Cooperating Teacher Nomination Form

UNIVERSITY OF MONTANA
Phyllis J. Washington College of Education | Office of Clinical Experiences

The University of Montana invites school administrators to nominate qualified cooperating or mentor teachers for pre-student teaching clinical experiences, a full student teaching semester, or both. A nomination does not commit a teacher to hosting a candidate. The Office of Clinical Experiences will contact nominated teachers to determine their interest and availability before confirming a placement.

Cooperating Teacher Qualifications

- Have a minimum of three years of successful teaching experience. These years may be across schools or districts and do not need to be at the teacher's current school.
- Hold a current teaching license in the subject or endorsement area appropriate to the placement.
- Prior experience mentoring other teachers or teacher candidates is preferred. Teachers who demonstrate potential for mentoring or coaching others may also be considered.

Instructional Competence

- Demonstrates effective classroom management strategies.
- Uses research-based instructional practices.
- Shows evidence of a positive impact on student learning.
- Engages in thoughtful instructional planning aligned to student needs.
- Possesses strong content and pedagogical knowledge.

Mentoring Disposition

- Welcomes collaboration and maintains open communication.
- Models professionalism and ethical behavior.
- Reflects on practice and implements feedback.
- Demonstrates a commitment to ongoing learning and professional growth.
- Has experience with or shows potential for mentoring or coaching others.

These qualities guide nominations for both clinical experiences and student teaching. Cooperating teachers provide guidance and constructive feedback as candidates gradually assume instructional responsibility appropriate to their stage of preparation.

Administrator Information

School: _____ District: _____

Principal or Administrator: _____ Date: _____

Email: _____ Phone: _____

Teacher Nominations

Please nominate up to six teachers who meet the qualifications above. For each teacher, indicate Clinical, Student Teaching, or Both. Briefly describe evidence of instructional effectiveness and mentoring experience or potential, drawing on classroom observations, evaluations, student learning evidence, or prior mentoring work. Personnel evaluations do not need to be attached.

Teacher name	Grade levels	Subject or content area	Years of teaching	Recommended experience	Evidence of instructional effectiveness and mentoring experience or potential

By submitting this form, I confirm that the nominated teachers meet the qualifications listed above. My recommendation is based on my knowledge of their instructional practice, including effective classroom management, responsiveness to student needs, and evidence of a positive impact on student learning. The nomination also considers their professional dispositions and prior experience or demonstrated potential for mentoring other teachers or teacher candidates.

Questions

Please contact the Office of Clinical Experiences with any questions.

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