

Dear Cooperating Teacher,

Thank you for your willingness to supervise a student teacher from Northern Michigan University. Because of your willingness, we would like to provide you with an honorarium payment to show our appreciation for mentoring our student teacher. *Below are three options for you.*

**1-Use your credits to take a course while you have a student teacher (ED586)**

You can register for ED586: Seminar for Supervisors of Student Teaching. You can register for 1 credit if you have a student teacher for 8 weeks (section 1) and 2 credits if you have a student teacher for 16 weeks (section2). To register for ED586 for this semester you need to do things in this order so you do not receive a bill in the mail:

1. Complete the request for information at the end of this letter and send it to [pritari@nmu.edu](mailto:tvanabel@nmu.edu)
2. Contact the Graduate Office to make sure that your graduate or post degree application is current.
3. Contact Paula Ritari to let her know that you want to sign up for ED 586. She will get you enrolled in the class and have your honorarium credits applied to your tuition bill.

**2-Bank your credits to use for future NMU graduate courses OR assign these credits to another graduate/undergraduate student at NMU**

A cooperating teacher is given a tuition credit honorarium of 2 credits for full-time supervision or 1 credit for half-time supervision. Please keep in mind that if the credit hour honorarium is preferred, this credit is to be used in taking classes at NMU. It may also be given to a person completing hours in a teacher preparation program (undergraduate or graduate). Credits expire after three years. Credit transfer must be done upon initial receipt of credit. To register for a class and put your credit honorarium toward your tuition bill, contact the Student Service Center at [ssc@nmu.edu](mailto:ssc@nmu.edu), 906-227-1221.

**3-Cash Stipend**

A cooperating teacher is given an honorarium of either $100.00 for 16 weeks full-time supervision or $50.00 for half-time supervision. If you choose to accept the monetary honorarium, NMU will send a check in the name of your school district. The honorarium will then be disbursed by your school district’s business manager.

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**Please complete the following within the first two weeks of the semester:**

**Email Paula Ritari pritari@nmu.edu**

*Identify which option you are choosing:*

* Cash Stipend
* Registering for ED586 (1 or 2 credits)
* Banking the credit(s) for future
* Assigning the credits to another NMU student, in which case I am providing. *NOTE: Credit transfer must be done upon initial receipt of credit.*

Name of NMU student that will be using the credit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s NMU Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Send us your personal information (IMPORTANT)*

* Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* School District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name of your Individual School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email [pritari@nmu.edu](mailto:pritari@nmu.edu) which option you are choosing and your personal information within the first two weeks of the semester. If you have any questions regarding the monetary honorarium or credit honorarium, please contact the Field Experience Office at 906-227-2160.