



STUDENT TEACHING AGREEMENT
for USF Teacher Credential Candidates
Student Teaching II / Student Teaching III

Introduction

During Student Teaching II and III, the USF teacher credential candidate (termed “**candidate**” below) is engaged in the final, and perhaps most important, stage of the teacher preparation process. It is an opportunity for the candidate to put into action the skills and knowledge that have been acquired during previous semesters in the Credential Program. In large measure, the direct classroom experience of student teaching serves as the basis for the University’s recommendation of the candidate for the California Preliminary Teaching Credential.

Accordingly, there are a number of responsibilities that the candidate must assume as s/he begins Student Teaching II. As part of the authorization process to enroll in Student Teaching II and/or III, the candidate should read carefully the following guidelines, sign the agreement, and return it to the Office of Field Placement / Teacher Education Department. The candidate must also complete the on-line *Request for Authorization to Register* form, found on the TED Field Placement website.

Professional Conduct

A great deal of time and effort is expended establishing relationships between the USF Teacher Education Program and various school districts in the Bay Area. When candidates are visiting schools in any capacity, they should recall that they are representatives of the Teacher Education Program. The impressions that candidates make upon the visited schools/teachers will affect not only their own future, but also the reputation of the SOE Teacher Credential Program. Accordingly, candidates should conduct themselves in a professional manner—in both appearance and deportment.

Professional conduct for USF Student Teachers includes:

- personal appearance and dress, comparable to the standards and expectations for employed teachers at the assigned school site.
- cooperation and professional interaction with colleagues, staff, parents, and students.
- regular attendance and punctuality (see *Attendance* below); The candidate should sign in / sign out each day in the appropriate log in the school office. If a candidate is absent or anticipates being late to a school site, s/he should contact the teacher ahead of time, as well as inform the University Supervisor and Student Teaching Seminar instructor.
- demonstration of sound judgment as well as knowledge of, and adherence to, school site policies; the ability to be flexible and adaptable; evidence of professional growth and self-assessment.
- supervision: the Field Placement Director assigns a University Supervisor to each candidate early in the semester. Once supervision assignments are made, the candidate is responsible for contacting the supervisor and working out a schedule of site visits for the semester.
- familiarity and compliance of the candidate with all applicable requirements and deadlines of the Teacher Education program related to Student Teaching.

In summary, over the course of the Student Teaching II / III placement(s), a credential candidate must demonstrate that s/he understands and can assume the responsibilities required of a full-time teacher.

Attendance

- Over the course of the Student Teaching II/III placement, it is assumed that candidates will take on / complete teaching responsibilities. This means that candidates will organize their time, just as a full-time paid teacher would, to be sure that lessons meet curriculum standards/ requirements and are adequately planned and taught within each school day and week. The USF

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requirement for candidates is that they keep the same hours as those expected of a full-time teacher/their Master Teacher. Specifically for:

- Multiple Subject Credential Candidates - Arriving at school at least 15 minutes prior to the start of school and remaining at least 15 minutes after the dismissal bell.
- Single Subject Credential Candidates - Arriving at school at least 15 minutes prior to the start of the first assigned period class and remaining at least 15 minutes after the last assigned period class.

Additional time may be required to cover the amount of planning and preparation needed to assume teaching responsibilities. Candidates should be available for attendance at faculty meetings, parent conferences, and other school-related activities.

- Attendance and punctuality at seminars and field placement sites are essential. Absences should be for major illness or family emergencies only.
 - Student Teaching Seminar: For each nine-week student teaching seminar, a candidate may miss only one (1) seminar meeting and still receive a passing grade for the seminar course.
 - Student Teaching Site Field Placement: For each nine-week student teaching field placement, a candidate may miss only two (2) school site days and still receive a passing grade for the seminar course.
- For both the Seminar and Field Placement, arriving late three times (tardiness) constitutes the equivalent of one day of absence.

Termination of Candidates from the USF Teaching Credential Program

The following constitute grounds for withdrawal or termination of a candidate from the Teacher Credential Program at the University of San Francisco:

- False reporting of attendance and activities at the school site (e.g., *Site Placement logs*; journals) or plagiarism in required written assignments (e.g., *Teacher Performance Assessments*);
- Change of status of the credential candidate with the CCTC; specifically, the suspension or revocation of the candidate's Certificate of Clearance;
- Use of profanity or demeaning language with colleagues, staff, students, or parents at the assigned school site;
- Sexual harassment or misconduct at the assigned school site;
- Conduct at the assigned school site that would warrant suspension or termination of an employee by the school district where the candidate is placed;
- Request by the school site administration / master teacher to terminate the candidate's student teaching assignment, prior to the scheduled end of the placement;
- Exceeding the allowed number of absences for student teaching seminars and field placements;
- Attempts to change an assigned school / teacher placement without prior consultation / approval by the USF Field Placement Director.

I have reviewed this Student Teaching Agreement. I understand and agree to abide by the terms, conditions, and policies set forth above, related to Student Teaching II and III.

Print full name

Signature

Date

THIS AGREEMENT MUST BE SIGNED and RETURNED to the TEACHER EDUCATION OFFICE before a potential student teacher can be authorized to register for Student Teaching II or III.