



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 teacher & course**). 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: _____ Net ID: _____
 Student's Phone: _____ Semester & Year: _____
 CSU P Instructor: _____ Course Number & Title: _____
 Student's Emergency Contact (*Name & Phone*): _____

Section 2 (Field Experience information)

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

<i>*Beginning Date</i>	<i>*Ending Date</i>	Day of the Week	Time of Day	Total Hours

**Beginning and ending dates must be no less than 10 weeks unless approved by CSU-Pueblo Instructor:* _____

Section 3 (All signatures are required)

(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 Teacher 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 the CBI Fingerprinting background check before going to any field experience (<http://www.cbirecordscheck.com>).
9. Fieldwork must be completed in a variety of placements within an array of approved, diverse schools over the course of your program.
8. Fieldwork may not be completed in a school you graduated from within the last five years or where you have a close family member attending/being employed.
7. Fieldwork 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 two 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 60 field experience hours with the same teacher.
4. Students may take up to 120 hours of fieldwork per semester, but only if it is for two courses. If a student is enrolled in three courses that require fieldwork, the total number of hours may not exceed 90 field experience hours. Students may not enroll in more than three courses that require field experience per semester.
3. Field experience placement forms **and** the cleared CBI Fingerprinting background check should be turned in to the School of Education office no later than the end of the third 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 Field Experience Coordinator 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 School of Education 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 one 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 may withdraw from the course if the timing of the dismissal allows it. However, if the dismissal happens after the withdrawal date, students would earn a failing grade (F). 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 Program 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 of the removal.)

Course Number: _____ Student's Name (Printed): _____

Student Signature/Date: _____