Dear Colleagues:

Thank you for accommodating our request for placement of a MSU Denver student teacher in your school building for the Fall 2015 semester. Attached is the confirmation letter; please notify our office of any corrections.

The student is required to complete 16 weeks of supervised student teaching. We anticipate that most student teachers’ first day of student teaching will be Monday, August 17, the beginning of MSU Denver’s semester.

Information for the cooperating teacher will be emailed at the beginning of the semester. Both the cooperating teacher honorarium and verification of renewal credit are awarded per full-time assignment (split for 8 week assignments or shared student teachers). More information and these forms are available on our website at http://www.msudenver.edu/studentteaching/coopteacher/.

MSU Denver will be offering “Pairs Training Workshops” on the topic of Co-Teaching. We have moved to the Co-Teaching models of student teaching.

We realize how busy your schedules are, but we have scheduled the following workshops and look forward to seeing you. The June 17th and July 8th workshops are designed for the student teachers and cooperating teachers to attend together. The August 13th meeting is mandatory for the student teachers who are unable to attend the earlier meetings with their cooperating teachers. Those students attending the August 13th meeting will share information from the meeting with their cooperating teachers at a later time. Student teachers are required to attend one of the three meetings. Please RSVP to studentteach@msudenver.edu.

- **Wednesday, June 17th**  4:30 – 6:30 p.m.  St. Cajetan’s (on campus)
  Attendees: Both cooperating teacher and student teacher

- **Wednesday, July 8th**  4:30 – 6:30 p.m.  St. Cajetan’s (on campus)
  Attendees: Both cooperating teacher and student teacher

- **Thursday, August 13th**  9:00-11:00 a.m.  St. Cajetan’s (on campus)
  Attendees: Student teachers only (student teacher will share information with cooperating teacher)

The university supervisor will be contacting the cooperating teacher to arrange for the initial visit to discuss forms and procedures regarding the student teaching placement. We appreciate your
contribution to quality teacher education. Any questions or concerns can be directed to the Student Teaching Office at (303) 556-2652.

Sincerely,
Bridget Collins-Sullivan
Director of Student Teaching

Attachment
  cc: Cooperating Teacher(s)
      Student Teacher

U/EDU/STC/Placement/Principal Confirm.ltr.doc.