

STUDENT TEACHING CONTRACT

Student Teacher: _____

School: _____

Cooperating Teacher(s) Signature: _____

Dates of experience: From _____ **to** _____

SCHOOL POLICY

1. What are the daily hours the student teacher is expected to keep?
2. Are there regulations/expectations for student teacher dress?
3. What meetings is the student teacher expected to attend in addition to faculty meetings, department or team meetings, and parent conferences? When are they?
4. Does the student teacher have any extra-curricular activities? What is extent of involvement?
5. Does the student teacher have any supervisory responsibilities (lunchroom, lavatories, playground, study halls)?
6. Is there a student handbook and teacher handbook available for the student teacher?

CLASSES Using the planning calendar provided:

1. What will be the nature and extent of the student teacher's initial involvement with each class?
2. Are there any instances where responsibility for the class will be shared?
3. When will the student teacher assume primary responsibility for each class?

LESSON PLANS The student teacher is to prepare daily lesson plans for every class.

1. How often will the student teacher plan in cooperation with the cooperating teacher? When will this be done?
2. When will the cooperating teacher check the daily lesson plans with the student teacher?

CURRICULUM MATERIALS

1. What objectives and content is the student teacher expected to follow?
2. What materials will the student teacher have access to?
3. What materials will the student teacher need to develop?

4. Will the student teacher be given access to and instruction on the use of copy machine and audio-visual equipment?

GRADING

1. Who will be responsible for designing quizzes and tests?

2. Who is responsible for determining grades?

MANAGEMENT TASKS

1. What management duties is the student teacher expected to perform and how are these to be done (attendance, recording grades, etc.)?

2. Will the student teacher be responsible for initiating parent contact when necessary; attending staffings on students?

3. What classroom management policies is the student teacher expected to maintain? Will the student teacher be allowed to initiate discipline procedures?

EVALUATION

1. With what frequency will the student teacher's classes be observed?

2. When will these observations be discussed with the student teachers?

WHAT ADDITIONAL TOPICS DID YOU DISCUSS?

WHAT QUESTIONS DO YOU STILL HAVE?