



Distributed Teacher and Leader Education (D-TALE)

CTLE Request Form

Cooperating teachers and administrators are eligible for 25 CTLE hours for mentoring a Stony Brook student teacher. Completed forms should be sent to Patricia.Dixon@stonybrook.edu.

Name of Cooperating Teacher Requesting CTLE Hours:

Semester and Year You Were a Cooperating Teacher:

Name of Your Student Teacher:

To qualify for the 25 CTLE hours, you will need to acknowledge that you have done the following activities with the student teacher:

- a. Supervise your student teacher for at least 30 full time teaching days
- b. Advise your student teacher on lesson and unit plans, discuss and share teaching strategies, new technologies, delivery of specific content, classroom management skills, and techniques on how to motivate students.
- c. Additional aspects include awareness of teaching academic literacy skills, demonstrate and model differentiated instruction, integrate diverse cultures, ENL and special needs students.
- d. Encourage participation in various professional events and activities.
- e. Meet at least once, formally, within the 30 days, with the SBU Field Supervisor to discuss the progress of the student teacher.
- f. Complete all the online assessments as they are listed in the body of the email you received providing you with the instructions and attachments necessary for being a Cooperating Teacher.

I confirm that I have mentored the student teacher and have done all the activities listed above:

Signature _____ Date _____