

Western Carolina University – Internship/Student Teaching Agreement

This form is for Intern I, II, & Student Teaching and must be submitted to TaskStream after the FIRST visit to the Host School.

This document is a supplement to the *Internship/Student Teaching Handbook* which stipulates the conditions that interns, cooperating teachers, and the schools will follow. This can be found at ofe.wcu.edu:

Host School Information:

Name:		Student ID (92#):	
School Name:		School Phone:	
Cooperating Teacher:		Cooperating Teacher E-mail:	
Grades/Courses of Instruction:		School Principal:	

Statement of General Purpose:

The purpose of the Internship/Student Teaching Program is to provide aspiring teachers in their senior year of college with an optimum learning experience in the public school classroom thereby making their transition from student to professional more effective and less stressful.

Candidate Responsibilities:

The Candidate is expected to begin work on a full-time basis at the school on the date that teachers report each semester (August and January) and continue on a full-time basis until the university semester begins.

If the candidate is completing a full year internship then during the first semester of the internship, after classes start at the university, the intern is expected to be in the school classroom for the equivalent of two full days per week. By the end of the first semester the student is expected to co-teach or to take primary responsibility for classroom instruction on lessons or units.

During the second semester of a yearlong internship or student teaching semester the candidate is expected to work as a full-time student teacher. The candidate must abide by attendance guidelines in the *Handbook*. Any courses taken during Internship II or Student Teaching must be approved as explained in the *Handbook*. It is specifically the responsibility of the candidate intern to ask questions that affect the experience rather than acting without asking.

Intern/Student Teacher Signature:		Date:	____/____/____
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Cooperating Teacher Responsibilities:

The cooperating teacher's responsibilities are directed toward teaching the intern about the practice of teaching in the public schools. The cooperating teacher is to act as a mentor for the candidate and assign the candidate progressively challenging activities that will help the candidate prepare for the transition into the profession.

Cooperating Teacher Signature:		Date:	____/____/____
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Cooperating School Administrator Responsibilities:

The cooperating school administrator is responsible for keeping all other parties informed about school policies and decisions that affect the student internship experience. The school administrator is responsible for determining which teachers meet the requirements for being cooperating teachers and recommending those teachers who are judged to be effective mentors for interns.

School Principal Signature:		Date:	____/____/____
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