

## Fall 2022 STE Cooperating Teacher (CT) Instructions for Completion of the Student Teacher Evaluation (STE)

**Directions for Completing the STE for your Student Teacher (ST):** A STE Correspondence e-mail will come to your school e-mail address from the SUNY Cortland Watermark Manager by the STE start date noted below for Mid-Point (MP) and Final STE submissions. Directions on how to proceed with the completion of the STE are included in the e-mail. The Student Teacher will be asked to verify your school e-mail address within one week of their placement to ensure receipt of the STE Correspondence e-mail. If you do not receive the e-mail message by the start date of the STE process, please contact [Chris.Widdall@cortland.edu](mailto:Chris.Widdall@cortland.edu) or 607-753-5449 for assistance. Prior to beginning the Student Teacher Evaluation (STE), you will need the student teacher’s full name and Cortland.edu e-mail address.

### Fall 2022 Student Teaching Calendar Dates

**Full Semester Placement Dates:**

**September 6, 2022 – December 16, 2022**

**Quarterly Placement Dates:**

**Qtr. #1 - September 6, 2022 – October 21, 2022**

**Qtr. #2 - October 24, 2022 – December 16, 2022**

**Please note:** The Student Teacher Evaluation (STE) and Disposition correspondence, with electronic links, will arrive to your school e-mail address by the start date of each STE Review (noted below) and should be completed by the end date.

STE Reviews to be completed by Cooperating Teachers (CT)	Work Due Dates
<p><b>STE Review #1-</b> Student Teacher Evaluation (STE) and Disposition Form on the Student Teacher (ST) <b>(First review for both Quarterly or Full Semester Placement)</b></p>	<p><b>Opens 9/21/2022</b> <b>Complete by 9/28/2022</b></p>
<p><b>STE Review #2-</b> Student Teacher Evaluation (STE) and Disposition Form on the Student Teacher (ST) Program Addendum (when applicable) will be included. <b>(Final review for Qtr. #1, Review #2 for Full Semester Placement)</b></p> <p>Qtr. #1 Only - Satisfaction Survey of the Supervisor</p>	<p style="text-align: center;"><b>Opens 10/12/2022</b> <b>Complete by 10/19/2022</b></p> <p>The Satisfaction Survey correspondence, with electronic links, will arrive to your school e-mail address by the start date (noted above) and should be completed by the end date.</p>
<p><b>✓ Quarter #1 work completed.                      ✓ Quarter #2 work starts below.                      ✓ Full Semester work continues below.</b></p>	
<p><b>STE Review #3-</b> Student Teacher Evaluation (STE) and Disposition Form on the Student Teacher (ST) <b>(First review for Qtr. #2, Review #3 for Full Semester Placement)</b></p>	<p><b>Opens 11/9/2022</b> <b>Complete by 11/16/2022</b></p>
<p><b>STE Review #4-</b> Student Teacher Evaluation (STE) and Disposition Form on the Student Teacher (ST) Program Addendum (when applicable) will be included. <b>(Final review for Qtr. #2, final review for Full Semester Placement)</b></p> <p>Qtr. #2 &amp; Full Semester - Satisfaction Survey of the Supervisor</p>	<p style="text-align: center;"><b>Opens 12/7/2022</b> <b>Complete by 12/14/2022</b></p> <p>The Satisfaction Survey correspondence, with electronic links, will arrive to your school e-mail address by the start date (noted above) and should be completed by the end date.</p>