

## 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 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 classroom hours each day on their fieldwork log form starting at the time they arrive in the classroom ready to participate.

**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:

- working with individual students or small groups
- monitoring students
- preparing or distributing materials to be used in a lesson
- other classroom tasks as assigned by the cooperating teacher
- NOTE: CTX students may not be using Cell phones or doing homework or other unrelated activities during fieldwork hours.

**Dress Code:** 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. Guidelines for covering piercings and tattoos should be discussed with the cooperating teacher in advance. CTX TCs will be asked to leave the classroom (no hours given for the day) if dress is viewed as inappropriate.

**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 prior to any absence and email or text if running late

NOTE: Candidates will 'cc the professor on all email communications with their cooperating teacher and inform the professor of all absences and tardies. **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, if needed
- 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.

Teacher Candidate \_\_\_\_\_

Fieldwork/Practicum Start Date \_\_\_\_\_

**Directions:** This section should be completed by the Teacher Candidate along with all cooperating teachers whose classes she/he will be observing and assisting in. **Candidate will scan and share with all parties.**

Practicum Course \_\_\_\_\_ Prof (first & last name) \_\_\_\_\_

Practicum Course \_\_\_\_\_ Prof (first & last name) \_\_\_\_\_

Practicum Course \_\_\_\_\_ Prof (first & last name) \_\_\_\_\_

Practicum Course \_\_\_\_\_ Prof (first & last name) \_\_\_\_\_

**Note:** Email address for all professors is [first.last@concordia.edu](mailto:first.last@concordia.edu) (example: carol.trovall@concordia.edu)

(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 name \_\_\_\_\_ CT's email \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ CT's name \_\_\_\_\_ CT's email \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ CT's name \_\_\_\_\_ CT's email \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_ CT's name \_\_\_\_\_ CT's email \_\_\_\_\_

**Day(s) and times candidate will attend each week:**

Day \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Day \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Day \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**Please check one:**

\_\_\_\_\_ All students in these classes have permission to be videotaped for instructional purposes

\_\_\_\_\_ The fieldwork student will need to send home permission slips to before videotaping their teaching

**Additional expectations/requirements of the campus and/or cooperating teacher:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Teacher Candidate Signature

\_\_\_\_\_  
Cooperating Teacher Signature

\_\_\_\_\_  
Cooperating Teacher Signature