

## Teacher Education Fieldwork Practicum Contract

The following expectations are to be upheld by the Concordia Texas teacher candidate during fieldwork hours. Any additional expectations by the cooperating teacher should also be written on this form.

**Attendance:** Teacher Candidates will make arrangements with the cooperating teacher(s) to arrive or attend virtually at the same time(s) each week to provide a sense of consistency over the course of the semester. The candidate will arrive on time prepared for agreed upon activities. The candidate will notify the cooperating teacher if a conflict arises and make arrangements to make up the time. Candidates will log their participation hours each day on their fieldwork log form.

**Participation:** Teacher Candidates will actively participate in the class during their fieldwork hours including presenting pre-arranged, pre-planned lessons and recording themselves presenting one or more lessons over the semester. Other ways the candidate will participate include the following:

- observing the class or a lesson while the cooperating teacher is teaching (taking notes)
- working with individual students or small groups
- preparing lessons in collaboration with the cooperating teacher
- other classroom tasks as assigned by the cooperating teacher (if in person)
- NOTE: CTX students are expected to be actively participating, not just present in the room

**Dress Code/Online Etiquette:** Teacher Candidates will wear a CTX name badge and dress professionally and follow the guidelines of the school's faculty/staff handbook as well as the CTX Education Handbook. Students presenting online will dress as they would for in-person visits and ensure that their background is professional.

**Communication:** Teacher Candidates will collaborate and communicate with their cooperating teacher(s) throughout the fieldwork experience. Candidates will email lesson plans at least 24 hours prior to presenting a lesson (or earlier as agreed upon with the cooperating teacher) and cc the professor. Candidate will email cooperating teacher in advance any time they will not be able to follow the agreed upon schedule and email or text if running late or issues arise with technology, etc.

NOTE: Candidates will 'cc the professor on all email communications with their cooperating teacher and inform the professor of any issues with following through with scheduled visits (virtual or in person). **Cooperating teachers are encouraged to contact professors if any questions or concerns arise.**

**Privacy:** Teacher Candidates will honor FERPA regulations and maintain confidentiality at all times including the following:

- Obtain permission prior to taping required lessons and ensure that any/all students without signed permission are not visible in recordings Refrain from using names when debriefing incidents or reflecting on experiences in their journals
- Refrain from sharing personal information (names, grades, behaviors, special needs, etc.) with others unless the person requesting the information has a direct professional responsibility for the student, or is a legal guardian.
- Refrain from publishing any information or pictures of students on social media or contact students directly outside of school via social media or other means.

Directions: This section should be completed by the Teacher Candidate after collaborating with all cooperating teachers whose classes she/he will be observing and assisting in.

Practicum Course: \*

Content area: \*

Check here if you have another Practicum Course to enter

Check here if you have another Practicum Course to enter

Check here if you have another Practicum Course to enter

List each subject from the courses above on a separate line and the name and email address of the cooperating teacher (CT) in whose class you will complete observations and present lessons for that content.

Campus: \*

Grade(s): \*

Subject: \*

Grade: \*

CT's First Name: \*

CT's Last Name: \*

CT's email: \*

Check here if you have a second Cooperating Teacher

Day(s) and times candidate will attend each week (virtually or in person):

|                             |                             |                           |                  |                                |
|-----------------------------|-----------------------------|---------------------------|------------------|--------------------------------|
| Day:<br>* Wednesday         | from<br>* 1:30 PM           | to<br>* 4:30 PM           | = Minutes<br>180 | Subject(s)<br>* World Cultures |
| Day:<br>Friday              | from<br>1:30 PM             | to<br>4:00 PM             | = Minutes<br>150 | Subject(s)<br>World Cultures   |
| Day:<br>-- Please Select -- | from<br>-- Please Select -- | to<br>-- Please Select -- | = Minutes<br>0   | Subject(s)<br>                 |
| Day:<br>-- Please Select -- | from<br>-- Please Select -- | to<br>-- Please Select -- | = Minutes<br>0   | Subject(s)<br>                 |
| Day:<br>-- Please Select -- | from<br>-- Please Select -- | to<br>-- Please Select -- | = Minutes<br>0   | Subject(s)<br>                 |

Total Minutes Per Week 330

I have verified that the total minutes (shown above) equals at least 240 minutes per week.

Additional expectations/requirements for visiting/participating in my classroom (in person or virtually):

Additional expectations/requirements for visiting/participating in my classroom (in person or virtually):

I have read and understand the requirements and expectations of the fieldwork placement.

...3836323135

09/22/2023

**Teacher Candidate Signature** **Date**

...3432313439

09/22/2023

**Cooperating Teacher Signature** **Date**

...3538373636

09/22/2023

**Professor Initials** **Date**

\_\_\_\_\_  
**Content Area Professor Initials** **Date**