



CONTRACT FOR FIELD EXPERIENCE

This form must be completed entirely and returned to the School of Education main office by the **third week of each semester**. The cooperating teacher who will be completing your online evaluation must sign this form (**list only one Cooperating Teacher per contract**). The cooperating teacher will not be able to complete the final evaluation if this form is not turned in. If the cooperating teacher changes at any point during the semester, a new contract is required and it must be turned in immediately. Each section must be completed entirely and must be legible.

Field Experience hours will not be accepted if the contract has not been turned in on time.—NO EXCEPTIONS!!

I have read and understand what is required in this contract: _____ (*Student's Initials*)

Section 1

Student's Name: _____ Date of Contract: _____
 Student's e-mail: _____ PID/Net ID: _____
 Student's Phone: _____ Semester & Year: _____
 CSU P Instructor: _____ Course Number & Title: _____
 Student's Emergency Contact (*Name & Phone*): _____

Section 2

School Name & Telephone Number: _____
Cooperating Teacher's Full Name: _____
Cooperating Teacher's e-mail: _____
 Grade Level: _____ Subject: _____

| <i>*Beginning Date</i> | <i>*Ending Date</i> | Day of the Week | Time of Day | Total Hours |
|------------------------|---------------------|------------------------|--------------------|--------------------|
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**Beginning and ending dates must be no less than 10 weeks unless approved by CSU Pueblo Instructor:* _____

Section 3

(Student's Name) _____ has my approval to complete his/her field experience in the classroom and at the times described above. He/she has informed me of the requirements of the experience and presented a letter from the CSU Pueblo instructor. Yes No

Cooperating Teacher's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____



Field Experience Expectations & Policies

Top 10 List

Students are expected to read and understand all of the information contained in the Field Experience Policies section of the School of Education Handbook. Not adhering to these policies may result in consequences that can drastically affect your program. Some of this information is summarized here.

10. Students must complete a fingerprint background check before going to any field experience.
9. Field work must be completed in a variety of placements within an array of approved, diverse schools over the course of your program.
8. Field work may not be completed in a school you graduated from within the last 5 years or where you have a close family member attending/being employed.
7. Field work must be completed throughout an entire course (at least 10 weeks for a regular semester).
6. During a specific semester you may be in the same school for no more than 2 placements. Students who have three field experience requirements in one semester may not be in the same school for all three.
5. Students may complete no more than 90 field experience hours with the same teacher.
4. Students may take up to 120 hours of field work per semester, but only if it is for 2 courses. If a student is enrolled in 3 courses that require field work, the total number of hours may not exceed 90. Students may not enroll in more than 3 courses that require a specific number of field experience hours.
3. Field experience placement forms **and** fingerprint verification should be submitted to the School of Education office no later than the end of the 3rd week of classes. Students who submit their forms after the deadline **MUST** get any hours completed up to that point approved by his/her instructor and either the Director of Student Teaching or the Associate Dean of Education. In other words, if you are late submitting your field experience placements forms, your hours to that point may not count!
2. Be professional at all times in dress, speech, punctuality, preparation, and all other areas as required in the Teacher Education Program Standards.
1. Students will be asked to leave their field experience and this course if they are not meeting requirements as expected by the cooperating teacher, principal, and/or the professor. If a problem is brought to the attention of the professor, the student will be placed on a formal support plan for one week. If progress is not made within 1 week's time, the student will be removed from field experience. Students cannot complete the course if they have been asked by the cooperating teacher, school, or university professor to leave the field experience placement. Students must withdraw from the course and will not be given an incomplete for this dismissal. Individual courses may have additional requirements/expectations related to field experiences that will be described in the course syllabi.

By signing below, I agree that I have read and will abide by the field experience policies set forth by the School of Education at CSU-Pueblo. I understand that I will be asked to leave my field experience if I am not meeting course requirements as expected by the principal, cooperating teacher, and/or university professor. I understand that I cannot pass the course if I have been asked by the cooperating teacher, school, or university professor to leave the field experience placement. (Withdrawal may be an option depending on the timing.)

Course Number: _____ Student Name (printed): _____

Student Signature/Date: _____