Complete final assessment and give it directly to university supervisor
- Be in the classroom as much as possible
- Be specific in providing feedback
- Give practice to the student teacher in keeping records, duties, etc.
- Contact USU supervisor if any concerns arise.

University Supervisor's Responsibilities:

- Conduct TRIAD conference
- Observe student teachers and provide constructive feedback
- Review lesson plans
- Facilitate after school seminars with student teachers
- Communicate with cooperating teachers to review expectations as needed
- Pick up Cooperating Teacher Observations forms, Interim Checklist, and Final Student Teacher Assessment
- Evaluate professional portfolio and unit